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PREPARATORY

K-8 Parent & Student Handbook

2019-2020



This 2019-20 Signature Preparatory Parent & Student Handbook (the “Handbook”) was approved by the Signature Preparatory (“Signature Prep”) Board of Directors at a meeting properly noticed and held open to the public on May 23, 2019 and published on Signature Prep’s website at <https://www.signatureprep.org> on or about July 24, 2019. This Handbook replaces all prior versions.

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

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

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

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

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MISSION

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



PHILOSOPHY

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



VISION

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



VALUES

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



STUDENT LEADERSHIP PLEDGE

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



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2019-2020 School Calendar

July 2019

Su	M	T	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1: Support Staff Begins Work Year

January 2020

Su	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20-3: No School (Winter Break)
17: No School (Professional Development Day)
20: No School (MLK Day)

August 2019

Su	M	T	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16: Meet the Teacher: 1-3 PM,
School Tours Available 4-7PM
19: First Day of School

February 2020

Su	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

14: No School (Professional Development Day)
17: No School (Presidents Day)

September 2019

Su	M	T	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2: No School (Labor Day)
20: No School (Professional Development Day)

March 2020

Su	M	T	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6: No School (Professional Development), End of Q3
12-13: Early Release Day (Parent Teacher Conferences)

October 2019

Su	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9-10: Early Release Day (Parent Teacher Conferences)
11: End of Q1
24: No School (Professional Development Day)
25: No School (Nevada's Day Observed)

April 2020

Su	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-10: No School (Spring Break)

November 2019

Su	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11: No School (Veterans Day)
28-29: No School (Thanksgiving)

May 2020

Su	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25: Memorial Day
27: Last Day of School/End of Q4
28, 29, June 1: Contingency Days

December 2019

Su	M	T	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20: End of Q2
23-3: No School (Winter Break)

Calendar Key

- No School
- Early Release Day
- First/Last Day of School
- Meet the Teacher Event





ENROLLMENT & ADMISSIONS

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

APPLICATION PROCESS

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

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

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

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

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

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

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



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

ENROLLMENT PRIORITIES

Enrollment preference is given to the following students:

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

All applications shall be drawn during the lottery process and assigned an enrollment priority. Once all spaces for a specific grade level are full, a waitlist shall be created using the enrollment priority established

during the lottery. Signature Prep shall create and maintain a list which specifies the maximum enrollment capacity for each school, the actual number of pupils enrolled at each school, and the percentage by which enrollment at each school exceeds the intended enrollment capacity, if applicable. Wait lists shall be



operated on a grade-level basis to ensure the maximum number of students may be admitted to the school. Signature Prep shall post the list on its website as soon as practicable after the count of pupils is completed pursuant to NRS 387.1223 but not later than November 1 of each year.

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

ACCEPTANCE AND CONFIRMATION OF ENROLLMENT

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

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

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

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

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

KINDERGARTEN ENROLLMENT POLICY

A child who is 5 years of age on or before September 30 of the school year may be admitted to kindergarten at the beginning of that school year. If a child is not 5 years of age on or before September 30 of the school year, the child will not be admitted to Signature Prep, pursuant to NRS 392.040.

STUDENT RECORDS

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



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CUSTODY ISSUES INVOLVING ENROLLMENT & STUDENT RECORDS

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

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

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

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

REQUESTS FOR TEACHERS AND/OR CLASS

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

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

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

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

ATTENDANCE

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

Early Release

Parents or legal guardians must present a current Driver's License or Identification Card to the front office in order to release a child from school. Students will be released only to those adults listed in Infinite Campus. Students will not be released from the classroom directly to parents. Students must be released from the front office. Students will not be released from school within 45 minutes of the scheduled dismissal time.



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ABSENCES

When a student is absent, it is the responsibility of the parent/legal guardian to notify the school. Parents/legal guardians must notify the school office in writing within 2 days of the absence in order for an absence to be considered “excused.” Sending an email directly to a student’s teacher will not be considered proper notice. Failure to provide timely written notice to the school office will result in the absence being coded as “unexcused.”

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

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

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

*Be advised, students re-enrolling in subsequent years following a truancy issue will lose priority enrollment status and will be relegated to enrollment as a first-year student.

