



Student and Guardian Handbook

2026-2027

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About Alpine Academy

Introduction and General Information

Alpine Academy College Preparatory High School is built on the pursuit of academic excellence. The school was chartered by the State Public Charter Authority in 2009. We focus on rigor, relevance, and relationships to best foster an environment of education where talented teachers facilitate learning in small class settings. Students are supported and challenged to do their very best and achieve quality work. Close, professional relationships also develop via personal attention, a caring atmosphere, and supportive culture.

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

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

Our school's small size stands as its chief, unique aspect. Alpine Academy currently enrolls 154 students. With 22 students or less in each class, teachers are able to provide an equitable education. Students in every class are supported and challenged to strive for their best and accomplish quality work. Character education also shines throughout the curriculum to promote positive self-worth and excellence in citizenship. The school strives for improvement each year by hiring talented teachers, encouraging parent involvement, modeling professional respect, using online diagnostic assessments to benchmark student achievement in math and English, and by applying research and best practices of other successful charters.

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

Mission

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

Tuition-Free Public Charter School

Alpine Academy is a public charter school and does not charge tuition. There is no fee or required donation for a student to attend Alpine Academy. All students are entitled to a free public education, consistent with state and federal law. While voluntary donations are welcomed and appreciated, they are never required and have no impact on a student's ability to enroll in, attend, or participate in any academic or extracurricular programs at the school.

Governing Board

Alpine Academy seeks to enlist the varied expertise of community members to serve on the Alpine Academy Governing Board of Education. The school board has a minimum number of members in the following roles/fields of expertise:

- Two current parents/guardians
- Two educators (non-Alpine employees)
- One legal professional
- One finance professional

The diversity of knowledge and experience of Board members provides the administration and faculty varied points of view to ensure the mission of Alpine Academy is carried out and our students achieve all goals and educational outcomes. These same attributes provide an environment where the Board can openly discuss issues and policy and reach consensus through collaboration among themselves and the Executive Director further advancing the goals and mission of the school. The Alpine Academy Governing Board of Directors meets monthly on the third Thursday unless otherwise posted. These meetings are open to the public. More information can be found at <https://www.alpineacademy.net/governing-board>.

School Contact Information

Alpine Academy
1421 Pullman Dr.
Sparks, NV 89434
Phone (775) 356-1166 Fax (775) 356-1168
Info@alpineacademy.net

School Calendar

[2026-2027 Alpine Academy Calendar](#)

School Hours/Campus

Alpine Academy's Campus is open on scheduled school days from 7:30 am to 3:45 pm or later depending on a designated school activity as announced. Students not scheduled to attend or participate in afterschool activities or events must depart campus by 3:45 pm, according to Alpine's no loitering policy.

Regular Class Schedule

Regular Bell Schedule	
HR	8:10 -8:32
1	8:37 - 9:27
2	9:32 - 10:22
3	10:27 - 11:17
4	11:22 - 12:12
Lunch	12:12 - 12:50
5	12:50 - 1:40
6	1:45 - 2:35
7	2:40 - 3:30

Extracurriculars Activities

We offer a variety of extracurricular activities including clubs (art, book, lunch, movies, D&D, etc.), recreation, National Honor Society, Robotics, and other social events.

Accreditation

Alpine Academy is a fully accredited school, under the guidelines, and as granted by the Cognia Accreditation Commission.

School Authorizing Agency

We are a state sponsored charter school and our authorizing authority is the State Public Charter School Authority. For more information about the SPCSA or its sponsored schools, please visit <https://charterschools.nv.gov/>.

Academics

Curriculum

Alpine Academy chooses instructional curriculum based on the curriculum's ability to support students in developing critical thinking skills and the content knowledge required to be successful on the global and 21st century stage. Students will be challenged to consider a variety of perspectives and engage in respectful discourse.

Course Offerings at Alpine Academy

Alpine Academy provides a wide range of courses designed to prepare students for success in high school, college, career, and life. Courses are aligned with Nevada Academic Content Standards and offer students opportunities for challenge, growth, and exploration.

Core Academic Subjects

- **English Language Arts:** English 9, English 10, English 11, English 12
- **Mathematics:** Pre-Algebra, Algebra I, Geometry, Algebra II, Trigonometry
- **Science:** Biology, Chemistry, Earth Science
- **Social Studies:** World History, World Geography, U.S. History, U.S. Government, Economics

Advanced & Enrichment Opportunities

- **Honors:** Select courses available for students who meet eligibility requirements
- **Dual Credit:** College courses offered through Truckee Meadows Community College (TMCC) for both high school and college credit
- **Independent Study & Online Options:** Credit by Exam, online credit recovery, and enrichment courses with administrative approval

Electives

- **Arts and Humanities:** Visual Arts, Graphic Design, Yearbook, Creative Writing
- **Technology:** Computer Science, Robotics
- **Leadership:** Leadership
- **CTE & Career Exploration:** Skillify (career readiness), and other career-focused electives

Physical Education & Wellness

- PE, Weight Training, Health, Yoga, Power Walking, Archery and lifetime wellness activities (with alternative PE credit opportunities for athletics)

Support & Interventions

- Academic Support, Seminar, Tiered Interventions, and individualized supports for students with IEPs or 504 Plans

Grading Scale

State occupational and academic standards for secondary schools are used in curriculum choices and lesson planning. A curriculum competency level of 60% must be achieved in order to receive credit for a course. No credit will be given if a student's grade average is below 60%. Credit is given when completion requirements are met. A minimum of 60 hours of direct instruction and 60% will result in one-half (0.5) credit earned. 9 or more periods of absences in the class may result in loss of credits.

A-F Grading scales are:

- A: 90% - 100%
- B: 80% - 89%
- C: 70% - 79%
- D: 60% - 69%
- F: 0% - 59% / No Credit

GPA

An unweighted GPA is calculated out of a 4.0 scale without additional weight given to dual enrollment, AP or honors, etc.

A weighted GPA is calculated out of a 4.0 scale with additional weight given to dual enrollment (weight of 1 instead of 0.5). Bonus points are awarded as follows: .025 for honors and some dual credit courses and 0.05 for AP classes and some dual credit courses.

Honors Courses

Students can elect to accept the additional challenge of honors curricula within their scheduled course within the first 2 weeks of enrollment (if the student begins the course on the first day of each semester). It is the responsibility of the student and guardian to obtain and return the Honors Course Agreement Form by the specified dates. Alpine Academy Staff will distribute forms as requested.

Students must meet requirements by the 4.5 Week Progress (no missing assignments, minimum of a B in the honors class and minimum of C or better in all other classes). If a student fails to meet these expectations, they will be removed from the honors course and returned to the regular education course.

Student honors class enrollment is reevaluated each semester.

[Alpine Academy Honors Course Agreement Form](#)

Graduation

Credit Requirements

A high school class counts as 0.5 credits for one semester or 1.0 credit for a whole year. A dual enrollment course 100 level or above counts as 1.0 credit for one semester.

Graduation Requirements

- Civics Exam
- ACT Exam
- Nevada Department of Education Graduation Requirements

Diploma Types

Students will be scheduled for an Advanced Diploma when they enroll. If a parent does not want their student to be scheduled for this diploma, an Alpine Academy Opt Out Form must be completed and submitted to the front office and a meeting is scheduled with advisor, administration, or designee.

Early Graduation

Qualifications: Students must complete all graduation requirements listed throughout the graduation requirements in order to graduate early.

- ALL freshmen credits earned (7)
- Student MUST be on an a Standard, Advanced, College and Career Ready, or Honors diploma track
- Students and Guardians must agree to additional support/seat time/requirements of the early track including (but not limited to) extended school day, interventions, Summer and Winter break work
- Senior Service Learning Project Completion
- Successful completion of all State of Nevada required Assessments
- ACT exam
- Civics Exam

*Note - Students MUST meet the graduation requirements of the cohort year in which they are applying.

[Application Link](#)

Assessments

Testing

Alpine Academy participates in all State mandated and required testing and surveys. Students with IEP and 504 designations will receive appropriate accommodations for all testing. State Testing Standards may be found at: <http://www.doe.nv.gov/Assessments>.

No Opt Out of Testing Alpine Academy Charter High School

Accountability of student achievement is a primary mission at Alpine Academy Charter High School. Assessments assist Alpine in identifying student mastery of Nevada Academic Content Standards and support the determination whether students are equipped with the necessary knowledge and skills they must be successful in college and career. Therefore, every student enrolled at Alpine Academy will participate in applicable academic assessments.

Alpine Academy does not recognize parent opt out or parent/student refusal to test. If a parent keeps his/her student home during mandatory testing, the school will respond as it would with any situation where a parent keeps a child out of school utilizing the progressive attendance policy and the test will be made up upon the student's return to school. If a student is at school and refuses to take the assessment, the student will be referred to administration for insubordination and progressive discipline for the student's refusal to participate in the assessment will be applied. Aligned with Alpine Academy's Progressive Discipline Policy, school administrators may also choose to not allow participation in after school activities such as clubs, athletics, and on field trips for students who refuse to participate in statewide assessments

Civics Exam - Under NRS 389.009, Nevada high school students are required to participate in a civics examination as a condition of graduation. This exam is given to students in their Government class. 50 questions are selected from the current naturalization exam adopted by the United States Citizenship and Immigration Services of the Department of Homeland Security.

ACT - The ACT is a standardized test that is required for graduation in the state of Nevada and is a requirement for some college/university admissions. The state of Nevada will pay for students to take the ACT their Junior year, the cost of any additional attempts are the responsibility of the student.

i-Ready - Students will take an adaptive i-Ready Diagnostic at the Beginning of the year to determine each student's achievement level in Math and Reading. Students who place at 9th grade or higher will continue to receive direct curricular instruction from their applicable teacher, in addition to accelerated instruction when applicable. Students testing below grade 9 will be automatically placed in individualized lesson pathways based on their current ability levels in both reading and math, and will receive targeted interventions. For example, a freshman may be working in material that is below or above grade level depending upon his/her individual needs. Student growth and achievement will be measured during period growth checks and benchmark assessments in the middle of the year and end of the year.

