



# DCSD SUMMER SCHOOL 2024

## Student & Staff Handbook

### GENERAL INFORMATION

<p><b>Monday – Thursday</b>  <b>8:00 AM – 12:30 PM</b>  <b>Grades 7-12 (by invitation only)</b></p>
<p><b>Location:</b>  <b>Douglas High School</b>  <b>1670 Hwy 88</b>  <b>Minden, NV 89423</b></p>
<p><b>Principal</b>                  Sarah Sparhawk  <b>Counselor</b>                  Mike Arraiz  <b>Secretary</b>                  Kristy Coursey</p>

### SUMMER SCHOOL CALENDAR

	Mon	Tue	Wed	Thur
<b>Summer School Dates</b>	June 24	June 25	June 26	June 27
	July 1	<b>July 2</b>	July 3	July 4
	July 8	July 9	July 10	July 11
	July 15	July 16	July 17	July 18
<b>NO SCHOOL - HOLIDAY</b>				



## **GENERAL INFORMATION**

Welcome to the Summer School program. We are excited that you are attending. We have much to accomplish in a short time, so come to summer school with a "let's get it done!" attitude.

Your Summer School staff wants you to have a positive experience, but to accomplish this we need you to come every day with a focus on making the most of the time and opportunities you will be provided.

The Summer School staff wants to keep the lines of communication open with both you and your parent/guardian. To ensure this, we will make phone calls as necessary. Your parent/guardian should feel comfortable to call your teacher or the administration to get information and questions answered. The Summer School phone number at CVMS is 775-392-2110, ext. 2348. You may also contact the office staff by email: at [kcousey@dcsd.k12.nv.us](mailto:kcousey@dcsd.k12.nv.us).

## **MEDICATIONS AND MEDICAL NEEDS**

The office will have some basic medical supplies, such as Band-Aids and ice. In situations requiring further care, the parent/guardian will be notified to pick up their student(s). **If you need to take medication during school hours, your parent/guardian needs to make arrangements to keep your medication in the office.** You may not carry any over-the-counter or prescribed medications with you at school. **NO EXCEPTIONS!**

## **TRANSPORTATION**

Getting to school on time is your and your parent's/guardian's responsibility. The school district does provide bus transportation and routes are planned based upon registration forms. **Riding on the bus is a privilege that is available to students who follow the rules and act responsibly!** The driver and the transportation department establish these. Inappropriate behavior could result in a **huge inconvenience** to your parent/guardian and will no doubt reflect poorly on you because it will require them to provide you with transportation to school. Transportation is not available for after-hours tutoring.

You must get on and off at your assigned bus stop unless your parent/guardian sends a written request for a deviation. You are to leave the note with the Summer School secretary in the morning and pick up a signed permission form to give to the bus driver before you leave in the afternoon. Bus drivers cannot accept notes. They will only accept school permission forms that have been verified by an administrator.

If you have a driver's license and want to drive your car to school and park on campus, check in with the Summer School office. The office staff will tell you where parking is available.

## **SELF RESPECT GROWS AS YOU BECOME A RESPONSIBLE SCHOOL CITIZEN**

Being a **responsible** school citizen requires that you know and follow the rules. As with any organization that serves many people, there are rules established to ensure that everyone has an opportunity to learn, teach, and work in a safe environment.

The Douglas County School Board members are the policy makers of our school district. They are elected officials and have been voted into office by members of our community. They are **responsible** for ensuring that state and federal education laws are followed, and that county schools reflect community values. District policies are established by the School Board for all Douglas County schools. These policies remain in effect during the summer school session.



## ***DISTRICT POLICIES***

### **ATTENDANCE**

Your attendance every day of Summer School classes is essential for successful completion of the Summer School program. The State Legislature requires 90% or higher attendance in order to earn credit. **If a student is absent more than two (2) days**, they will be withdrawn from summer school for the remainder of the program and no credit and/or competency recovery will be granted. Tardies are considered a serious offense and two tardies during Summer School convert to one absence. **Tardies of 10 minutes or more equal an absence.**

With the approval of the office, students may make up time during after school tutoring for tardies or absences. Students and parent/guardian need to arrange transportation from tutoring. This opportunity may only occur one time during summer school. Talk with the Summer School Principal if you have questions about this.