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

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

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

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

TARDINESS

Students should be in their classroom and in their seats when class begins. Students who fail to arrive to school or class on time are considered tardy. Any student arriving late to school must be checked in by a parent/legal guardian.

A tardy may be considered excused when due to doctor/dental appointments, religious observances, or family emergencies (death, court appearance, etc.). After 10:30AM, students will be marked absent for the morning. A note from parent/legal guardian is required to excuse a tardy or absence.



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The Dean of Students is responsible for enforcing disciplinary actions regarding tardies and absences.

EXCESSIVE ABSENCES/TARDIES

3 tardies/absences	<ul style="list-style-type: none">• Classroom teacher notifies office
5 tardies/absences	<ul style="list-style-type: none">• Attendance personal contacts parents/guardians• May be restricted from field trips, performances, sports, and/or extracurricular activities
10 tardies/absences (excused or unexcused)	<ul style="list-style-type: none">• Truancy citation #1 issued• Required parent conference with Dean of Students• Attendance Contract developed• May be restricted from field trips, performances, sports, and/or extracurricular activities
15 tardies/absences* (excused or unexcused)	<ul style="list-style-type: none">• Truancy citation #2 issued• Required parent conference with an Administrator• Attendance Contract reviewed and revised• Possible educational neglect filed• Possible retention for absences (Administration Discretion)• May be restricted from field trips, performances, sports, and/or extracurricular activities
20+ absences (excused or unexcused)	<ul style="list-style-type: none">• Students reaching twenty (20) absences in a school year may be retained or unenrolled (Administration Discretion)• May be restricted from field trips, performances, sports, and/or extracurricular activities

STUDENT EARLY RELEASE FROM SCHOOL

School Administration exercise caution in releasing students during the school day. As a matter of policy, students are prohibited from leaving campus within 45 minutes of the end of the school day (unless there is an emergency). Please be aware that students who are checked out before 1:20PM will be marked absent for the afternoon in accordance with state instructional minutes guidelines.

If a student must be checked out of school prior to the end of the school day, parent/legal guardian is required to present a valid government-issued ID and personally sign their child out before leaving the campus. Only authorized persons listed in Infinite Campus may check students out of school early.

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



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STUDENTS ON CAMPUS

Under no circumstances may students remain on campus unsupervised. Per Signature Prep policy, students are permitted on campus no earlier than 7:15 AM. If students arrive before 7:15 AM, they will not be allowed inside the building. Students are to vacate campus after the final bell unless involved in an authorized activity such as tutoring or other after school program. Parents/legal guardians should pick up their child/children within 20 minutes after the end of the school. Henderson Police Department will be contacted for students not picked up within 30 minutes of dismissal.

CLOSED CAMPUS POLICY

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

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

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

DROP-OFF/PICK-UP

Refer to the Pick Up & Drop Off procedures on the school website for details regarding locations and maps.

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

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

STUDENT DISCIPLINE

STUDENT CODE OF CONDUCT, RULES, DISCIPLINE POLICY

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



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GENERAL SCHOOL RULES

Students will:

- Work together with teachers to create a classroom that is safe, conducive to learning, clean, and free from distractions.
- Use good manners and polite speech.
- Treat others with respect.
- Be honest and demonstrate integrity at all times.
- Accept corrections respectfully.
- Display a positive attitude.
- Treat school property with respect.
- Refrain from bringing toys, pets, gum, inappropriate literature or media, electronic devices or other items that are unsafe or that could disrupt the learning environment.
- NO GUM ALLOWED ON CAMPUS.
- Abide by all Signature Prep policies and procedures.

CLASSROOM RULES

Students will:

- Be Responsible; follow all directions when given.
- Be Respectful; be on time, raise your hand if you need the teacher's attention, and stay in your seat until you have permission.
- Be Ready; bring all needed materials to class.
- Be Considerate: keep all objects, hands, and feet to yourself.
- Be Kind; if you don't have anything nice to say, then don't say anything at all.
- No food or drink in the classroom (with the exception of water).
- Unless authorized by Administration (examples may include approved classroom party or where circumstances require lunch to be eaten in the classroom).