Science Assessment - All Nevada public school students must participate in the State Science accountability assessment once in grade 5, once in grade 8, and once in high school. These computer-based tests are administered at schools in the spring and are based on the Nevada Academic Content Standards for Science. Achievement level cut scores were set by the State Board of Education and the Nevada Council on Academic Standards during the summer of 2017.

ASVAB - Alpine Academy offers students the opportunity to take the ASVAB, or the Armed Services Vocational Aptitude Battery, which includes a validated aptitude test and interest assessment. The results are used to help students explore career options.

Progress Reports and Report Cards

Grade reports will be provided to parents and guardians electronically via Infinite Campus. Reports will

generally be distributed within one week after the end of each grading period.

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

Transcripts

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

The accuracy of your transcript is your responsibility. Please fill out a grade change/correction if there are any errors. Review your transcript at least twice a year to make sure the information is accurate and up to date.

[Transcript Request Link](#)

University and College Entrance Requirements

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

Interventions

Alpine Academy offers small class sizes and individualized instruction opportunities for all students with additional support for those students qualifying for IEP or 504 programs. For more information about Alpine's Special Education Program, staff, or resources, please contact info@alpineacademy.net or the Special Education Coordinator.

- IEP or 504 - What is Best for Your Student?
- 504 Development Flow Chart
- IEP Development Flow Chart
- NV Special Education Rights of Parents and Children

Interventions for all students are an integral element of Alpine Academy school environment and culture. In addition to small class sizes and dedicated staff, the school offers the following strategies and tools.

Differentiated Assignments: Teachers may alter assignments to challenge skilled students and support struggling students. This differentiation includes extra time, reduced work, the use of additional sources, etc.

Guided Schedules and Planners: Homeroom classes, advisory teachers, and classroom teachers support students in creating balanced workloads to preserve a healthy school/home life balance.

Access to Teachers: Staff are available before and after school. Teachers also offer office hours on Fridays.

Weekly Tiered Intervention Assistance: Periodically, the school identifies those students in need of additional support and assistance based on student feedback, grades, missing assignments, behavioral plans, and diagnostic assessment data..

Extended Days: Extended school days to make sure you are on track for graduation are available. These zero and eighth period classes are specifically designed to support students who must make up missing credits.

Alternative Credits (PE, Work, Volunteer, Credit By Exam)

PE Credit

Physical Education programs are an integral part of every student's education. Alpine Academy staff members believe that students will perform better in the classroom and in all phases of life when they have an active lifestyle and feel positive about their physical development. PE programs include a multitude of activities at all levels so that each student can experience success. Students who are unable to fulfill their physical education requirement within the regular high school schedule may apply to the Physical Education instructor for a special program. A fee of \$50 is assessed for each packet when the packet is turned in initially for approval and the process is begun.

- Physical activity is performed under the guidance of an instructor.
- 60 hours of activity are completed during the semester.
- Fees and transportation are provided by the student or parents of the student.

PE Options Packet

Work Credit

Work Experience credits may be earned by students outside of scheduled coursework and by Seniors as part of their required period scheduled courses. Documentation for Work Experience: Credit can be issued for 1 semester (for 60 hours of work experience) or 2 semesters (for 120 hours of work experience). A fee of \$50 is assessed for each packet when the packet is turned in initially for approval and the process is begun.

Work Experience Packet

Volunteer Credit

Alpine Academy students may earn elective credit by volunteering in the community. Students may earn .50 elective credit per semester for 60 hours of service (students may register four semesters for a maximum of 1 elective credit) through Community Service. S/U grades are awarded for Community Service and do not affect the student's GPA. A fee of \$50 is assessed for each packet when the packet is

turned in initially for approval and the process is begun.

Volunteer Experience Packet

Credit by Exam

Mastery Exam (or Credit by Exam) assessments are given to students in need of remediation credit and/or to accelerate a graduation plan as deemed appropriate by School Administration and applicable team members. Students must receive authorization to take these exams. Students will be allowed to take an exam for a specific course up to two (2) times.

Student/Guardian Agreement

Credit Recovery Online Self-Paced Courses

Students can be enrolled in a self-paced online course to recover credit. This option is for students who are deficient in credits and are in danger of non-graduation. Each course is only .5 credits. A fee of \$50 for each course will be assessed to the student. The number of courses will be determined by the deficiency in credits. The online course fees will be placed in Infinite Campus when Alpine Academy receives the invoice from BYU Online.

Regular Course Fees

Some courses will be assessed course fees for, but not limited to curriculum, supplies, and materials. The fees are available to be seen on Infinite Campus on the fees tab at the finalization of student schedules. If financial hardship is a concern, please contact administration as soon as possible.

Failure to Pay Course or Other Fees

All fees need to be paid in a timely manner. Failure to pay will result in a hold on transcripts and diplomas. Additionally, failure to pay fees may also result in a change of eligibility for after school activities and elective choices.

Additional Credit Accrual

Alpine Academy may accept courses completed via accredited institutions. Formal transcripts must be sent to the school and staff will add this credit to the student's educational records. For more information about accredited coursework outside of Alpine Academy, please see Administration.

Scholarships

Millennium Scholarship

- Earn at least a 3.25 GPA (weighted or unweighted) or a qualifying test score*** (1070 on the SAT or 21

on the ACT)

- Complete the following core curriculum: 4 units in English, 4 units in Math (including Algebra II or higher), 3 units in Science, 3 units in Social Science or History
- Be a Nevada resident for at least two years of their high school career

More information about the Millennium scholarship may be found here:

[Millennium Scholarship Infographic](#)

Promise Scholarship

The Nevada Promise Scholarship is a unique scholarship, established by the Nevada Legislature, for Nevada high school graduates to attend any community college throughout the State of Nevada. Students are required to complete 8 hours of community service in order to receive this scholarship. Applications are accepted until Oct. 31st. More information can be found here:
<https://www.tmcc.edu/nevada-promise-scholarship>

Archer Expectations of Excellence

While at school, on campus, and while representing the school at field trips, TMCC, and school-sponsored events, Archers (Students, Staff, and Families) are expected to exhibit the traits of community-minded citizens focused on *Being On Point*. *Being On Point* means that Archers are always thinking about **Respect, Responsibility, Positivity, Perseverance, and Safety**. We believe these traits encapsulate the student, staff, and family members that make Alpine Academy a great place to learn and grow together. These traits are infused in all aspects of Archer life. For more information about our Archer expectations, visit www.alpineacademy.net/ourvalues.

Guardian Involvement

We believe the best results come from a strong partnership between school and family. Together we can best support your student's success. A great partnership begins with great communication. If you have any questions, please reach out to your child's teacher.

Click the links below to get connected!

[Infinite Campus Parent Portal](#) (for assistance, please contact the school)

[Infinite Campus - Student Portal](#)

[Alpine Academy Website](#)

[Follow us on Facebook](#)

[Alpine Academy Instagram](#)

[Meet the Team | Alpine Academy](#)

[Alpine Academy Community Calendar](#)

The Alpine Parent Organization will be holding meetings approximately every six weeks. Meetings are held at the school, and parents are encouraged to attend.

Volunteerism

Alpine Academy has benefitted over the years from the charitable donations ([**Donation Link to Archer Programs**](#)) and countless volunteer hours. Inquire today how you can help assist the school in the various projects as well as serve as a guest speaker, chaperone, or volunteer. There is no mandatory volunteering requirement for parents/guardians who enroll their students at the school. Please contact the school if you are interested in volunteer opportunities.

Seniors

Community Service for Credit

Alpine Academy encourages students to participate in meaningful community service that allows them to apply their skills, contribute to their communities, and gain valuable real-world experience. Eligible students may earn academic credit for completing approved community service activities.

Students interested in earning credit must obtain and complete the Community Service for Credit Packet. The packet includes eligibility and qualification criteria, approval requirements, service-hour documentation, supervisor verification, reflection activities, and submission deadlines. Community service must be approved in advance to qualify for academic credit. Completing service hours alone does not guarantee credit.

For additional information, a copy of the packet, or help determining eligibility, please contact the school's senior adviser.

Shortened Senior Schedule

Students meeting the qualifications below may elect to have a shortened Senior schedule of a minimum of 5 periods. This will be re-evaluated each semester to determine eligibility.

"Pursuant to Assembly Bill 117, students requesting a decreased schedule must meet at least ONE of the following criteria: (1) Be on track to earning an Advanced Diploma with 14 or fewer credits remaining (2) Be on track for earning a College and Career Ready Diploma by (a) Completion of the ACT with a minimum score of 18 in ACT English and a minimum score of 22 in ACT Mathematics or (b) Completion of the Armed Services Vocational Aptitude Battery with a minimum score of 50."

Serving Students with Diverse Learning Needs

At Alpine Academy, we believe every student deserves the chance to learn, grow, and succeed. In accordance with Nevada Revised Statutes, Alpine provides inclusive, individualized support for students with diverse learning needs. We collaborate closely with families to develop and regularly review personalized learning plans, ensuring transparency and shared decision-making. Teachers receive ongoing training in differentiated instruction, cultural responsiveness, engaging instructional practices, and evidence-based interventions designed to meet students where they are academically, socially, and developmentally.

Through a team-based approach, we monitor progress, adjust strategies as needed, and provide

equitable access to high-quality instruction and support services. This includes honoring accommodations and modifications, integrating Social-Emotional Learning (SEL) into our daily practices, and fostering a safe and supportive school environment where all students can thrive.