To emphasize the importance of regular attendance, the following administrative guidelines will be in effect.

1. Teacher and the Summer School office staff will record all absences and tardies.
2. All work missed for an absence must be made up. You need to arrange this with your teacher.

Parent/Guardian is required to sign you out for an early dismissal. **In most cases, early dismissal counts as an absence for the day.** You are not allowed to leave school with another party unless your parent/guardian has made prior arrangements with the office. If a person shows up at the office to pick you up without your parent's/guardian's written permission, the school will not allow you to leave with that person. This policy is enforced to ensure your safety.

To excuse an absence, parents can call 782-2265, ext. 2348, and talk with the secretary or leave a message.

### **TARDINESS**

In order to prevent classroom interruptions, you are required to be inside the classroom, in your seat, and ready to work when your teacher signals that it is time to begin or resume class. If you come in late, you need an admittance pass given to you by the Summer School office. Your teachers are asked not to admit you without an office admittance pass.

All tardies are unexcused unless the reason is acceptable to the teacher. **Remember that two tardies equal one absence**, so do not be late for class!

### **MAKE-UP WORK**

When you are absent from school, it will be **your responsibility** to work with your teachers for the assignments missed. You will need to arrange the due dates for make-up work with your teacher.

### **DISTRICT DRESS CODE (DCSD AR541)**

The Douglas County School District insists that all students show proper attention to personal cleanliness and appropriate standards of dress and appearance while they are at school. The following standards of student dress and grooming will apply to all students who are on the Summer School campus:



- All clothing shall be appropriate for the school situation and does not distract other students or cause disruption of a classroom or other school activity.
- Clothing and accessories shall not have suggestive, double meaning, or drug/alcohol-related writing or graphics on them.
- Sunglasses, **hats**, or other inappropriate attire shall not be worn in the buildings unless there is a medical reason.
- Clothing must cover the body from above the chest/breasts to below the buttocks, including when moving, sitting, squatting or bending over and should cover all undergarments. This includes all private/intimate parts of the body, to include the midriff. (a) Shirts that expose the shoulders, tank tops, and thin or "spaghetti" straps that adhere to the other provisions of this dress code are allowed. (b) Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts). (c) Shorts, skirts, skorts, and dresses must be an appropriate length, covering the buttocks including when moving or bending over. (d) Pants/bottoms with rips, tears, or mesh are acceptable but shall not reveal or expose a private/intimate part of the body nor cause a safety concern (e.g., a tripping hazard because of the hem of the pant leg drags on the floor)
- Commonly acceptable standards such as cleanliness and the wearing of underclothing and footwear are required at all times.
- The Douglas County School District does not allow any chains or spiked jewelry to be worn at school.
- Appropriate dress is required. Pajamas and slippers are not considered appropriate dress.

Students who disregard the dress code will be required to call their parent/guardian and have appropriate clothing brought and put on before they attend their classes.

### **TOBACCO POSSESSION / USE and ELECTRONIC CIGARETTES/VAPING**

The Douglas County School District is tobacco and vape-free in the interest of healthful living. A student is considered to be in violation of this policy either through possession or use of tobacco products in school facilities or on school property. **Don't even think** about bringing tobacco or vaping products to school or on the school bus.

Any violation of this policy will result in the student being suspended and removed from Summer School.

### **NEVADA REVISED STATUTES RELATED TO SCHOOLS: [NRS 392.466](#)**

**SEXUAL HARASSMENT** - <https://www.leg.state.nv.us/nrs/nrs-392.html>

#### **Definition:**

1. Conduct that violates the policy on sexual harassment committed by students of either sex against students or staff of the opposite sex or same sex is inappropriate behavior.
2. Sexual harassment may include, but is not limited to:
  - a. Physical - touching of a sexual nature, leering, preventing another from leaving an area, gestures, attempted or actual rape, or sexual assault.
  - b. Verbal - jokes, remarks, teasing, or questions of a sexual nature, pressure for dates or sexual favors, sexually degrading words used toward an individual or to describe an individual.
  - c. Written - jokes, uninvited letters, display of sexually suggestive objects or pictures, graffiti, etc.

