



GIRLS ATHLETIC LEADERSHIP SCHOOLS

Girls Athletic Leadership School Las Vegas

Student and Family Handbook

2020-2021

GALS Student Pledge

I know who I am.

I know that I matter.

I know what matters to me.

I pay attention to what I feel and what I need.

I make choices and decisions that are good for me.

I take good care of my body.

I stand up for what I believe in.

I let people know what I think.

I take responsibility for my actions and myself.

I see the loving nature in others and myself.

I listen with my heart and mind.

I know I can make a positive difference in the world in my own unique way.

GALS Las Vegas Motto

GALS Las Vegas empowers students to
succeed academically, lead confidently, live boldly,
and thrive physically.

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WELCOME

Dear GALS LV Families,

Welcome to the 2020-2021 charter year at our Girls Athletic Leadership School, Las Vegas (GALS LV). We are honored that you have given us the privilege of providing your child with an amazing, personalized education that focuses on the whole child. In making the choice to come to GALS LV, you are becoming part of a fabulous movement. GALS LV is a vibrant community of leaders, including YOU, who come together to support each student to achieve their greatest success.

We truly believe it takes a village to raise a child. To this end, students, parents, teachers, staff, and administrators will work together for all our students to develop fully into the amazing people they are. At GALS LV, students are empowered to succeed academically, lead confidently, live boldly, and thrive physically. This handbook was written with this vision in mind.

We feel that it is important for everyone to have a clear understanding of the policies and procedures that support us in making the GALS LV educational experience a positive, supportive, and rigorous one. Please take a moment to review this handbook with your child.

Thank you for your support in executing our mission. Together we will make this a great year!

Sincerely,

Jennifer McCloskey
Executive Director

Krista K. Yarberry
Head of School

EDUCATIONAL PHILOSOPHY

GALS believes that in order to ready the mind for optimized learning and engaged self-development, we must use the entire body and educate the whole person. We draw on the physical, social, behavioral, and cognitive benefits of movement and physical activity to foster academic achievement.

GALS provides each student a rigorous, personalized, holistic, whole-child, standards-focused education that supports every student to reach their highest potential.

Our curriculum and pedagogy builds on the inherent capacity of students to become engaged as lifelong learners through self-expression grounded in mind/body development and best practices in movement-based learning. Modern brain research supports the intrinsic connection between the brain and the body. The role of movement in education optimizes the brain's learning potential and boosts students' overall physical health and wellness.

GALS believes that if you have a body, you are an athlete. Accordingly, the Girls Athletic Leadership Schools uniquely focus on the seamless integration of academics and physical fitness in a healthy, competitive environment with an emphasis of knowledge arrived through the body.

SCHOOL HOURS

GALS LV's academic school day begins promptly at 7:30 a.m. with rolling drop-off beginning at 7:25 a.m. **Students will not be supervised, nor will the building be open to students until 7:25 a.m.** Students will need to remain outside of the building until GALS' staff open the doors. Should you need to arrange for an earlier drop off please coordinate with the Boys and Girls Club who provide services beginning at 6:30 a.m. Boys and Girls Club will release GALS students to our teachers by 7:25 a.m.

School will dismiss at 2:30 p.m. Parents may register their child with the Boys and Girls Club if they seek after school programming. Otherwise, since the facility is turned back to the Boys and Girls Club at 2:30, it is imperative that GALS students and personnel vacate the premises without delay. All students must be off campus by no later than 2:35 p.m. The Boys and Girls Club provides after school programming until 7:00 pm.

Please note that students will be engaged in learning activities until the end of their school day, and it is imperative that they are in school on time, all day, every day.

SCHOOL CALENDAR

Please refer to the School Calendar located on the GALS LV website, www.galslv.org, for further details.

STUDENT INFORMATION

For the safety and well-being of your child, it is imperative that the school office always has current student information. Please promptly notify the office of any and all changes of information regarding your child's address, parent/guardian phone number, emergency contact phone number(s), parent/guardian work numbers, etc. If GALS is unable to reach a parent/guardian in the event of an emergency, we will act in what is determined to be in the best interest of your child. Your child is of utmost importance to us; consistent inability to reach parents/guardians due to inaccurate household information or lack of working contacts may be considered grounds for a report of negligence.