Individualized Education Plans (IEPs)

Alpine Academy supports students with Individualized Education Programs (IEPs) in full compliance with the Individuals with Disabilities Education Act (IDEA), Nevada Revised Statutes, and all federal and state requirements. Each student with an IEP receives specialized instruction and related services tailored to their unique needs, as identified through a collaborative team process involving educators, specialists, and families. Teachers and staff receive regular professional development on IEP implementation, accommodations, and inclusive practices. The IEP team meets at least annually to review progress, update goals, and make adjustments, ensuring students have access to the general education curriculum and meaningful opportunities for academic and social growth.

Section 504 Plans

For students who qualify under Section 504 of the Rehabilitation Act, Alpine Academy provides individualized accommodations and supports to ensure equal access to learning. Plans are created and reviewed in collaboration with families and staff, focusing on reducing barriers and ensuring that each student has the opportunity to succeed in the classroom and beyond.

Social-Emotional Learning (SEL)

We recognize that academic success is deeply connected to emotional well-being. Alpine integrates SEL practices into classrooms and schoolwide activities, helping students build self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. SEL supports are available to all students, including those with additional intervention needs, and are considered part of our whole-child approach.

Advanced Learners and Gifted Education (GATE)

Although Alpine Academy does not currently offer a formal GATE program, we are committed to providing instruction for advanced learners. Students who demonstrate exceptional abilities or advanced mastery in areas such as mathematics, science, reading, or the arts will be supported through differentiated instruction, enrichment opportunities, and academic acceleration where appropriate. Our goal is to challenge students at their level of readiness while ensuring they remain engaged and inspired.

Family Partnership

Families are essential partners in supporting students with diverse learning needs. We encourage open communication, active collaboration, and shared problem-solving between parents, guardians, and staff. By working together, we can ensure that each student receives the academic, social, and

emotional support they need to thrive at Alpine Academy.

Policies and Procedures

Statement of Non-Discrimination

Alpine Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, admissions, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, families, volunteers, vendors, and school community.

Tuition-Free Public Charter School

Alpine Academy is a public charter school and does not charge tuition. There is no fee or required donation for a student to attend Alpine Academy. All students are entitled to a free public education, consistent with state and federal law. While voluntary donations are welcomed and appreciated, they are never required and have no impact on a student's ability to enroll in, attend, or participate in any academic or extracurricular programs at the school.

Contacting Your Student During the Day

Guardians should contact the front office for immediate communication with their student(s) as students will not have access to cell phones during class. This should be for emergencies only as Alpine Academy values instructional time.

Campus Visitors

Must sign in at the front office. Students may pick up their items during the passing period and/or lunch.

School Closure/Late Start Information

Alpine Academy independently determines whether to close school, delay the start of the school day, or adjust its schedule because of snow, severe weather, hazardous road conditions, or other emergencies. Although the school monitors decisions made by the Washoe County School District and other nearby schools, Alpine Academy makes its own decisions based on the safety and well-being of its students, staff, families, and community.

Families will be notified of closures, delayed starts, or schedule changes through available communication channels, which may include the school website, social media, email, and Infinite Campus phone and text notifications. Delayed-start days are separate from scheduled professional-development days.

Confidentiality

While the teachers respect the confidentiality that students place in them, there are certain behaviors that the school staff cannot keep confidential. In accordance with Nevada State Law, school personnel must inform the Executive Director when they become aware of the physical, emotional or sexual abuse of minors, or that a student may do harm to self or others. Immediate reporting is required to the appropriate law enforcement or social service agency.

Transportation/Parking

Student Vehicles and Driving

Students must purchase a parking permit to park on campus. Permits will cost \$15 per semester, or \$25 for a school year. If payment is a hardship, students/families must speak to the Office Manager.

Permits must be purchased within two weeks of a student's first day of school. Permits must then be displayed on the rearview mirror. Parking spaces will be numbered and assigned. Vehicles must park completely within painted lines for safety and consideration of all students. Students are not allowed to park in any space designated for STAFF or VISITORS. Parking at the doctor's office, on Pullman Dr., and Dotty's Casino are not permitted. Parking in areas on the East side of Pullman Dr. is permitted for overflow during special events only.

All red zones are fire lanes and are reserved for emergency vehicles only. Any vehicle parked in the fire lanes will be cited. As a matter of safety and security, students must not loiter in or around the parking lots. Please keep cars locked and valuables hidden from view. Academy and all associated personnel are not responsible for any theft or damage occurring on property.

Alpine Academy is required to control the behavior and compliance of all students, staff, and visitors to our campus and the surrounding property. Students are required to respect the property of Alpine Academy, as well as the property of all others. The lots are patrolled by police. The maximum speed limit in the school parking lot is 5 mph during school hours and all school events.

Administration may revoke parking privileges and/or tow vehicles at owner's expense for those who exceed the speed limit, drive carelessly or otherwise violate driving/parking regulations in addition to any school penalty.

Alpine Academy Student Driver/Parking Permit Application

In order to obtain your driver's permit or license, the DMV requires that you fill out DMV Form 301 Certificate of Attendance. Please fill out the top portion of this form and turn into Mrs. Gilmore either via email (dgilmore@alpineacademy.net) or hard copy. You must provide 3-5 days notice. If your appointment is during a school break, please provide the form at least a week before the last day of school before break begins.

Closed Campus

Alpine Academy is a closed campus during instructional periods and passing breaks. Students under the

age of 18 may not leave campus during the school day without authorization from a parent or legal guardian and approval from the school office.

Students who are 18 years of age or older may sign themselves out through the school office but must follow all established checkout procedures. A compelling and verifiable reason may be required for the absence to be excused. Signing out does not automatically make an absence excused.

Students may not leave campus without properly checking out through the school office. Unauthorized departure may result in the absence being recorded as unexcused and may lead to disciplinary action, intervention under applicable attendance or truancy procedures, and contact with a parent, guardian, or appropriate authorities when warranted.

To adequately monitor student safety, Alpine Academy campus will be open at 7:30 am and close at 3:45 pm. Students are required to immediately depart campus unless otherwise involved in a designated after school activity and deemed an active participant.

There will be no loitering on school property, which includes the parking lot and private property adjacent to the school. FOLLOWING EVENING SCHOOL EVENTS, THE BUILDING WILL BE CLEARED WITHIN 15 MINUTES.

There is to be no loitering in the corridors before school, after school, or between classes. This includes the bathrooms, the locker room, breezeway, and parking lot.

All students who are not scheduled to attend class during Homeroom through 7th period should depart campus unless they remain on campus under the direct supervision of a teacher or other staff member.

Drop off and Pick Up

In an effort to help increase efficiency of pick-up and drop-off of students, Alpine Academy has designated the first 3 parking spots for student drop off as well as identified areas that allow for quick stop for student pick-up and drop-off. The parking lots can be busy areas and we ask students and families to please abide by the 5 mph speed limit in the parking lots for the safety of our students, staff and community. The spots identified as Yellow in the graphic below accommodate families. The campus opens at 7:30 am and closes at 3:45 pm (unless otherwise posted for student activities) to accommodate our school community. Please do not stop in areas that are not indicated below as they interfere with both our school community and area neighbors.

Unaccompanied Students and Loitering (off hours)

According to NRS 393.410 - Loitering is defined as any individual contributing to the damage to school property, being a nuisance, and trespassing. It is unlawful for any person to loiter on or near the school grounds. Off-campus students have ten (10) minutes to leave school. All students must be out of the building by 3:45 pm unless he/she has specific business with a specific, present staff member.

Alpine Academy Guidelines for Withdrawal

A parent or legal guardian who wishes to withdraw a student from Alpine Academy must complete the school's online withdrawal form. A link to the form will be provided by the school registrar. A telephone call alone is not sufficient to complete the withdrawal process.

Before withdrawing, students must return all school-owned materials and equipment and address any outstanding fees or obligations. Student records will be forwarded to the receiving school or appropriate school district in accordance with applicable law. Questions about the withdrawal process, records transfer, or outstanding obligations should be directed to the school registrar.

In accordance with NAC 387.200, a student who does not attend school for 10 consecutive school days and whose whereabouts are unknown may be withdrawn effective the day immediately following the tenth consecutive day of nonattendance.

Preferred vs. Legal Name Policy

Preferred names will be used as much as possible. Legal names may be used for transcripts and diplomas so that employment verifications, transcript requests, etc. can be fulfilled.

If a preferred name is given to staff by the student it will be recorded as a nickname; the school is not responsible for the acceptance outside of the school building.

Extra Curricular Activity Eligibility

Grade checks take place every three weeks during the Fall, Winter, and Spring seasons. Students are responsible for collecting teacher signatures and grades every three weeks. When complete, please have a turn in to the front office.

For the initial GPA/grade check, student-athletes must have a minimum unweighted GPA of 2.0 in at least two (2.0) units of credit and no more than one F grade during the previous high school semester/quarter.

- i. Athletes who are deemed ineligible at the three-week grade check are given the following Monday thru Thursday or Friday to bring their grade to passing or they will be declared ineligible the following Monday thru Saturday.
- ii. A student-athlete who has an "F" in any course will be placed on a "warning week", in which the student-athlete is still eligible to participate. Parents/guardians are notified of the student-athlete's "warning week," and the student-athlete is given until Thursday or Friday of the warning week to raise the grade.
- iii. If the student-athlete fails to raise the grade, the student-athlete is ineligible to participate in clubs or compete in games, matches, etc. from Monday through Saturday of the following week. A grade

check will happen for a student-athlete with an “F” every Thursday until they become eligible. (They are allowed to attend practice)

For FAQs, please refer to this [document](#).

Service Animals

In an effort to maintain a safe and effective learning environment for all students, staff, and families, Alpine Academy does not allow the use of emotional support animals.

Service animals (trained for the purpose of supporting individuals with disabilities) are allowed on campus. The school strongly recommends that the student, staff, or community member utilize service animals for a documented need. We believe that the unnecessary use or falsification of need for service animals strongly interferes with the learning of the student and surrounding stakeholders.