CAFETERIA RULES

Students will:

- All students should cooperate with cafeteria staff by displaying good manners and keeping the dining area clean.
- Lunches may not be removed from or consumed outside of the designated area.
- No food or drink are allowed within the halls and classrooms, unless prior arrangements have been made with School Administration.
- At the discretion of School Administration, backpacks and playground equipment are to be left in designated areas before receiving food.

PLAYGROUND RULES

Students will:

- Participate in SPORTY games and activities.
- Follow all playground rules.
- Return all playground equipment to its designated place.
- Use playground equipment in a safe manner.



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- Demonstrate good sportsmanship.
- Only play in designated areas.
- Refrain from throwing rocks.
- Play safe and nonviolent games (no tripping, pushing, tackle football, etc.)

PROGRESSIVE DISCIPLINE POLICY, CONDUCT & CONSEQUENCES MATRIX

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

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

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

SEARCH & SEIZURE

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

UNIFORM DRESS CODE POLICY

Signature Preparatory knows that minimizing distractions leads to a better learning environment and therefore, the school's governing board requires students to wear uniforms to school in order to support the school's mission. Compliance with the uniform dress code is **mandatory**.

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



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

All students are required to wear Signature Preparatory uniforms as prescribed below. Exceptions to the Uniform Dress Code Policy may be granted for medical necessity provided that justification is submitted to and approved by the campus administration.

*All Kindergarten - 2nd Grade students are required to “Dress for Success” on Mondays.
All 3rd - 8th Grade students are required to “Dress for Success” on Fridays.*

UNIFORM DRESS CODE POLICY	
DAILY UNIFORM - BOYS	
POLO SHIRTS	<ul style="list-style-type: none">• Polo shirts must be purchased through school approved vendor.• Polo shirts must have the Signature Prep logo.• Shirts must be tucked in at all times.
PANTS / SHORTS	<ul style="list-style-type: none">• Pants/Shorts are to be of twill or similar material. (No denim, spandex, leggings, joggers or athletic material permitted.)• Shorts must be black, no logos, to the knee, clean, no holes or frays, and not faded.• Pants must be black, no logos, clean, no holes or frays, and not faded.• Pants and shorts must be worn at the natural waist.• Daily wear uniform bottoms do not need to be purchased from the school approved vendor.
DRESS FOR SUCCESS - BOYS	
SHIRTS & TIES	<p><i>K – 2nd: Mondays, 3rd – 8th: Fridays</i></p> <ul style="list-style-type: none">• “Dress for Success” Buttondown collar shirts and ties must be purchased from the school approved vendor.• Shirts must have the Signature Prep logo.• Shirts must be tucked in and fully buttoned at all times.• Ties must be of appropriate length, properly tied, and in place around the neck.



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PANTS	<ul style="list-style-type: none">• “Dress for Success” pants must be purchased from the school approved vendor.• Boys must wear solid black belts without metal trim or studs. (with the exception of kindergarten).• Pants must be worn at the natural waist.• Pants must not be faded, have holes or frays.
DAILY UNIFORM - GIRLS	
POLO SHIRTS	<ul style="list-style-type: none">• Polo shirts must be purchased through school approved vendor.• Polo shirts must have the Signature Prep logo.• Shirts must be tucked in at all times.
SHORTS / PANTS SKIRTS / SKORTS	<ul style="list-style-type: none">• Bottoms are to be of twill, polyester, or similar material. (No denim, spandex, leggings, joggers or athletic material permitted.)• Shorts / Skirts / Skorts must be black, no logos, to the knee, clean, no holes or frays, and not faded.• Solid black shorts, not longer than skirt length, should be worn under skirts for modesty.• Pants must be black, no logos, clean, no holes or frays, and not faded.• All bottoms must be worn at the natural waist.• Daily wear uniform bottoms do not need to be purchased from the school approved vendor.
DRESS FOR SUCCESS - GIRLS	
JUMPERS SKORTS SKIRTS / KILTS	<p><i>K – 2nd: Mondays, 3rd – 8th: Fridays</i></p> <ul style="list-style-type: none">• “Dress for Success” jumpers, skirts, skorts, and kilts must be purchased from school vendor.• Jumpers must be worn with the approved Peter Pan collar shirt underneath. This shirt may not be worn without the jumper as it does not have a logo.• “Dress for Success” skirts, skorts, and kilts should be to the knee, clean, without frays.• Black or navy shorts are recommended to be worn under skirts for modesty and should not show past the length of the skirt.
SHIRTS / BLOUSES TIES	<ul style="list-style-type: none">• “Dress for Success” shirts, blouses, and ties must be purchased from the approved school vendor.• Peter Pan collar shirts are to be purchased from the approved vendor and worn underneath the jumpers. This shirt may not be worn without the jumper as it does not have a logo.• Blue short sleeve button blouses must have the Signature Prep logo, and be fully buttoned.• Ties must be buttoned and worn appropriately.