Students can expect guidance, counseling, support, and/or advocacy from district staff in addressing matters related to sexual harassment or inappropriate behavior of a sexual nature. (DCSD AR 541)



## SAFE SCHOOLS

It is extremely important that everyone feels safe at school. If you have an issue or concern, you can talk with your teacher, you can come to the summer school office for help, or you can make a report through the Safe Voice program. You can contact them at the following website: [www.safevoicenv.org](http://www.safevoicenv.org). Letting someone know about a problem or potential problem is the first step to resolving it.

It is the policy of the Board of Trustees that Douglas County schools provide a safe environment for students and staff in order to promote learning. Because of this belief, **all weapons and fighting are strictly prohibited on school campuses, in classrooms, and at any school-sponsored event.** In addition, this policy applies throughout the school day and traveling to and from school. Students who are involved in fighting or bringing weapons to school or to school sponsored events will receive the following consequences:

**Guns** -- Consistent with the Gun-Free Schools Act of October, 1994, a student bringing a gun, firearm, or explosive device to school or to school sponsored events will receive a minimum of one year expulsion from Douglas County schools. In addition, school administrators will notify the Douglas County Sheriff's Department as soon as a gun has been determined to be at school or at a school sponsored event.

**Dangerous Weapons** -- Consistent with Nevada Revised Statute 392.466, a student bringing a dangerous weapon to school or to school sponsored events will receive a minimum of 90 days expulsion from Douglas County schools. In addition, the school administrator will notify the Douglas County Sheriff's Department as soon as a dangerous weapon has been determined to be at school or at a school sponsored event.

Dangerous weapons are defined by NRS 392.466; however, a dangerous weapon can include any weapon or object used or intended to be used with intent.

**Knives** -- This category includes those knives/weapons that are not specified in NRS 392.466. Any student who brings a knife to school or to a school-sponsored event will be suspended for ten days for the first occurrence.

**Fighting/Bullying/Intimidation** -- Any student who fights and/or bullies or intimidates others through personal actions or electronics, i.e. phone, computer, etc. at school or at a school sponsored event can be suspended up to ten days for each occurrence. Repeated offenses may result in a recommendation for expulsion. **Please refer to NRS 388.121 – 388.139 and DCSD Administrative Regulation 543 Safe and Respectful Learning Environments.**

**Sexual Harassment** -- As a student or an employee of the Douglas County School District, you are entitled to learn and work in an environment that is free from sexual harassment. Conduct that violates the policy is inappropriate behavior and will be subject to disciplinary action. Depending on the severity of the offense, such action could include, but not be limited to, counseling, suspension, or expulsion.

## NON-DISCRIMINATION POLICY

Douglas County School District does not discriminate on the basis of race, color, national origin, sex, handicap or age in any educational programs.



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act requires school districts to make an annual notification to parents and students of their rights under this act. Douglas County School Board Policy No. 516 assures your rights as follows:

1. To inspect and review your student's education records.
2. Request the amendment of your student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your student's privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in your student's education records, except to the extent that the act and regulations authorize disclosure without consent. This would include directory information.
4. File with the U.S. Department of Education a complaint concerning alleged failures by the District to comply with the requirements of this act and this part; and the right to obtain a copy of District Board Policy 516. This policy may be obtained at your child's school or from the Director of Special Services.

## ***SUMMER SCHOOL POLICIES***

### **DOUGLAS COUNTY SCHOOL DISTRICT POLICY 529**

The School Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a pupil in this District. The principal shall have the authority to exclude pupils who have committed one or more of the following offenses:

1. Malicious damage to school property.
2. Truancy, repeated absence, or tardiness.
3. Willful disobedience to administrators, teachers, or other School District personnel.
4. Hazing in connection with any school function or social activity related to school.
5. Impairing or threatening the health, safety, or welfare of teachers, students, or other persons.
6. Failure to immediately report a situation or incident that could result in impairing or threatening the health, safety, or welfare of teachers, students, or other persons.
7. Use of profane or vulgar language.
8. Possession and/or use of tobacco.
9. Verbal or physical abuse and/or intimidation and/or harassment that is based upon, but not limited to, race, gender, religion, disability, ethnicity, or sexual orientation.
10. Possession, use, distribution or intent to distribute, and/or being under the influence of alcohol or other drugs, including, but not limited to, inhalants, designer drugs\*, controlled substances (or a substance purported to be a controlled substance or mimic the effect of a controlled substance), prescription drugs, unless the student has been prescribed the prescription drug by a physician and in accordance with Board Policy 508, or inappropriate use of over-the-counter (OTC) drugs. A student distributing a controlled substance to another person may also be brought forth under NRS 392.466 for the Board's review.
11. Gang activity.



12. Possession and/or use of a weapon.
13. Involvement in cheating or plagiarizing assessments or assignments.
14. Violation of established school or District regulations or Board policies.
15. Use of email, text messages, instant messages, websites, voice messages, photos or any other communication technologies to harass, intimidate, offend, embarrass, or threaten students, teachers, administrators or other school personnel that may disrupt school operations or causes school officials to reasonably believe that it will do so.

## DISCIPLINE POLICY

A student who has been referred to the office twice by an adult, or who has violated Board Policy No. 529, "SUSPENSION OR EXPULSION," may be unenrolled from Summer School for the remainder of the session and/or face suspension or expulsion for the next school year. Fees are non-refundable.

## DETENTION

Students may be detained at the close of the school day. In the event that a student is detained after the normal closing time, the parents or legal guardian will be notified. Teachers may give detention to students with 24-hour advanced notice.

## ACADEMIC GRADES

Academic letter grades are the scholarship grades you earn. They represent the quality of your work as determined by your teacher. The academic grading system used at Summer School is as follows:

<b>A</b>	90-100%
<b>B</b>	80-89%
<b>C</b>	70-79%
<b>D</b>	60-69%
<b>F</b>	59% or below – Course will not earn credit and will have to be taken over from the beginning to earn credit

Summer School courses use the **Edgenuity** platform. Edgenuity is an individualized, competency-based computer system. This is a mastery-based learning program and students are not held to traditional seat time requirements for credit to be earned. **Edgenuity** curriculum is designed to Assess, Prescribe, Instruct and Report. Within this program, students will have the ability to earn, recover and accelerate credits. **All students are required to have a pair of headphones to use as needed for specific lessons.**

### Edgenuity: Grading and Credits

- Each student will keep a folder in the classroom bookcase.
- The folder will consist of the student's materials, assigned classes, and notes.
- The student should use the folder daily to assist in class work. Consistent and thorough note-taking of the lessons is required for all courses.
- While working on Edgenuity, students may use their notes for lessons and quizzes.
- Students will be given one attempt on lessons, quizzes and unit tests. All questions must be answered in a thoughtful and comprehensive manner. At the teacher's discretion assignments, quizzes or tests may be reassigned. Re-takes may be taken at the discretion of the teacher.

**IMPORTANT:**

**In Summer School, students must earn a minimum of 60% on final tests in Edgenuity and a minimum of 60% for their final course grade.**

**Lower than 60% as a final course grade constitutes a failing grade and therefore NO CREDIT will be earned.**

1. Essays and Competencies may be assigned with the completion of a unit at the discretion of the teacher.
2. Periodic credit reviews with student, parent, teacher, and/or counselors will be scheduled by the counselor.

**BICYCLES AND SKATEBOARDS**

Students who choose to ride bicycles or scooters to and from school are required to bring locks to prevent theft. They must be parked in the racks provided. Skateboards and skates are also problematic for summer school. These items are frequently stolen or broken at school. The school **will not** assume responsibility for the loss of these items. Skateboards cannot be ridden on campus. If they are displayed in the classroom or buildings, teachers are asked to have them taken to the office for the remainder of the school day. **The Douglas County School District assumes no responsibility** for providing security.