Service Animal Regulations

Cell Phones and Personal Electronic Devices: “Bell to Bell, No Cell”

In accordance with Nevada law and applicable state guidance, including Senate Bill 444 and NRS 392.4637, Alpine Academy maintains a “Bell to Bell, No Cell” policy. The policy establishes limitations on electronic-device use during instruction, required exceptions, and progressive interventions based on the frequency and seriousness of violations.

Personal electronic communication devices—including cell phones, smartwatches, AirPods, earbuds, headphones, tablets, and similar devices—may not be used from the beginning of the school day through dismissal. This restriction applies during classes, homeroom, passing periods, lunch, assemblies, and other school-day activities.

Students must remove AirPods, earbuds, and headphones before entering the school building. These items may not be worn or used during classes or passing periods or anywhere on campus during lunch. Unless specifically authorized under an exception described below, they must remain put away throughout the school day.

Upon entering each classroom, students must silence or turn off their cell phones and smartwatches and place them in the classroom’s designated locking phone box. Devices must remain secured for the duration of the class and may be retrieved when students are dismissed by the teacher. Devices may not be used during passing periods or lunch and must be secured again upon entering the next classroom.

Exceptions

Consistent with state requirements, a student may use an electronic communication device when:

- A teacher or staff member authorizes its use for a specific instructional purpose;
- Its use is necessary to manage the student’s health; or
- Its use is authorized by the student’s Individualized Education Program (IEP) or Section 504 Plan.

Exceptions must be approved and documented by the school when appropriate. A parent or guardian's preference for a student to have access to a device does not, by itself, create an exception.

Family Communication and Emergencies

Parents and guardians should not expect students to receive or respond to calls, text messages, or social-media communications during the school day. Families who need to reach a student should contact the front office. The school will assist with urgent or emergency communication. Students who need to contact a parent or guardian must request assistance from a staff member or the front office.

Recording and Prohibited Uses

Students may not photograph, audio-record, or video-record another person at school without authorization. Recording fights, harassment, bullying, confidential conversations, or other inappropriate conduct is prohibited. Posting, sharing, or distributing unauthorized recordings may result in additional disciplinary action.

Progressive Interventions and Consequences

In compliance with Nevada requirements, responses will be based on the number and seriousness of violations and may include:

1. **First violation:** Redirection, placement of the device in the locking classroom phone box, and review of the policy.
2. **Second violation:** Confiscation of the device, detention, and notification of a parent or guardian.
3. **Third violation:** Confiscation of the device, parent or guardian pickup, and detention.
4. **Fourth violation:** Required parent conference and development of an individual device-management plan.
5. **Continued violations:** Assignment of a Yondr pouch, daily device check-in at the front office, or a requirement that the device remain at home.
6. **Repeated or serious violations:** Structured day, loss of privileges, in-school suspension, or other appropriate disciplinary action.

A student assigned a Yondr pouch must silence or turn off the device and secure it in the pouch upon arrival. The student will retain possession of the locked pouch but may not open it until dismissal at a designated unlocking station. Lost, damaged, or intentionally altered pouches must be reported immediately and may result in replacement charges and additional disciplinary action.

Serious misuse—including using a device to threaten, harass, bully, cheat, record a fight, compromise safety, or violate another person's privacy—may result in consequences beyond the usual progression. Interventions and consequences will be administered in accordance with applicable state and federal law, including protections provided by a student's IEP or Section 504 Plan.

Computer Policy

Student Technology Code of Conduct

1. Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized Alpine Academy staff for any reason.
2. The use of monitoring software is utilized on campus for the safety of students.
3. Modifying or changing device settings and /or internal or external configurations without appropriate permission is **prohibited**.
4. Personal information such as, but not limited to, last name, home address, phone numbers, email addresses, or birth dates must not be placed on device or shared online.
5. Using obscene, threatening or disrespectful language in any electronic communication tool is **prohibited**.
6. Disclaimer. While Alpine Academy uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the School to absolutely prevent such access. Guardians should ensure that the student uses their digital responsibility skills when using a device.

Responsible Use and Care

1. The device is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused.
2. The device will never be left unattended in any public place.
3. The device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
4. The device will be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold.
5. Pencils, pen tips, and other pointed objects will never be used on the screen.
6. Students may not alter the physical device in any way (no stickers or markings).
7. The device will be kept away from siblings (outside of Alpine Academy Students) and pets at all times.
8. Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student.
9. See Computer Use Acknowledgement Checkout Policy if devices are checked out for documented need.

Complete Tech Use Agreement

Continued Belligerent Behavior to Staff

Students who address teachers or staff members in a disrespectful manner are subject to disciplinary consequences. Students are to engage all members of the staff in a respectful manner. Belligerence is not the only form of disrespectful engagement of a teacher; eye rolling, sighing loudly or any other form of disrespect, as deemed by the teacher, or that disrupts the learning environment may lead to disciplinary actions. For more information on the Alpine Academy Civility Policy, see Appendix.

Dismissing Students

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

Student Departures From Registered Class

Only the student's registered teacher, a school administrator, or the withdrawal for an appointment by a parent may excuse them from class. Advanced arrangements can be made between teachers or administration if a student needs to be excused from a class. Students need to remain in their registered class until permission is granted to leave. If a student is not present for attendance in their registered class, they may be marked absent or truant.

Students should not be remaining in classes they are not registered for and if found to be doing so could face disciplinary consequences.

Students should not be leaving registered classes without permission and if found to be doing so could face disciplinary consequences.

Food/Drinks

Food and drinks are not allowed in the classroom. A teacher may allow students to have water in a clear water bottle with lid in the class, though no other drinks will be allowed. Some areas on campus are open for mealtimes and all efforts should be made to ensure the area is clean after use.

Weapons

Students are not to create look alike or mimic any type of weapon or inappropriate device or use said objects as any type of design for any project without the teacher's and administrative written consent.

Passes

Students are required to check into each of their registered classes each period. Students need to politely request permission from their registered class teacher to leave for any reason. When a student leaves the classroom, the student is to have a pass. Student's time will be monitored when out of class. No more than one student will be allowed out on a pass at a time from one class. Students who leave a class without permission or are outside the classroom without a pass are subject to disciplinary action. Students will use the classroom sign out process determined by their classroom teacher.

Alcohol and Drug Policy

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

Alcohol Abuse program interventions.

Assemblies

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

Dress Code

Alpine Academy's dress code is intended to promote school identity, student safety, and an environment focused on learning. Students are expected to follow the dress code while on campus and during the school day.

The approved uniform top must be worn as the outermost indoor layer so that the Alpine Academy logo is immediately visible. Students should arrive on campus already in uniform and should not need to be reminded to display their uniform.

Students must remain in uniform in the parking lot, when entering the school, and while inside the building during school hours.

This handbook cannot anticipate every clothing style or potential concern. School administrators may determine whether clothing, footwear, or accessories comply with the intent and requirements of the dress code. Such decisions will be made reasonably, consistently, and in accordance with applicable law and school nondiscrimination requirements.

Uniform Tops

Students must wear an approved, logoed Alpine Academy uniform top throughout the school day.

Approved tops include:

- A logoed Alpine Academy shirt in blue, white, or gray;
- A logoed Alpine Academy sweatshirt;
- A logoed Alpine Academy pullover, which may be worn without another uniform top underneath but must remain on throughout the school day; and
- A logoed Alpine Academy zip-up sweatshirt worn over an approved, logoed Alpine Academy shirt or other approved uniform top.

Non-Alpine coats and jackets must be removed while inside the school building so that the Alpine Academy logo remains clearly visible. School administration may make reasonable exceptions based on building temperature, weather conditions, health needs, or other appropriate circumstances.

Uniform tops must fully cover the chest, torso, and midriff, including while the student is sitting, bending, reaching, or moving. Tops may not hang off either shoulder. Tank tops may not be worn as an outer uniform

top, regardless of strap width.

Uniform tops may not be altered or modified. Prohibited modifications include, but are not limited to, cutting or widening the neckline, removing sleeves, shortening the garment, or otherwise changing its original fit or coverage.

Bottoms

Students may wear jeans, pants, leggings, tights, shorts, pajama bottoms, or skirts that meet the following requirements:

- Bottoms may not have holes, rips, or tears of any kind, even if the student's skin is covered by a patch or other material.
- Leggings or tights may not contain mesh or transparent sections that reveal skin.
- Shorts and skirts may be no more than four inches above the center of the knee.
- Form-fitting athletic bottoms—including bike shorts, volleyball shorts, and yoga shorts—may not be worn as uniform bottoms, regardless of length.
- Pants and shorts must be worn securely at the waist.
- Sagging and visible undergarments are prohibited.

Clothing Worn Over or Under the Uniform

Only approved, logoed Alpine Academy sweatshirts, pullovers, or zip-up sweatshirts may be worn over the uniform while inside the school building. Hoods must remain off the head while indoors, unless an exception is approved by Administration.

A long-sleeved shirt may be worn underneath the approved uniform top, provided it does not display inappropriate or prohibited words, images, or symbols.

Head Coverings, Outerwear, and Other Items

Hats, visors, hoods, do-rags, bandanas, bonnets, and other head coverings may not be worn inside the school building. Hats and visors should be stored in a backpack or left outside the building rather than carried openly during the school day.

Exceptions will be provided for sincerely held religious or cultural practices, documented medical or disability-related needs, and other circumstances protected by law. Students or families should contact school administration to arrange an exception.

The following additional requirements apply:

- Blankets, quilts, wearable blankets, large towels, and similar items may not be brought to or used at school during the school day.
- Sunglasses may not be worn inside the school building and must be stored in a bag or backpack.
- Bandanas may not be worn or displayed, including as headbands or pocket accessories.
- Gloves may not be worn inside the building unless authorized for a medical, disability-related, instructional, or safety purpose. A single glove may not be worn as a fashion accessory.

- Students may wear approved Alpine Academy spirit shirts on designated days announced by the school.
- When masks are worn for health reasons or during periods of increased infectious illness, they must fully cover the nose and mouth and may not display inappropriate or offensive content.
- Clothing and accessories may not display or promote drugs, alcohol, tobacco, weapons, nudity, profanity, discriminatory language, inappropriate gestures, sexually explicit content, or other material that is substantially disruptive or inappropriate for school.