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DRESS CODE POLICY - UNIVERSAL

COSMETICS	<ul style="list-style-type: none">Boys are prohibited from wearing makeup, having painted, and/or long fingernails.Makeup is allowed for girls in grades 6th and above. Makeup should be natural looking and not disruptive to the educational environment.Visible tattoos (permanent or temporary) must be covered.Students are prohibited from writing or drawing on their skin.
SHOES	<ul style="list-style-type: none">Students must wear clean, closed-toe and heel, dark in color. Black preferred.Shoes with wheels are strictly prohibited.No Keens or Crocs are allowed.Open toed sandals are NOT allowed.Heels or soles may be no higher than 2 inches.Slippers, house slippers (e.g. Dearfoams) and dance footwear are prohibited (unless otherwise specified by the school for an appropriate activity).Athletic shoes are required for P.E.
OUTERWEAR	<ul style="list-style-type: none">Outerwear refers to all coats, jackets, sweatshirts, sweaters, etc.Only Signature Prep outerwear, with the logo, purchased through our school uniform vendor, may be worn in the classroom.Outerwear with non-Signature Prep logos such as a Nike swoosh are permissible to wear outside of school but must be removed in the classroom.Students must wear the Signature Prep approved uniform underneath outerwear.Denim outerwear is prohibited.
JEWELRY	<ul style="list-style-type: none">Jewelry must be conservative, modest, and not a distraction.Girls may wear one pair of earrings, in the earlobe, no larger than a quarter.Boys are prohibited from wearing earrings at school.No gauge earrings, spikes, nose rings, lip piercings, etc. are allowed.Earrings may need to be removed during PE for safety.Visible body piercing jewelry (plugs, etc.) are not permitted.Wallet chains or similar items are prohibited.Chokers or chains around the neck are prohibited.Sunglasses may not be worn inside school buildings.
HEAD COVERINGS HATS	<ul style="list-style-type: none">No hats or bandanas may be worn inside the school buildings.Head coverings of a religious or cultural nature (e.g. yamaka, hijab, etc.) or for medical necessity are permitted provided that justification is submitted to and approved by the campus administration.
HAIR HAIR ACCESSORIES	<ul style="list-style-type: none">Hair must be kept neat, clean, and have a combed appearance.Extreme hair designs and hair colors that are of an unnatural color or interfere with or become a distraction to the learning environment are not permitted.Hair accessories may be purchased through the school approved vendor. Girls may wear hair accessories such as scrunchies, bows, and headbands provided they are school uniform colors (light blue, navy blue, black or grey). Accessories that contain characters, or become a distraction to the learning environment are not permitted.



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- Boys' hair cannot be longer than the top of the collar and must be off the ears. Hair length in front should not fall below the eyebrows or otherwise interfere with or obstruct student vision.
- Boys must be clean shaven. Sideburns can be no longer than the middle of the ear.
- Boys cannot wear manbuns, he-hive, ponytails, or pinned up so their hair is "off the collar and off the ear".
- Signature Prep does not discriminate on the basis of gender, race, color or national origin in its administration of this hair grooming policy. Exceptions to this hair grooming policy may be granted for medical necessity, religious or cultural beliefs, provided that justification is submitted to and approved by campus administration.

DRESS DOWN DAY(S)

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

SPECIAL EVENTS/DANCES

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

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

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

ACADEMICS

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



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PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held once in the first semester. During this time, parents/legal guardians are provided with the opportunity for a one-on-one meeting with their child's teacher to discuss progress, celebrations, and concerns. In the second semester, student-led conferences are held to allow students the opportunity to discuss their progress and celebrations with their parents/legal guardians and classroom teacher. Parents/legal guardians that are concerned about their child's progress may schedule a meeting with their child's teacher and campus administration prior to or in-between these conference dates.