**CELL PHONES & ELECTRONIC DEVICES**

Students may not use personal electronic devices during the summer school day. Cell phones must be turned off and stored away from the student from 8:00 AM to 12:30 PM. If students choose to have electronic devices at school, they acknowledge that they are doing so at their own risk. Students who violate this policy will have their cell phone confiscated for a parent to pick up. **DCSD Summer School cannot be responsible for the safekeeping of these types of items.**

**GUM, FOOD, AND DRINKS**

Students are not permitted to chew gum at school. Gum is very damaging to furniture, equipment, and carpet. It is a nuisance to custodians and will not be tolerated. Also, food and drinks are only allowed to be consumed outside classrooms during breaks. Teachers are expected to require an appropriate consequence for infractions to this rule. This usually involves cleaning at the close of the school day.

**LOVE BIRDS/PUBLIC DISPLAYS OF AFFECTION**

Kissing, hugging, holding hands, arms around each other, or other forms of affection are not considered appropriate behavior for a school setting. Please manage your own behavior so that a staff member or administrator does not have to remind you.

**CLOSED CAMPUS**

Summer School maintains a "closed campus policy." This means that you will not leave school at any time during the day, including noontime, without permission. Any violation of this policy will result in a suspension and removal from the current Summer School session.

**EDGENUITY STUDENT ORIENTATION, CLASSROOM GUIDELINES & CONTRACT**

Edgenuity is a computer program designed to help students recover academic credits. The program offers an alternative to the traditional classroom by providing each student with a computer-based classroom





environment.

Please read all the information provided with a parent or guardian and sign and date the documents. Return the signed forms to your instructor on your next class period. All students are required to complete the student orientation before beginning work on a course.

All students will be expected to adhere to the following standards while enrolled:

- The ONLY audio permitted through the computers is the Edgenuity courseware audio. If a student needs to use the internet for school work, permission must first be given by the classroom teacher.
- Accessing non-Edgenuity audio through the computer will result in disciplinary action. This includes, but is not limited to, any CD program installed on the computers, CDs, internet music, radio, etc.
- Students are to be on task at all times and work must be completed in the order of the provided Assignment Sheet.
- Students should discuss the use of calculators with their teachers.
- Plagiarism is not allowed. (See Honor Code Contract.) In some subjects, students may use their own notes when taking tests. These subjects will be explained to the class. No use of notes from other students is allowed.
- Taking pictures of the computer screen is not the same thing as taking notes. You must hand write your complete notes if you want to use them in the class.
- There will be no use of electronic devices during finals testing or during the pre-assessment.
- Unauthorized usage of the computer for anything other than coursework includes, but is not limited to, internet, e-mail, paint, browsing, games, music, etc.
- No student will be allowed access to the control panel of any computer to change the background, screen saver, or sound of assigned computers.
- Any student who tampers with the computer, control panel, keyboard, or mouse of any computer will be subject to disciplinary action and possible removal from the program.
- In order to earn credit, 100% of all work must be completed and the student must pass the course with a grade no less than 60%.
- Failure to follow the rules will lead to disciplinary consequences and could result in removal from the program.
- Intentional damage to computers will be the fiscal responsibility of the student and parent.
- Edgenuity students will be allowed to access only the Edgenuity curriculum while working on the computer. All other computer programs are not permitted.



---

## DCSD Summer School Program ~ 2024

### Handbook Acknowledgement of Receipt and Understanding

---

Please have your parent or guardian sign this, you sign it, date it, and return it to your Summer School teacher the day after you receive it.

I have read, and I understand the **Summer School Handbook** policies that my child must follow.

\_\_\_\_\_/\_\_\_\_\_  
**Parent's/Guardian's Printed Name / Signature**

\_\_\_\_\_/\_\_\_\_\_  
**Student's Printed Name / Signature**

\_\_\_\_\_  
**Date**



## NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR

### *Please sign and return to your Summer School Teacher*

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

#### **What is cheating?**

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- taking or copying answers on an examination or any other assignment from another student or other source
- giving answers on an examination or any other assignment to another student
- copying assignments that are turned in as original work
- collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- allowing others to do the research or writing for an assigned paper
- using unauthorized electronic devices
- falsifying data or lab results, including changing grades electronically

#### **What is plagiarism?**

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- turning in purchased papers or papers from the Internet written by someone else
- representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed**

**DCSD Summer School 2024**

***towards your child's school administration and/or***



***the school district.***