Items that violate the dress code may be collected and secured by school staff. Depending on the item and circumstances, it may be returned to the student at dismissal or released only to a parent or guardian.

Safety Requirements

Students must:

- Carry a current Alpine Academy student identification card while on campus;
- Wear appropriate footwear at all times; and
- Ensure that clothing and accessories do not create a safety risk.

The following are prohibited:

- House slippers;
- Inappropriate words, images, or symbols on belt buckles;
- Belts with excessively long or hanging ends;
- Spiked or studded accessories;
- Hanging chains; and
- Jewelry, chains, or accessories that could reasonably cause injury or create a safety hazard.

Gang-Related Clothing and Symbols

Clothing, accessories, symbols, or displays that school administration reasonably determines to be gang-related, threatening, intimidating, or substantially disruptive are prohibited. The school may consult current information provided by local law-enforcement agencies when making this determination.

Prohibited items or displays may include:

- Dangling belts or chains;
- Bandanas, hairnets, or do-rags worn or displayed as gang identifiers;
- Unfastened overalls;
- Sagging pants or shorts;
- A single rolled-up pant leg;
- Shoelaces worn in a manner that reasonably indicates gang affiliation;
- Altered insignias or gang-related graffiti;
- Jewelry, belt buckles, or accessories displaying gang symbols; and
- Gang-related writing, drawings, or graffiti on personal belongings.

A color or style alone will not automatically be treated as evidence of gang affiliation. The school will consider

the item's context, manner of display, current safety information, and whether it creates a reasonable concern for safety or disruption.

Dress-Code Enforcement

All Alpine Academy staff members have the authority and responsibility to address dress-code concerns. A previous occasion on which a violation was not noticed or addressed does not authorize the student to repeat the violation.

When possible, dress-code concerns will be addressed respectfully and without unnecessarily removing a student from instruction. Repeated, serious, or deliberate violations may result in progressive interventions or disciplinary action under the school's behavior policies.

Alpine Academy may revise the dress code when necessary to respond to safety needs, legal requirements, or changes in school operations. Families will be notified of material changes.

Free-Dress and Special Attire Days

All dress-code requirements concerning appropriate coverage, content, accessories, footwear, and safety remain in effect on Fashion Fridays, college-shirt days, spirit weeks, fundraising events, and other special-attire days.

Free-Dress Passes

Students may earn free-dress passes through the Be On Point Golden Ticket program. A free-dress pass allows a student to attend school without the regular uniform but does not exempt the student from the remaining dress-code requirements.

The following conditions apply:

- Free-dress passes may not be used during the first two weeks of the school year.
- Passes expire at the end of the school year in which they are earned.
- A pass must be redeemed for a wristband before the end of homeroom.
- A student who arrives with an unexcused tardy must be in uniform and may not redeem a free-dress pass that day.
- Free-dress passes may not be used during school spirit weeks.

Bullying

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

Public Display of Affection

To promote professionalism and decorum, there will be no public displays of affection allowed at

school. Examples of public displays of affection are, but not limited to the following: embracing for long periods, sitting on other's laps, laying upon benches together, laying with their head in another's lap, or kissing during school. This includes during classes, passing breaks, during assemblies and any other school event. Students who violate this rule will be subject to disciplinary action.

Destruction of School Property

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

Criminal Offenses

(As defined in applicable statutes or ordinances): Violation of local, state or federal laws is enforced on properties of Alpine Academy or at activities sponsored by the school. Examples of such laws are indicated below:

1. **Alcohol:** The possession of, sales and furnishing alcoholic beverages.
2. **Arson:** The intentional setting of fire.
3. **Assault:** Physical or verbal threats with the intent and the ability to carry it out.
4. **Battery:** An unwanted touching or application of force to another person.
5. **Bomb Threat/False:** Willfully conveying by mail, written notes, telephone, telegraph, radio, or any other means of communication, any threats, knowing them to be false.
6. **Burglary:** Illegal entry with the intent to commit a crime.
7. **Destruction of Property:** Willfully and maliciously destroying or injuring real or personal property.
8. **Disturbing the Peace:** Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the school.
9. **Explosive Devices:** The possession of explosive or incendiary devices.
10. **False Fire Alarms:** False reporting of, or transmission of signal, knowing same to be false.
11. **Fireworks:** The possession of, sales, furnishing, use or discharge of same.
12. **Graffiti:** Drawings or writing that is scratched, painted or sprayed on walls or other surfaces in public places.
13. **Indecent Exposure:** Exposing one's self to another.
14. **Larceny:** Stealing, taking, carrying away property of another.
15. **Libel:** A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.
16. **Marijuana:** The possession of, sales or furnishing marijuana. Narcotics: The possession of, sales or furnishing a controlled substance.
17. **Nicotine:** The possession of and/or use, sale of nicotine or nicotine products.
18. **Narcotics Paraphernalia:** The possession of, sales, furnishing or use of controlled substance paraphernalia.
19. **Profanity:** Use of vile or indecent language.
20. **Robbery:** The unlawful taking of personal property from the person of another or in his presence, against his will, by means of force or violence or fear of injury.
21. **Stolen Property:** Receiving or possessing property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.

22. **Tampering With Motor Vehicles:** Willfully breaking, injuring, tampering, removing parts, defacing a vehicle; without consent of owner, climbing into or upon a vehicle with intent to injure; to manipulate any levers while vehicle is at rest or unattended or to set vehicle in motion.
23. **Trespass:** To be upon the property of another without permission of the owner and to stay upon it after warning. To be on school property or at a school function while under suspension from school.
24. **Weapons:**
- a) Brandishing any knife, blackjack, slingshot, billy club, sand club, sandbag, metal knuckles, explosive substance, dagger, pistol, revolver, or other firearm or other deadly weapon in a rude, angry or threatening manner or to use same in any fight or quarrel.
 - b) Concealed - It is unlawful for any person to carry any concealed weapon commonly known as a knife, blackjack, slingshot, billy club, sand club, sandbag, metal knuckles, explosive substance, dagger, pistol, revolver or other firearm, or other dangerous weapon.
 - c) Possession - It is unlawful for any person to possess any weapon commonly known as a knife, blackjack, slingshot, billy club, sand club, sandbag, metal knuckles, explosive substance, dagger, pistol, revolver or other firearms, or other dangerous weapon, or to possess any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause bodily injury to a person.
 - d) For the purpose of this regulation, and consistent with both NRS 202.265 and 202.253 "firearm" means: Any device from which a metallic projective, including any ball bearing or pellet, may be expelled by means of spring, gas, air, or other forces, or any device designed to be used as a weapon from which a projectile may be expelled through a barrel by the force of any explosion or other form of combustion.

Any student who commits the conduct described above (1 through 24) will be placed on emergency suspension pending an investigative review and determination of final action to be taken in the matter.

Code of Honor

At Alpine Academy, we believe that honor is shown not only through words, but through daily actions. The **Code of Honor** is our shared commitment to create a school environment that is safe, respectful, and supportive of learning for all. By following this Code, students demonstrate integrity, responsibility, and pride in themselves, their school, and their community.

Our Commitments

As a student of Alpine Academy, I commit to:

- **Respect** myself, my peers, my teachers, and my school.
- **Take Responsibility** for my choices, words, and actions.
- **Persevere** through challenges with determination and a growth mindset.
- **Promote Safety** by acting responsibly and helping protect the well-being of others.
- **Show Integrity** by being honest in my words, actions, and academic work.

- **Stay Engaged** in learning and contribute positively to the classroom and school community.
- **Celebrate Diversity** by treating all individuals with fairness, kindness, and dignity.
- **Be a Leader** by setting a positive example and helping others succeed.

Student Pledge

“I pledge to uphold the Alpine Academy Code of Honor. I will respect myself and others, take responsibility for my actions, and strive each day to learn, grow, and contribute to a positive school community.”

Why It Matters

The Code of Honor is not just a list of rules—it is a reflection of Alpine Academy’s culture. Living by this Code prepares students to thrive academically, socially, and personally, while strengthening the community we build together.

School Wide Restorative Discipline Plan

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

Alpine Academy Restorative Discipline Plan

Sexual Harassment

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

Smoking Policy

Nicotine and cannabis type products are not allowed on campus for any reason. The parking lot is part of the Alpine Academy campus. This prohibition includes smokeless tobacco and any product or device that may or may not deliver nicotine or cannabis. No tobacco products of any kind are allowed at Alpine Academy.

Attendance Rules, Procedures, and Course Credit

Regular attendance is essential to academic success. Alpine Academy's Governing Board requires students to maintain at least 90 percent attendance to earn course credit. Students and their families share responsibility for regular, punctual attendance and timely communication with the school when an absence is necessary.

Attendance policies and procedures will be administered in accordance with applicable Nevada law, including NRS 392.122, NRS 392.130, and NRS 392.140.

Reporting an Absence

When a student will be absent, the parent or guardian should notify the front office as soon as possible. When advance notice is not possible, notice and any requested documentation must be provided within three school days after the student returns.

Parent or guardian communication documents the reason for an absence or tardy but does not automatically make it excused or exempt. The school will determine whether the absence or tardy is excused, exempt, or unexcused based on the circumstances, available documentation, school policy, and applicable law.

Students who are 18 years of age or older may communicate with the school regarding their own absences. However, they remain subject to all attendance, documentation, checkout, and course-credit requirements.

Parent-Reported Absences and Tardies

An absence or tardy may be recorded as parent reported while remaining unexcused. Parent communication confirms that the family is aware of the student's absence or tardiness, but it does not constitute school approval.

Routine traffic, oversleeping, alarm problems, leaving home late, transportation arrangements that were not made on time, and similar avoidable circumstances are generally unexcused.