ASSESSMENTS

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

GRADE	ASSESSMENT	FREQUENCY	RESULTS
Kindergarten	Brigance	Once Prior to Start of School Year or 1 st week	Available upon request
Kindergarten & 1st Grade	English Language Arts & Mathematics (ATI Galileo)	Four Times Per Year (Fall, Winter, Spring, End of Year)	Shared at Parent-Teacher Conferences and Posted on ATI Galileo Website
Kindergarten – 3rd	NWEA Map Assessment	Three Times Per Year (Fall, Winter, Spring)	Shared In-Person at Parent-Teacher Conferences
Kindergarten - 8th Grade	HMH Diagnostic Screener – Reading & Math	Three Times Per Year (Beginning, Middle and End of Year)	Shared In-Person at Parent-Teacher Conferences
3rd - 8th Grade	Science (ATI Galileo)	Four Times Per Year (End of Each Quarter)	Shared at Parent-Teacher Conferences and Posted on ATI Galileo Website
2nd-8th Grade	English Language Arts & Mathematics (ATI Galileo)	Four Times Per Year (End of Each Quarter)	Shared at Parent-Teacher Conferences and Posted on ATI Galileo Website
3rd-8th Grade	SBAC	5-6 days per student in the Spring	Mailed Home During the Summer
5th & 8th Grade	State of Nevada Science Assessment	5-6 days per student in the Spring	Mailed Home During the Summer



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Kindergarten – 8th Grade ELL Only	WIDA	5-6 days per student in the Winter	Mailed Home Late Spring or Summer
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STATE MANDATED ASSESSMENTS

Grades Pre-K-K: Brigance Early Childhood Screens III

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

Grades 3-8: Smarter Balanced Assessment (SBAC)

Grades 5, 8 & 10: Science

Grades 3-13: Nevada Alternate Assessment (NAA)

Grades K-13 (ELL Students): English Language Proficiency Assessment (WIDA)

Grades 4 & 8: National Assessment of Educational Progress (NAEP)

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

OTHER ASSESSMENTS

Gifted Assessments: 3rd - 8th grade students that are referred for Gifted services are administered the CogAT gifted assessment. The CogAT is administered once in the Fall and once in the Spring. To register your child for an upcoming CogAT administration, please contact campus administration.

Lexile Reading Level: As part of our reading intervention and enrichment program, students in grades K-8 are assessed on reading fluency and comprehension and provided with a Lexile reading level. Using this data, the adaptive software programs, Smarty Ants (K-2) and Achieve3000 (3-8) provide grade-appropriate instruction to ensure that students are reading and writing at or above grade level. For more information on Lexile levels, please visit: <https://lexile.com/>.

Final Exams/Midterms: Students may not take final exams prior to the time they are scheduled. Students who are absent during semester final exams will receive an F for the final exam. In order for the grade to be changed, students must take the final exam within the first two weeks of the next semester as arranged through administration.

INSTRUCTIONAL TIME

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



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GRADING WEIGHTS & SCALE

K-5 Grading Weights:

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

Middle School Grading Weights:

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

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

GRADE REPORTS

Parents/legal guardians are able to view student progress in their courses through the Infinite Campus Parent Portal. Parents/legal guardians have the ability to print all grade reports through their Parent Portal.

HOMEWORK

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

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



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up work due to absences.

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

MAKE-UP WORK

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

TEST RETAKES

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

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

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

TUTORING

Teachers may be available before and/or after school to assist with assignments. Please contact your child's teacher for a specific time to meet, as needed.

PROMOTION/RETENTION

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

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

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



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the School Administration will have final say on whether the student will be retained. Such decisions, when applied to students enrolled in Special Education, shall be on a case-by-case basis, consistent with the student's individualized education plan and relevant federal and state law.