CLOSED CAMPUS

GALS LV is a closed campus school, meaning students may never leave campus without an adult. This is especially important during transition periods, such as between classes. Leaving campus without permission is considered "ditching" and disciplinary action will ensue from such choices. Students who exit and then re-enter campus without permission are at risk of severe consequences as student safety is paramount. Students who leave campus without permission will not be permitted re-entry without a parent present.

SCHOOL SECURITY

The school responds seriously to any behavior that jeopardizes the safety of anyone on school grounds. All parents/guardians and visitors are required to sign in at the GALS school office. Parents/Guardians and students should report any security concerns or incidents immediately to a GALS staff member.

PHOTOGRAPHY/VIDEOTAPING/RECORDING

Taking pictures, videos or recording is prohibited on school grounds, at school activities, or during off-campus learning experiences, unless expressly pre-authorized by the Executive Director or Head of School. Students who violate this are subject to appropriate disciplinary action. Parents who violate this rule will be officially warned, and if the behavior continues, may be banned from school supervised or sponsored events.

LOST AND FOUND

Lost clothing, notebooks, and other items will be gathered in a designated bin and kept near the school office. Valuable items will be kept in a safe location and identification will be required for return to a parent/guardian. Unclaimed lost and found items will be donated to charity at the end of each semester.

LEARNING SUPPLIES

Being prepared with the proper learning tools assists with student success. While we recognize that some families may not be able to provide all supplies requested, we ask that families provide what is feasible within their means by the first week of school:

- Plain backpack (backpacks with inappropriate writing/pictures will be confiscated). **Please do not purchase backpacks with rollers.** If your child has a medical or disability-related reason for not being able to carry a standard backpack, permission must be granted by the Head of School.
- **Filled water container every day**
- Zippered pencil pouch
- Package of dry erase markers
- 5 pencils with erasers
- 3 different colored highlighters
- 1 small box colored pencils
- 1 pack thin colored markers
- Wired earbuds (no wireless)
- 4 single-subject spiral notebooks (college ruled) & 1 planner (or 5 notebooks)
- 5 2-pocket folders
- Silent reading book

Chromebooks and school books will be issued for use during the academic year and will remain the property of GALS LV. If equipment/materials provided by the school are lost, stolen or willfully damaged, families are responsible for repair or replacement costs.

We discourage students from bringing non-essential items of value to school – monetary or otherwise – since they cannot be securely stored. Students who bring inappropriate items to school, including but not limited to, toys, music players, laser pointers, etc., will have such items confiscated. A parent/guardian must come to school to retrieve any confiscated items. **THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OR THEFT OF ANY PERSONAL ITEMS.**

As multiple students may have similar items, we suggest labeling personal items (backpacks, sweatshirts, jackets, pencil pouches, etc.) with the student's full name in permanent marker. This will help alleviate any confusion or misunderstanding.

WITHDRAWALS/TRANSFERS

Should a student desire to withdraw from GALS LV, withdrawal forms must be completed and filed with the school office in order for the school to release academic records. In addition, the school will not release academic records until all fines have been paid and all school books and property checked out to the student have been returned and/or paid for.

SCHOOL POLICIES

MOVEMENT REQUIREMENT

Morning Movement is a cornerstone of the GALS experience. Accordingly, all students are required to participate daily, as activities are modified to fit all needs and abilities. If there is a health or injury concern, students must inform their coach immediately with a written note from a parent/guardian detailing any limitations. Any condition that prohibits a student from participating for more than two days must be documented by a doctor's note. If a student is unable to participate in a movement session, the student is responsible for completing an alternate assignment during that movement period.

Morning Movement is graded as an integral part of the GALS curriculum. Morning Movement is NOT assessed on athletic ability; rather it relies on effort, participation (based on attendance and actual participation in physical activities), and individual improvement, all critical elements of success.