A delay caused by a major traffic accident, emergency road closure, severe weather event, or another unusual and verifiable circumstance may be excused by school administration. Ordinary or routinely expected traffic congestion generally will not be excused.

Parent-reported but unexcused absences may count toward truancy, chronic absenteeism, attendance interventions, and the minimum attendance requirement for course credit.

Excused Absences

An excused absence is an absence approved by the school because timely notice was provided and the reason meets the school's criteria. Qualifying reasons may include:

- Short-term illness or a medical appointment;
- A family medical emergency;
- Compliance with a court order or other legal obligation;
- A funeral, bereavement, or similar grieving event;

- A family emergency;
- Temporary homelessness;
- An approved religious observance;
- A prearranged absence approved by the school;
- A major and verifiable transportation or traffic emergency; or
- Another emergency or compelling circumstance approved by school administration.

An excused absence:

- Does not ordinarily result in truancy consequences;
- Remains recorded as an absence;
- Generally counts toward the student's attendance percentage;
- Generally counts when determining chronic absenteeism; and
- May affect course credit if the student falls below the 90 percent attendance requirement.

Religious absences should be requested in writing at least three days in advance and will be administered in accordance with Nevada law.

Exempt Absences

An exempt absence is different from an excused absence. An exempt absence is excluded from certain attendance, chronic-absence, or course-credit calculations because it meets specific requirements established by Nevada law or applicable state reporting guidance.

An absence is not exempt merely because a parent or guardian reports it, the school excuses it, or a professional note is submitted. The circumstances and documentation must satisfy the applicable exemption requirements.

Exempt status may apply when:

- A student has a documented physical, mental, or behavioral-health condition that prevents or makes school attendance inadvisable and the requirements of NRS 392.050 are satisfied;
- An approved religious observance qualifies for special treatment under Nevada law;
- The student is participating in an approved school activity, alternative educational program, or instructional activity that is counted as attendance; or
- Another exemption is authorized by applicable law or state guidance.

Families may be required to provide documentation from a qualified medical, mental-health, behavioral-health, legal, or other appropriate professional. School administration will determine whether an absence qualifies as exempt after reviewing the documentation and applicable requirements.

Unapproved Absences and Truancy

An absence that has not been approved by the school is an unapproved or unexcused absence. Under Nevada law, an unapproved absence from at least one class period may be considered a truancy.

The school will notify the parent or guardian when a student is determined to be truant and will take

reasonable steps to identify barriers, provide support, and improve attendance.

Under NRS 392.140, a student who is declared truant three or more times within one school year must be declared a habitual truant. Habitual truancy may result in an attendance-improvement plan, required parent conference, referral to an attendance-review body, referral for administrative sanctions, or referral to an attendance officer or other appropriate authority, as permitted or required by law.

Chronic Absenteeism

A student is considered chronically absent when the student misses 10 percent or more of the school days in which the student is enrolled. Both excused and unexcused absences generally count toward chronic absenteeism. A student may therefore be chronically absent even when the family has provided an explanation for every absence.

Absences formally classified as exempt under applicable Nevada law or state reporting guidance will be treated according to those requirements and may be excluded from the chronic-absence calculation. Documentation does not automatically make an absence exempt.

The school will monitor attendance and notify families when a student is approaching the chronic-absence threshold. Students experiencing chronic illness, disability-related needs, homelessness, family hardship, transportation difficulties, or other significant barriers should contact the school so that appropriate services, accommodations, and attendance supports can be considered.

Attendance Interventions

Attendance interventions will be progressive and based on the frequency and seriousness of the concern, the reasons for the absences, the student's individual circumstances, and previous interventions.

Interventions may include:

- Student and family notification;
- A conference with the student;
- Closed-campus lunch;
- Lunch or after-school detention;
- Campus beautification or another restorative activity;
- Loss of privileges;
- A structured-day schedule;
- In-school suspension;
- Placement on an attendance watch list;
- A required parent conference;
- An individualized attendance contract or improvement plan;
- Referral to the Attendance Review Committee;
- Referral to school-based or community support services;
- Participation in an approved attendance or truancy-education program; or
- Referral to an attendance officer, an authorized attendance-review body, the appropriate Washoe County court process, or another authorized agency.

Any fee associated with an outside attendance or truancy program will be disclosed before enrollment. A family's inability to pay will not prevent a student from completing a required intervention; the school will provide or identify an appropriate alternative.

Mandated Reporting and Educational Neglect

Alpine Academy staff members are mandated reporters. When a staff member has reasonable suspicion or reasonable cause to believe that a student may be experiencing educational neglect or another form of abuse or neglect, the staff member will make a report to Child Protective Services or another appropriate agency as required by law.

Chronic absenteeism, tardiness, or truancy does not automatically result in a Child Protective Services report. A report will be based on the known circumstances and the staff member's individual mandated-reporting obligations.

Attendance Review Committee

A student who demonstrates a pattern of unapproved absences, becomes chronically absent, approaches the minimum attendance requirement, or otherwise develops significant attendance concerns may be referred to the Attendance Review Committee.

The timing of a referral will be based on the student's attendance history, circumstances, academic progress, previous interventions, and level of need rather than a specific number of absences.

The committee may include an administrator, teacher or other school employee, the student, and the student's parent or guardian. The committee may review:

- The student's attendance record;
- Reasons for the absences and barriers to attendance;
- Documentation submitted by the family;
- Academic progress and completed makeup work;
- Information provided by teachers and support staff;
- Compliance with previous interventions or attendance plans;
- Disability-related, medical, behavioral-health, or hardship considerations; and
- Available services, supports, accommodations, or alternative educational options.

The committee may establish an individualized attendance contract or improvement plan and monitor the student's progress.

Attendance and Course Credit

Students must attend at least 90 percent of scheduled instructional days or class meetings to earn course credit unless an exception is granted through the attendance-review process.

A student who falls below the attendance requirement is not automatically assigned a failing academic grade. Academic performance and attendance-based credit determinations are separate:

- A failing grade reflects the student's academic performance, is included in GPA calculations, and results in no credit for the attempted course.
- Denial of credit for attendance means the student receives no course credit because the attendance requirement was not satisfied, even if the student otherwise earned a passing academic grade. The transcript notation and treatment of attempted credit will follow the school's approved grading and transcript procedures.

Before credit is denied because of attendance, the school will provide written notice to the student and parent or guardian. The notice will explain the proposed denial and the process for requesting a review.

Review and Appeal of Credit Denial

A student and parent or guardian may request a review of a proposed attendance-based denial of credit. The Attendance Review Committee may consider:

- Whether any absences were recorded incorrectly;
- The reasons for and documentation of the absences;
- The student's completion of classwork and makeup work;
- The student's academic performance;
- Efforts by the student and family to improve attendance;
- Compliance with an attendance contract or intervention plan;
- Participation in an approved alternative or distance-education program;
- Exempt absences under applicable law or state guidance; and
- Any hardship, medical condition, disability-related need, or other relevant circumstance.

The committee will issue a determination regarding course credit. The student and parent or guardian may appeal the determination to the Alpine Academy Governing Board or its designated appeal authority in accordance with the school's appeal procedures.

Makeup Work

Students will be given an opportunity to complete makeup work following an absence. Students are responsible for requesting assignments in advance when possible or promptly upon returning to school.

When an activity cannot reasonably be duplicated, the teacher may assign comparable work that measures the same learning objective. Makeup work must be completed by the deadline established by the teacher. Work not submitted by the deadline may receive reduced or no academic credit in accordance with the teacher's course policies and any applicable student plan or accommodation.

Completing makeup work addresses missed academic requirements but does not remove an absence from the attendance record or automatically restore attendance-based course credit.

Tardiness

Students are expected to arrive at school and each class on time and prepared to learn. Students arriving late must check in with the front office when required or will be marked tardy by the teacher or staff member.

A tardy may be excused when supported by an appropriate professional note or another reason approved by school administration. Parent communication alone does not excuse a tardy.

Routine traffic, oversleeping, alarm problems, leaving home late, and similar avoidable circumstances are generally unexcused. A major accident, emergency road closure, severe weather event, or another unusual and verifiable circumstance may be excused by school administration.

Tardiness will be addressed progressively:

1. **Tardies 1–3:** Warning and electronic notification to the family.
2. **Tardies 4–6:** Lunch detention.
3. **Tardies 7–8:** After-school campus-beautification detention.
4. **Tardy 9:** Required Parent Conference and attendance-improvement plan.
5. **Tardy 10 and subsequent tardies:** Additional attendance interventions and possible referral under applicable attendance or truancy procedures.

Accumulated instructional time missed through repeated tardiness may be addressed as an attendance concern. Closed-campus lunch may be assigned when tardiness occurs during the period immediately following lunch.

Skipping an assigned detention may result in additional progressive interventions, including a Required Parent Conference.

Detention Procedures

Detention may be assigned for attendance, tardiness, or behavioral concerns.

The following procedures apply:

- Staff will notify the family of the reason for a behavior or uniform-related detention by the end of the school day on which it is assigned.
- Families will ordinarily receive at least 24 hours' notice of the scheduled detention.
- Students assigned lunch detention must bring lunch or obtain an available school lunch.
- Students completing campus-beautification detention may be assigned reasonable, age-appropriate, supervised tasks that support the appearance of the campus. Tasks will not be hazardous or degrading.
- If a student is absent on the assigned detention date, the detention must be completed on the first available day after the student returns.
- A family may contact the school within three days to request that a detention be rescheduled.
- Repeated failure to attend assigned detention may result in parent contact, a Required Parent Conference, loss of privileges, or another progressive intervention.

Withdrawal Following Consecutive Absences

A student who does not attend school for 10 consecutive school days and whose whereabouts or reason for absence cannot be determined may be withdrawn in accordance with NAC 387.200. The school will make reasonable efforts to contact the student and family before completing the withdrawal.

Public Records / FOIL Policy

Alpine Academy complies with Nevada's Public Records Law (NRS Chapter 239) and the Freedom of Information Law (FOIL). As a public charter school, Alpine Academy maintains transparency in operations and governance.