READ BY GRADE 3

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

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

HOMEBOUND INSTRUCTION

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

ENGLISH LANGUAGE LEARNER (“ELL”) PROGRAM

Signature Prep's ELL program serves students who are second language learners and need assistance learning English. Additional supports are provided to ELL students in the areas of listening, reading, writing, and speaking. Eligibility for ELL services is determined using information provided by the parent/legal guardian or teacher as well as results from the WIDA Speaking, Listening, Reading and Writing English Language Proficiency Assessments. For additional information about Signature Prep's ELL program, please call the school at (702) 867-9711 or visit the school website at SignaturePrep.org

GIFTED STUDENTS

Eligible students with proper documentation will receive pull-out gifted services from gifted endorsed teachers. For additional information about Signature Prep's gifted program, please call the school office.



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STUDENTS WITH DISABILITIES

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

CHILD FIND

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

The Nevada Early Intervention Services (NEIS) System provides services to children birth until three with developmental delay or disabilities, and their families. If you are concerned about your child's development, the first step is to have your child referred for evaluation, which looks at his or her basic skills. This evaluation is free of charge. You can refer your child directly or you can have your child's physician or another professional make the referral for you. You will be assigned a service coordinator who will help you through the process.

Visit http://dhhs.nv.gov/Programs/IDEA/Early_Intervention_Programs/ for more information.

If you have a child aged 3-5, who is not enrolled in kindergarten, contact your local public school to learn about preschool evaluation procedures.

Special education services are available for school-age children in kindergarten through the age of 21, including specialized instruction and services to assist children in the education environment. Contact your local public school if you have a school age student who you suspect may have a disability.

STUDENTS WITH DISABILITIES PROTECTED BY SECTION 504

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

In any program offered by Signature Prep:

- A student is protected by Section 504 if he/she has or has had a physical or mental impairment that substantially limits a major life activity, has a record of such impairment or is regarded as disabled by others.
- Signature Prep will identify, evaluate, and provide a free appropriate public education to all qualifying students with disabilities under Section 504.
- Signature Prep will ensure that no otherwise qualified individual with disabilities, shall



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solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any Signature Prep program or activity.

If you believe that your child has a disability that would qualify him or her for Section 504 protections, contact the Section 504 coordinator at Signature Preparatory.

HEARING AND VISION SCREENINGS

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

HEARING

Hearing loss may interfere with a child's ability to learn and function in society. Signature Prep conducts a hearing screening program to identify students in need of further hearing evaluation and appropriate intervention. Enrolled students will be screened during the following grades: K, 3, 7.

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

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

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

VISION

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

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

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

Referral Criteria:

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



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- For ages greater than five years, refer if distance acuity is no better than 20/40 with both eyes or either eye alone.

ILLNESS ADVISORY

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

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

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

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

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

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

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

IMMUNIZATIONS

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

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

All children enrolling into kindergarten, 7th grade, or those who are new to a Nevada school district for any grade must be fully vaccinated per the regulations set by the Nevada Division of Public and Behavioral



Health. MCV4 vaccination is required. A table of required immunizations is available at the front office. Children must be fully vaccinated prior to being enrolled into school.

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

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

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

STUDENT MEDICATIONS

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

PRESCRIPTION DRUGS

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

- The parent/legal guardian must provide written permission to administer the medicine to the student. Appropriate forms are available at the campus' health office.
- The parent/legal guardian must sign-in the medication at the campus health office. Students are prohibited from dropping off medication.
- ALL medication, including naturopathic remedies, must come to the campus health office in the prescription container as provided by the pharmacist. Written directions from the physician or pharmacist must be provided and must include the name of the patient, the name of the medicine, the dosage, the reason, and the time it is to be given.



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- According to Nevada Administrative Code, 632.220 and 632.222, a Registered Nurse shall perform, supervise, or delegate nursing care to diabetic students. Only a Registered Nurse can take an order from a licensed physician. This eliminates the possibility for a parent to provide a written or verbal order to school personnel regarding a student's medication.
- Signature Prep, employees of Signature Prep, and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to Nevada State Board of Nursing and Nurse Practice Act.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Medications must be kept in their original containers in a locked medicine cabinet.

SELF-ADMINISTRATION OF PRESCRIPTION DRUGS

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

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

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



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The student's diabetes medical management plan provided by the parent or legal guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been

prescribed or authorized for that student. The student must be able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or legal guardian and the school.