DRESS CODE

GALS LV strictly enforces an intentional dress code that reflects our school's vision and the student/staff experience throughout the school day. We move daily, from morning movement to classroom brain breaks. With that in mind, we uphold the following school-wide dress code:

- Tops: Students **MUST** wear a GALS short or long sleeve t-shirt daily. Also allowed are:
 - GALS hoodie or sweatshirt (hoods must be off in the building)
 - Plain non-GALS zip-up hoodie - no patterns, prints, pictures, designs, writing, etc. (logos may be the size of a name tag or smaller)
 - Long sleeve shirt or tank top under a GALS shirt
- Bottoms: Students **MUST** wear athletic bottoms daily. Acceptable bottoms include:
 - Yoga pants
 - Sweatpants
 - Leggings
 - Athletic shorts
- Footwear: Students **MUST** wear sneakers at all times
 - Laced or Velcro shoes that allow for **safe and comfortable** athletic movement

The following are **NOT** allowed:

- Blankets
- Pajama pants
- Jeggings
- Jean shorts
- Pants with writing (logos may only be the size of a name tag or smaller)
- Hats/caps inside (except for head coverings worn for religious reasons)

No student shall be denied attendance to school, penalized, or otherwise discriminated against, for non-compliance with the school uniform dress code policy. However, any student who arrives at school out of compliance with the dress code will be provided with conforming clothing by GALS LV for the day.

FOOD POLICY

To support the academic success of all students, GALS makes breakfast and lunch available through the National School Lunch Program. The responsibility for meal payment belongs to the parent/guardian. Lunches must be prepaid through the school office in advance of the meals being served. Funds should always be maintained in students' lunch accounts as the Meal Charge Policy only allows for a maximum of 5 meals to be charged to an account after the balance reaches zero. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced-price lunches for their child(ren).

We want our students to practice healthy physical, mental, and emotional habits every day. This includes eating a snack when necessary. Healthy snacks fuel the body and mind while unhealthy snacks do not. Healthy snacks such as fruits, vegetables, and nut-free granola bars are permitted.

The following types of foods are **NOT** permitted:

- Junk food (including fast food, chips, candy, cookies, etc.)
- Soda/sugary drinks
- Caffeinated or carbonated beverages
- Sunflower seeds (in the shells)
- Nuts and food containing nuts (due to severe allergies)

Food that does not adhere to the food policy will be confiscated by GALS staff and returned to the student's parent/guardian.

Due to food allergies, we ask that students NOT share food.

GALS will host celebrations throughout the year. We ask that families do NOT bring in birthday treats.

TECHNOLOGY POLICY

GALS recognizes the role that technology plays in 21st-century education. Therefore, we encourage our community to use technology when relevant to learning outcomes. We also recognize that technology can be a distraction in certain environments and seek to build habits that allow students to demonstrate time and place appropriate usage.

Students are expected to follow GALS LV's Technology Policy and specific guidelines outlined in the **Computer Loan Agreement Form** and **Student Internet Access Agreement, Student Rules, and Acceptable Use Form**. Both forms will be a part of the registration process and should be thoroughly reviewed by a parent/guardian and signed by students.

SCHOOL-ISSUED CHROMEBOOKS

GALS LV students will be loaned a school Chromebook for **academic purposes only**. This equipment is strictly for use by the GALS student to whom it is issued. If any part of the equipment is lost, stolen or damaged while in the student's possession, the parent must immediately notify the Head of School, return the equipment for inspection, and will be held responsible for repair or replacement costs. Students who fail to maintain the equipment in a safe and responsible manner may have this privilege revoked at any time.

CELL PHONES

Cell phones and other electronics/hand-held devices which may be brought to school must remain off, not just silenced, during the school day, unless otherwise instructed. From time to time, students may be allowed to use technology in the classroom for educational purposes. GALS is not responsible for lost or stolen electronic devices.

If a cell phone is seen/heard in class without permission, the following process will occur:

- The student will be asked to turn the cell phone in to the staff member who saw/heard it. The student is then permitted to retrieve the phone at the end of the day.
- If the student refuses to turn in the cell phone, an administrator will be called in to confiscate the cell phone.
- A caregiver will then be contacted for a required meeting to discuss how to best support the student in understanding time and place for cell phone use and to pick up the phone.
- If the student continues to use their cell phone, the child, with the Head of School and possibly a parent/guardian, will implement restorative justice practices.

TECHNOLOGY

GALS LV provides students and staff with a variety of technology resources for the purpose of supporting our educational mission. We also acknowledge that some students may choose to bring technology from home. Any personal technology that a student brings to school is the student's responsibility. GALS does not accept any responsibility for personal items.