Right to Inspect

Members of the public have the right to inspect or request copies of public records maintained by Alpine Academy, unless specifically exempt by law (e.g., student records protected under FERPA, confidential personnel files).

Requests

Requests for public records must be submitted in writing to the Executive Director at info@alpineacademy.net or mailed to:

Alpine Academy
1421 Pullman Dr.
Sparks, NV 89434

Requests should clearly describe the record(s) being sought.

Timeline

The school will acknowledge receipt of a request within five (5) business days and will provide the record(s) or a written explanation of denial within a reasonable timeframe, consistent with NRS 239.0107.

Fees

Alpine Academy may charge the actual cost of copies or staff time required to fulfill extensive requests, in accordance with state law.

This policy ensures that Alpine Academy's operations remain open to the public while safeguarding sensitive student and staff information.

Family Educational Rights and Privacy Act (FERPA)

Alpine Academy complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. Parents and eligible students (those 18 years of age or older) have the right to:

- Inspect and review the student's education records maintained by the school;
- Request corrections to records they believe are inaccurate or misleading;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with FERPA requirements.

Schools may disclose, without consent, “directory information” such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless a parent or eligible student has opted out of such disclosures.

For questions about FERPA or to submit a request, please contact the school’s administration at info@alpineacademy.net or (775) 356-1166.

Health and Medication Policy

Alpine Academy is committed to protecting the health and safety of all students. To ensure proper care, the following procedures govern the administration of medicine at school:

Prescription Medications

Students requiring prescription medication during the school day must have a completed Medication Authorization Form signed by both the prescribing healthcare provider and the parent/guardian. Medications must be delivered to the front office in the original pharmacy-labeled container. Medication Authorization forms are available by contacting the school.

Over-the-Counter Medications

Over-the-counter medication (e.g., ibuprofen, acetaminophen, allergy medicine) may only be administered with a parent/guardian’s written consent. These medications must be provided in the original packaging with clear instructions.

Self-Carry Medications

Students with chronic health conditions (e.g., asthma inhalers, diabetes supplies, EpiPens) may self-carry and self-administer medication only with written approval from a healthcare provider and parent/guardian on file.

Storage & Documentation

All medications (except approved self-carry items) will be stored in a secure, locked cabinet in the front office. Staff will document each dose given, including time, date, and initials of the staff member administering the medication.

Emergency Situations

In case of a medical emergency, staff will follow the student’s individualized health plan and contact 911 as needed. Parents/guardians will be notified immediately.

These procedures are designed to balance student health needs with safety and accountability in the school environment. Families should notify the school of any new diagnoses, allergies, or required medications promptly.

Sanctions

The Governing Body authorizes the Executive Director to impose sanctions for just cause. Each teacher has the authority to remove students temporarily from class or to discipline students for cause. When it has been determined that a law, a regulation or a school rule has been violated, appropriate disciplinary action

will be taken. Disciplinary action may include, but is not limited to:

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

Searches of Students

The primary function of the school is education. In order to serve this function, the school must maintain discipline and order and must provide students with physical safety and security. School officials and teachers act [*en loco parentis*] to the students during the time students are under their supervision.

To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful or deleterious items onto the school premises. The law, therefore, permits school authorities to search students, their personal possessions and their desks and lockers under appropriate circumstances.

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

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

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

Alpine Academy Offenses

The following non-criminal activities may also lead to disciplinary action. Generally, these are acts that disrupt and interfere with the educational process or with the rights of other members of the educational community. This is not an exclusive list. There may be other activities, which in the opinion of the school

administration, may lead to disciplinary action.

1. Alcoholic Beverages: Being on campus, on school-sponsored transportation or at a school-sponsored activity after having consumed and/or possessed an alcoholic beverage.
2. Disobedience, Insolence and Insubordination: Students must adhere to the instructions of school personnel.
3. Disruptive Conduct: Conduct which interferes with the educational process.
 - a. NOTE: Serious situations may be handled under criminal sanctions.
4. Fighting: Alpine Academy has NO tolerance for violence.
5. Forging or using forged passes, excuses or other school documents.
6. Eating food at inappropriate times or in inappropriate places.
7. Hazing: Any act which forces another student to undergo a humiliating or abusive ordeal.
8. Illegal Substance: Being on campus, on school-sponsored transportation or at a school-sponsored activity after having used and/or possessed an illegal substance.
9. Inappropriate Dress and Appearance: Dress and appearance must not present potential health or safety problems or cause disruptions.
10. Misconduct on School Vehicles: Any action which creates a safety hazard or distracts the attention of the driver.
11. Plagiarism and Cheating: Presenting the answers, ideas, words or work of others as one's own or using unauthorized notes during a quiz or test.

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

Suspensions

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

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

Types of Suspension

- **Emergency Suspension:** The principal may suspend any student whose conduct is determined to be a clear threat to the physical safety of others, or to the property interest of others, or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of other students to pursue an education.
- **Short-Term Suspension (STS):** The removal of a student from the school for a period less than 10 (ten) days. The student is not allowed to attend any class or school sponsored activity or be on school property for the duration of the suspension.
- **In-School Suspension (ISS):** Removal of a student from his/her classes and all school activities for no more than 10 (ten) days. During the term of the suspension, the student will remain in a separate

supervised area of the school.

Classwork During Suspension

Students assigned to OSS or ISS will have assignments coordinated with the dean and classroom teachers. The students will then be given their work to complete during ISS.

Special Conditions

A student may not participate in extracurricular activities during the term of his/her suspension. Notations of suspensions from school will be made in the student's cumulative folder. Parents or guardians shall be notified whenever a student is suspended.

When it is determined that a student's behavior seriously interferes with the educational program or the safety or welfare of school personnel or other students Alpine Academy may remove the student from further attendance in the school in accordance with state law (NRS 392.467)

State Mandated Expulsions

There is certain conduct for which the state mandates expulsion, these are examples, check NRS 392.467 to see additional laws concerning expulsion:

1. **One Year Expulsion**

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

Appeals Process, revised 2026

Changes to Appeals Process

- If a student is suspended or expelled from a public school, the board of trustees of the school district or the governing body of the charter school or university school for the profoundly gifted in which the student is enrolled shall provide, on the same day that the student is suspended or expelled, a notice of the policy for appealing the suspension or expulsion pursuant to NRS 392.4671. A notice provided must:
 - Include information regarding the timelines for appealing the suspension or expulsion;
 - Be written clearly and in a manner that allows a student and parent or legal guardian to understand each provision of the policy; and
 - Be provided in as many languages as possible, to the extent practicable.
- The student and/or parent/guardian has five school days to file an appeal pursuant to the policy adopted by the board of trustees of the school district or the governing body of the charter school or university school for profoundly gifted pupils.
- Not later than five school days after receiving notification of the appeal of a suspension or expulsion, the board of trustees or the school district or the governing body of the charter

school or university school for profoundly gifted pupils must schedule a hearing.

- The pupil who is suspended or expelled or is being considered for suspension or expulsion:
 - Must be provided education services to prevent the pupil from losing academic credit during the period of suspension or expulsion; and
 - May be considered for temporary alternative placement, if, in the judgment of the principal after consideration of the seriousness of the acts which were the basis for the discipline of the pupil:
- The temporary alternative placement will serve as the least restrictive environment possible, pursuant to NRS 392.4676; and
- The pupil does not pose a serious threat to the safety of the school.

Alpine Academy Grievance Policy

Alpine Academy values open, respectful, and proactive communication among all members of our school community — including parents, guardians, students, faculty, staff, administration, and the Board of Directors. Unresolved issues can be harmful to our community and, ultimately, to the learning process of our students. We believe adults in the Alpine community must model for students how to handle disagreements in a direct, respectful, and solution-oriented way.

To support this, Alpine Academy has established a **four-step grievance process** designed to settle differences promptly and equitably. These procedures outline how any adult member of the school community (parent, employee, administrator, or other adult) should raise and address grievances involving other members of the community.

The expectation of both the administration and the Board is that conflicts are addressed at the **lowest appropriate level first**, and only move forward through additional steps if necessary.

Steps for Addressing a Grievance (Adults)

1. Direct Communication

Begin by addressing the situation directly with the person(s) involved. Whenever possible, conflicts should be resolved through respectful, face-to-face conversation.

2. Administrative Support

If the issue cannot be resolved directly, the next step is to involve a school administrator who can assist in facilitating a resolution.

3. Formal Written Grievance to the Principal

If the concern remains unresolved, a written grievance may be submitted to the Principal/Executive Director. The Principal will review the matter, investigate as needed, and respond appropriately.

4. Formal Written Grievance to the Board of Directors

If the issue has still not been resolved, a written grievance may be submitted to the Board of Directors. At their discretion, the Board may choose to hear additional information at a Board meeting. The Board's decision will be final and not subject to appeal.

Role of the Board

It is important to note that, in most cases, the Board of Directors will not become involved in a grievance until the **final step** of the process. Board members are expected to refer any community member who approaches them with a concern back to this grievance policy and the proper steps for resolution.

Student Grievance Process

Students at Alpine Academy also have the right to raise concerns if they feel something is unfair, unsafe, or not being handled properly. We encourage students to speak up in a respectful way and to use the following steps:

1. Talk to the Person First

If it feels safe, the student should start by talking directly with the teacher, staff member, or peer involved. Many problems can be solved by simply talking it out respectfully.

2. Ask for Help from an Adult

If the issue is not resolved, the student may ask a trusted adult at school (teacher, counselor, or administrator) to help mediate or guide the situation.

3. Meet with Administration

If concerns continue, the student may meet with the Principal/Executive Director or another administrator to explain the problem. A parent or guardian may be included in this step if appropriate.

4. Formal Written Grievance

In rare cases, if the issue still isn't resolved, the student (with support from a parent/guardian) may submit a written grievance to the Principal/Executive Director. If necessary, it may be brought to the Board of Directors as outlined above.