The parent or legal guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.

The medication must come in the prescription container as from the pharmacist.

OVER-THE-COUNTER MEDICATION

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedures have been established to ensure the protection of the school and the student.

ADMINISTRATION OF OVER-THE-COUNTER MEDICATION BY SCHOOL PERSONNEL

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

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

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

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

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

SELF-ADMINISTRATION OF OVER-THE-COUNTER MEDICATION

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

DISTRIBUTION OF OVER-THE-COUNTER MEDICATION

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



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TEXTBOOK POLICY

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

SCHOOL FEES

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

EXTRA-CURRICULAR ACTIVITIES

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

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

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

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

DANCES GRADES 6-8

Student I.D.s must be presented at the door. Students who do not have their Student ID, will not be admitted to the dance. Students who leave a dance will not be readmitted. Students may not loiter near the door or outside during school dances. Students should dance in an appropriate manner. Students who dance inappropriately will be asked to leave and their entrance fee will not be refunded.



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Guests are not allowed at school dances.

Middle School (MS) students should arrive within the first hour of the dance, and once having been admitted, the students may not leave early unless they are accompanied by a parent/legal guardian.

Activities/dances are approximately two (2) hours in duration. Parents/legal guardians are responsible to pick up students within 15 minutes after the dance. If parents/legal guardians do not assume this responsibility, the student will not be permitted to attend the next dance. MS dances are open only to students attending at their home school and admission must include the presentation of the student ID card.

Dance guidelines will be announced prior to the date of the dance.

FIELD TRIPS

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

CELEBRATIONS POLICY

Signature Preparatory understands that celebrations can be an important learning opportunity when organized by the classroom teacher in conjunction with instructional standards and the curriculum.

If a child in the class does not celebrate a particular holiday, families should notify the classroom teacher in advance. We will work to devise an alternate plan for the child to ensure that no one feels uncomfortable or left out during holiday celebrations.

Signature Prep recognizes that birthdays can be a special day for students. Parents/Guardians may request to bring in a treat for the other students. Requests must be made with the classroom teacher and preapproved at least two days in advance. The classroom teacher will notify the receptionist that Parents/Guardians have received prior approval to bring in treats. Parents/Guardians will bring treats to the front office and the receptionist will ensure they are delivered to the classroom. In order to maintain our high level of instruction, the treats will be distributed by the classroom teacher at 2:30pm.

FOOD SERVICES

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

Students who choose to purchase school meals may set up an account and pay online via Infinite Campus:



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https://nspcsa.infinitecampus.org/campus/portal/signature_prep.jsp

Debit and credit card transactions can only be accepted online via IC/Parent Portal. Deposits online to cafeteria accounts may take up to 24 hours to be recorded. Signature Prep prohibits students from using another student's account to buy food.

Students may also submit cash payment to campus front office staff. Students are encouraged to give their lunch money to the front office staff in the morning, so the money can be put into their account before lunch time. Cash and personal checks will be accepted at the register at the high school campuses only.

SPECIAL MEAL PROGRAMS

Signature Preparatory participates in a federally subsidized program which offers free and reduced prices for breakfast and lunch to students who qualify based on family income. The reduced price is \$0.25 for breakfast and \$0.40 for lunch. Applications need to be submitted annually. To apply online, please visit your Infinite Campus - Parent Portal.

FOOD ALLERGIES

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

TECHNOLOGY, WEB, SOCIAL MEDIA

CELL PHONES & ELECTRONICS

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

TECHNOLOGY & INTERNET SERVICES ACCEPTABLE USE POLICY

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



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

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

Each student using the Signature Prep Internet Network shall:

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

SIGNATURE PREP SOCIAL MEDIA POLICY

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

- Abusive or personal attacks;
- Material that is unlawful, defamatory, hateful, threatening, harassing, or embarrassing;
- Diminishes the good name of Signature Prep at the sole discretion of school administration;
- Personally-identifiable information;
- Confidential information;
- Third-party advertising; and
- Chain letters