- Inappropriate usage of technology will lead to serious disciplinary consequences. We expect students to apply the school expectations of kindness, respect, responsibility and safety to govern their use of GALS computers.
- GALS staff reserves the right to define inappropriateness in this context and to check any student laptops at any time.
- Reference to computers/laptops also includes tablets or other kinds of technology provided or authorized by GALS.
- All work created on, by or stored on any GALS equipment belongs to GALS and may be reviewed and/or retained for any purpose in line with its educational mission.
- Computer and network storage areas may be accessed by network administrators as needed for school purposes. All files (including email and Internet) viewed and stored on GALS servers or computers will be considered public and may be viewed by a GALS staff member at any time. Within reason as determined by the Head of School and Executive Director, freedom of speech and access to information will be honored.
- At school and/or during school hours, students will use computers and other technology resources for **school related purposes only**, unless they receive specific permission to do otherwise. In classrooms, students will use technology **only as directed by the teacher**.
- **In the event of intentional/careless damage to a computer or its peripheral parts, either payment for replacement/repair of the damage or the cost of the deductible will be charged.** If financial hardship is an issue, contact the Head of School to discuss options.
 - **GALS reserves the right to withhold technology resources from any student responsible for unpaid damages until appropriate arrangements have been made.**
 - Additional consequences may be levied in the event of multiple damage incidents by a given student.

TECHNOLOGY ACCEPTABLE USE POLICY

This acceptable use policy is intended to explain the responsibilities and limitations of technology use at GALS. **Additional rules may be added, as necessary.**

GALS LV provides access to the Internet. The school's goal in providing this service is to promote educational opportunities to the school community by facilitating resource sharing, innovation, and communication. The smooth operation of a network that provides in-school and worldwide access depends upon the proper conduct of each user.

The school provides filtering to restrict access to obscene, pornographic, or other material that is harmful to minors. The school does not guarantee that such material will never be encountered. On a global network, it is impossible to control all materials, and even casual users may easily discover controversial material. The school believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may access material that is not consistent with the educational goals of the school.

It is important that all users of GALS technology remember that access to these resources is a **privilege, not a right**. Access to GALS technology resources is only given to students who act in a considerate and responsible manner. Users of technology are expected to exhibit appropriate behavior and care in the use of computers and school computer networks. As technology is integrated into instruction at GALS, and appropriate use is critical to ensure learning happens for all, **violation of these policies will be treated as a disciplinary issue**.

STUDENT APPROPRIATE USE OF TECHNOLOGY

When utilizing technology, it is the student's responsibility to ensure the following:

- **IMPORTANT: It is the student's responsibility to see that all work is backed up. There is NO excuse for loss of work or documents due to computer or network failure.**
- No cell phones or multimedia devices are allowed out of students' backpacks during the school day unless directed by the teacher.
- Materials printed at school are to be academic in nature. Documents not pertaining to school are not to be printed at school. Teacher permission is required to print.
- Students will respect the intellectual property of others by using appropriate citation, refraining from all forms of plagiarism, and abiding by federal copyright laws.
- All students must log on with their own username and password. **Passwords must be kept confidential.** Users are responsible for all actions that occur with their user account and computers. Users should change their password from time to time and guard it carefully. **It is ALWAYS appropriate to ask someone to step away while one enters a password, and courteous to do so without being asked.**
- Students must not attempt to access or tamper with files, folders, programs, drives, or any equipment on the network that do not belong to them.
- Students will conserve the use of technology resources such as bandwidth, printing supplies, etc. Personal files, music, video, or other personal multimedia files unrelated to school may NOT be saved on the computer or the GALS server.
- **Students may not download or install programs, inappropriate media, or information.** NO PROGRAM OR PROGRAM ENHANCEMENTS ARE TO BE DOWNLOADED or installed from any source. If a program, or any portion of it, is on your hard drive without permission, it constitutes computer misuse.
- **The Internet is available to students for academic pursuits.** Students may not use it in an inappropriate manner or give out personal information about themselves or classmates over the Internet without specific staff permission. Students may not use their laptop for any streaming content unless it is specifically for an academic class.
- The school will provide all students with access to the Internet. These are privileges and may be rescinded if used in an inappropriate manner. Any student who uses inappropriate language, harasses, attacks, or defames another person, or sends inappropriate pictures in any communications faces disciplinary action. Email is an educational tool provided for the express purpose of furthering GALS' educational mission. As such, if the school issues your student an email account, GALS reserves the right to inspect any GALS email messages, to rescind and/or modify privileges in any way or at any time in the enforcement of this policy.