At every step, Alpine Academy staff are committed to listening carefully, taking concerns seriously, and helping students resolve issues in a way that supports both their learning and their well-being.

General Directory Information

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

- Name
- Address
- Telephone Number

- Date and place of birth
- Diploma Track

Parents'/Guardians' and Students' Rights Concerning Student Records

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

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

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

Who has the Right of Access?

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

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

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

Appendix

Homeless, Unaccompanied, and Foster Care Students

Alpine Academy will identify homeless students, unaccompanied students and students living in foster care and maintain a record of student status in Infinite Campus. Alpine Academy will develop a plan for each homeless student, unaccompanied student and student living in foster care that maximizes the accrual of credits and progress towards graduation. All students will receive a questionnaire at the time of enrollment and determination of homelessness or foster care status will be determined by trained staff on campus. The designated staff will develop a plan for credit accrual and graduation. The goals will be based on the standard diploma. Per Section 4 of SB 147, codified in NRS 389.320, states that a homeless pupil, unaccompanied pupil or pupil who lives in foster care may receive full or partial credit for courses if the pupil completes the coursework, such credit may be given without satisfying attendance requirements or requirements for hours of classroom instruction. In addition, each charter school sponsor must develop and carry out procedures to award and accept full or partial credit for a homeless pupil, unaccompanied pupil or pupil who lives in foster care. A pupil who receives partial

credit must be allowed to appropriately combine the partial credit(s) in order to achieve the necessary credits for graduation. Section 5 of SB 147, codified in NRS 389.330, requires that a sponsor of a charter school award the appropriate high school diploma to a homeless pupil, unaccompanied pupil or pupil who lives in foster care who (a) transfers to a public school while enrolled in grade 11 or 12, and (b) satisfies the requirements prescribed by the State Board of Education to receive a diploma, regardless of whether the pupil has satisfied any additional graduation requirements established by the charter school. In addition, if a homeless pupil, unaccompanied pupil or pupil who lives in foster care transfers to a public school while enrolled in grade 11 or 12 and is not able to receive a high school diploma within 5 years of enrolling in 9th grade, the sponsor of the charter school, the pupil, and the pupil's parent or guardian, if applicable, must mutually agree on a modified course of study to assist the pupil to meet the requirements for graduation as quickly as possible.

**** Section 5 of SB 147, codified in NRS 389.330, requires that a sponsor of a charter school award the appropriate high school diploma to a homeless pupil, unaccompanied pupil or pupil who lives in foster care who (a) transfers to a public school while enrolled in grade 11 or 12, and (b) satisfies the requirements prescribed by the State Board of Education to receive a diploma, regardless of whether the pupil has satisfied any additional graduation requirements established by the charter school. In addition, if a homeless pupil, unaccompanied pupil or pupil who lives in foster care transfers to a public school while enrolled in grade 11 or 12 is not able to receive a high school diploma within 5 years of enrolling in 9th grade, the sponsor of the charter school, the pupil, and the pupil's parent or guardian, if applicable, must mutually agree on a modified course of study to assist the pupil to meet the requirements for graduation as quickly as possible. Alpine Academy will identify homeless students, unaccompanied students and students living in foster care and develop a plan for each homeless student, unaccompanied student and student living in foster care that maximizes the accrual of credits and progress towards graduation

[Link to full policy](#)

[Link to SPCSA Washoe County Foster Care MOU](#)

Mental Health Day

Democratic Governor Steve Sisolak signed Senate Bill 249 into law, allowing students between the ages of 7 and 18 to take a day off from school for mental health reasons with a note from a mental or behavioral health professional.

Alpine Academy firmly believes that attendance directly relates to success in academics. All efforts should be made to maintain a 90% attendance rate. Should a student obtain the necessary documentation needed related to Bill 249, the student and guardian assume the responsibility to communicate with staff about expectations, complete missing work, and dedicate the time needed to master the academic content needed for credit accrual. Remediating missed content may require participation in interventions, additional seat time/days, and/or tutoring.

Alpine Academy will also provide students with mental health resources, including the phone number for the local and national suicide prevention hotline, on their school-issued identification cards.

Parental Involvement at Alpine Academy

Regular Volunteering

A volunteer that has regular contact with students or has unsupervised contact with students must be fingerprinted and have a background check done, according to NRS 388A.320. A volunteer having regular contact with students is now defined as:

- Volunteering 4 times in 1 month; or
- Volunteering each week for 4 or more consecutive weeks.

Background checks and fingerprints are not required if the volunteer submits sufficient evidence to the governing body or it is determined that:

- Within 6 months prior to volunteering, a federal, state, or local government entity or nonprofit entity conducted an investigation in the criminal background of the volunteer that included the submission of fingerprints to the FBI for the purpose of interacting with students at school as a volunteer; and
- The volunteer was determined to be eligible to interact with students as a volunteer after the investigation.

Additionally, if a volunteer submits sufficient evidence or the governing body determines that:

- The volunteer is employed by a federal, state, or local governmental entity which conducted an investigation into the criminal background of the volunteer that included the submission of fingerprints to the FBI; and
- The employer subsequently determined that the person is eligible to have unrestricted interaction with students as part of his or her official duties, which may include an unsupervised meeting with a student at a school.

Parents/visitors must sign-in at the main office and obtain a visitor's pass. In order to ensure the safety of all of our students, no parents/visitors will be allowed beyond the main office without a visitor's pass.

Alpine Academy Gender Identities or Expressions Policy

Alpine Academy (School) is committed to providing a safe, inclusive, and respectful learning environment for all students, including those with diverse gender identities or expressions at school buildings, school grounds, and at school-sponsored activities.

NRS 233.010 Declaration of public policy.

“It is hereby declared to be the public policy of the State of Nevada to protect the welfare, prosperity, health and peace of all the people of the State, and to foster the right of all persons reasonably to seek and obtain housing accommodations without discrimination, distinction or restriction because of race, religious creed, color, age, sex, disability, sexual orientation, gender identity or expression, national origin or ancestry.”

NRS 651.070 states:

“All persons entitled to equal enjoyment of places of public accommodation. All persons are entitled to the full and equal enjoyment of the goods, services, facilities, privileges, advantages and accommodations of any place of public accommodation, without discrimination or segregation on the ground of race, color, religion, national origin, disability, sexual orientation, sex, gender identity or expression.”

“Gender identity or expression” means a gender-related identity, appearance, expression, or behavior of a person, regardless of the person’s assigned sex at birth.

“Place of public accommodation” means: “Any nursery, private school or university or other place of education”.

Alpine Academy Gender Identities or Expressions Policy

School Year: 2026-2027Graduating Year/Class of:

Student Name:LastFirstM.I

Guardian Agreement for Handbook Policies

After reading the Parent/Student Handbook, please discuss all of the information that is appropriate with your student(s). Please sign the acknowledgement below (both parents/legal guardian and student(s) and return this page to the school office.

Parent/Guardian Acknowledgement

As a parent or guardian of an Alpine Academy student, I acknowledge the Student Handbook and the policies contained within, are available to me through the Alpine Academy website www.alpineacademy.net.

Specifically, I have closely read the updated:

	Parent Initials
Uniform Policy	
Cell Phone Policy	

- I have reviewed the Student/Guardian Handbook with my student in an effort to promote a better understanding of Alpine Academy expectations.
- I acknowledge receiving and/or being provided electronic access to the Student/Guardian Handbook on student behavior. I have read these materials and understand all rules, responsibilities and expectations.
- I understand that the Student/Guardian Handbook and School policies may be amended during the year and that such changes are available on the School website or in the school office.
- I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the School expectations, policies, and procedures.

Name of Parent/Guardian (Printed)Relationship to Student

Signature of Parent/GuardianDate



Student Handbook Acknowledgement

For a more detailed explanation, please refer to the
Alpine Academy Student and Parent Handbook

I understand that I will be guided in school expectations by the Alpine Academy Handbook. _____

I understand that I may not be caught each time I fail to follow an expectation, but I will still be held accountable at all times. _____

I understand that all staff members will ask me to follow handbook expectations regardless if I am a student in their class or not. _____

I understand that my uniform shirt should be the top most layer and visible at all times. _____

I understand that I should not have to remove or unzip a coat, sweater, or sweatshirt for my uniform to be seen. _____

I understand that my pants need to be appropriate, which means not torn, no holes, or sagging. _____

I understand that I should not have modified my uniform to show my mid-torso or shoulders. _____

I understand that any shorts I wear must be no more than four inches above the center of the knee. _____

I understand that I cannot wear or carry a hat/head covering and/or sunglasses in the school building. _____

I understand that I need to obtain Be On Point Golden Tickets to earn rewards, including, but not limited to free dress passes. _____

I understand that per state law my cell phone needs to be placed in the classroom cell phone lock box, my smart watch needs to be off, and my headphones and earbuds need to be removed from my ears during class time and when speaking to staff. _____

I understand that I need to attend all detentions on the date assigned, and if I am absent, I attend on my first day back. _____

I understand that I must be in my registered class during the assigned period. _____

I understand that I will be marked absent and possibly truant if I do not follow proper procedure to leave my regular class. _____

I understand that I am expected to keep Alpine Academy a safe learning environment by reporting issues to my teachers or administration immediately. _____

I understand that I need to keep my hands to myself and not touch other students (e.g., PDA). _____

I understand that I must maintain adequate grades and behavior to participate in after school activities. _____

I understand that there are fees for some classes, and those fees need to be paid before I receive a transcript and a diploma. _____

I understand that smoking, vaping, and other tobacco products are not allowed to be on campus or used on campus. _____

By signing below, I acknowledge that I have read and understand the expectations for Alpine Academy Public Charter High School. I acknowledge that I may not like the expectations, but I acknowledge that I have been given the opportunity to understand them.

Student Name _____ Student Signature _____

Student Name _____ Guardian Signature _____