INFINITE CAMPUS PORTAL ACCEPTABLE USE GUIDELINES

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

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

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

- Users shall act in a responsible, legal, and ethical manner.
- Users are responsible for keeping their Infinite Campus passwords confidential and should take all reasonable precautions to prevent others from being able to use their account.
- Users shall not share their password with anyone, including their own family members.
- Users shall not set their computer to automatically log into Infinite Campus.
- Users who identify a security problem with Infinite Campus must notify the campus front office immediately, without demonstrating the problem to anyone else.
- Users shall not attempt to gain unauthorized access to Infinite Campus or to go beyond access authorized by Signature Prep. This includes attempts to log in through another person’s account or to access another person’s files.
- Users shall not make deliberate attempts to disrupt the Infinite Campus system or to destroy any data on Infinite Campus.
- Users shall not deliberately cause damage to computer equipment or the School’s network or assist others in doing the same.
- Users shall not attempt to harm or destroy data of another user, the school or the school network by spreading viruses or other means.
- Users shall not use Infinite Campus for any illegal activity, including violation of Data Privacy Laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.

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

VISITORS & VOLUNTEERS

VISITORS

Signature Prep is committed to creating and maintaining a learning atmosphere where children feel safe and are free from outside distractions. While on campus, visitors should dress conservatively, avoid profanity, and conduct themselves in a professional and collaborative manner with Signature Prep staff and students. Disruptive behavior will not be permitted. All other business interactions (email, letters, personal conversations, social media, etc.) will be conducted in a professional manner. Parents/visitors that fail to meet these standards may be asked to leave the campus. Those who consistently interfere with the learning environment may be banned from visiting the campus.

All visitors are required to:

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

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

VOLUNTEERS

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

Volunteers MUST:

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

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



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

EMERGENCY PREPAREDNESS & DRILLS

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

LEGAL NOTICES

MCKINNEY- VENTO HOMELESS ASSISTANCE NOTICE

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

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

Eligible children have the right to:

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

If you believe that your child is eligible for McKinney-Vento services, please contact the district office at (720) 867-9711.



NOTICE OF NON-DISCRIMINATION

Signature Prep does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in admission to its programs, services, or activities, in access to them, in treatment to individuals, or in any aspect of their operations. This notice is provided as required by Title VI of the Civil Rights Act of

1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the district office at (720) 867-9711.

TITLE IX OF THE ELEMENTARY AMENDMENTS OF 1972

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

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA") NOTIFICATION

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

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

PUBLIC NOTICE REGARDING DIRECTORY INFORMATION



In accordance with FERPA, Signature Prep may not release to the public, or provide access to, educational records or personally identifiable information contained therein, other than “directory” information. The directory information includes, but is not limited to, the student’s name, email address, grade level,

participation in officially recognized activities and sports, awards or placement in school-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for

academic recognition). Directory information is only released upon request to post-secondary schools or military recruiters. In the annual enrollment/registration forms, parents/legal guardians must state whether

or not they would like directory information released to post-secondary schools or military recruiters upon request. Parents/legal guardians have the option to opt-out at any time by providing written request to remove their student’s information from the directory. For additional information please contact the school office at (720) 867-9711.

CONFIDENTIALITY OF STUDENT RECORDS

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

PARENT COMPLAINTS

If a parent has a problem or complaint, he or she may schedule a meeting with an administrator by contacting the front office at (702) 867-9711. Concerns will be routed to an administrator to handle the concern. Signature Prep will make every effort to resolve concerns in a collaborative manner.

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

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

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

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



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confidential information shall be provided if the confidential information can be redacted, deleted, or concealed from the portions of the records which are not confidential.

Only records that already exist are considered public records. Signature Prep is not obligated to create a record in response to a request for a copy of a public record. Signature Prep shall charge a fee for providing

a copy of a public record for any cost over \$10. The fee shall not exceed the actual cost of providing the copy, unless:

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

No fee shall be charged for providing a copy of a public record if a specific law or regulation requires the copy to be provided without charge.

Notice to the public shall be posted at the front office, which shall state that a list of fees that Signature Prep charges for copies of public records shall be available at the front office upon request. Fees may be waived for good cause and at the sole discretion of School Administration.

Public records requests may be submitted verbally or in writing (includes electronic mail) and directed to:

By Mail:

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

By Electronic Mail:

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

By Phone:

(702) 867-9711

NEVADA OPEN MEETING LAW

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

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

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



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