- Students will follow GALS technology use protocols. For instance, Instant Messaging (or having IM programs on the student computer – see Downloading above), emailing during class, and playing music or videos out loud during school hours are not acceptable.
- Students will not use technology for illegal or commercial enterprise.
- Students will take all precautions with computers to avoid and/or report any damage, theft, or malfunction immediately to their teacher.

USE OF SOCIAL NETWORKING WEBSITES

Each student has the responsibility to use Internet services carefully and safely. At no time may an individual post private information on a public website; all students must understand that no website is private space. This policy is in place to protect both individual students and the school community as a whole.

Students must exercise caution when using any social networking sites, keeping in mind that these sites are public viewing spaces and that posting personal private information is not safe. Students must remember that once information is posted to a website, it is on a public site and control over the material has been relinquished. Students may not post any information that would allow unknown persons to contact or locate a student or place a student or the school in danger.

Students are not allowed to use any social networking site that is determined to be unsafe. Students may not use GALS' email addresses to gain access to a site not determined to be safe and secure for student use.

GALS' faculty and administrators reserve the right to screen these sites. All information posted must be in accordance with school rules. Students may not post on a website:

- Any references to rule-breaking behavior
- Personal contact information of themselves or peers. Information may not be posted that allows outsiders to infiltrate either our network or our campus.
- Derogatory comments about themselves, other people or about the school. Students may not present information that is damaging to their own reputation, to the reputation of other members of the GALS community, or to that of the school.
- Inappropriate artwork or photographs
- Personal ads. Students may not advertise themselves or present a sexualized version of themselves on any website.

Any infraction of the expectations regarding use of social websites is a major school rule violation and may result in disciplinary action.

Technology is integrated into the curriculum and school experience at GALS. We encourage the use of technology in all classrooms, as well as for class-wide and school-wide assessments and creative learning.

PARENTAL SUPPORT OF TECHNOLOGY USAGE

Parents of GALS students are requested to discuss safe and smart technology usage with their child(ren). We strongly request that parents supervise their child(ren)'s use of any type of technology at home. We need the help and support of all parents to prevent any negative or harmful use of computers and means of communication such as cellphones, social media, email, etc.

ATTENDANCE

In order to maximize academic achievement and build lifelong skills for success, students are expected to be in attendance on time every school day unless verification of illness or family emergency can be provided. To avoid disruption of classes and other school events, please schedule appointments and vacations during non-school hours.

Our school goal is to hit 95% attendance. In order to achieve this goal, students should miss no more than 10 school days in the course of the year.

EXCUSED ABSENCES

In accordance with Nevada attendance laws, a parent/legal guardian shall notify the teacher or Head of School within 3 days after the student's return in order for the absence to be considered excused. Students will be responsible for completing assignments missed during absences within a reasonable time period. The following are considered excused absences:

- Personal illness
 - Students must provide an excuse note from a parent or doctor upon return, but no later than 3 days after returning from an absence, in order to be considered excused
 - Personal illness lasting more than 3 days requires a doctor's note indicating the student is to be excused from school
- Family emergency
 - Please contact the Head of School to determine an appropriate excused leave of absence
- Unavoidable medical appointment
 - Students are expected to attend school before and/or after appointments, if possible
 - A parent or guardian listed on the student's emergency contact information must provide identification and sign the student out at the front office prior to release. Students are expected to return to school within a reasonable time after an appointment and must be signed back in at the front office upon return to campus.
 - Student must provide a note from the doctor upon return to school

- Attendance at funeral service for immediate family member
 - Immediate family members are defined as a parent/guardian, grandparent, sibling, or relative living in the student's household. For in-state services, 1 day will be excused; 3 days will be excused for out of state or out of country services, unless otherwise approved by the Head of School.
- Approved pre-arranged absence
 - Please contact the Head of School at least one week in advance to determine whether a pre-arranged absence (up to 10 days) may be approved
 - Student will be held accountable for all assignments missed during the absence unless otherwise arranged
- Religious holiday or required court appearance
 - Religious holidays within a student's traditions will be excused
- Extenuating circumstance
 - The Head of School has the right to determine what constitutes an acceptable extenuating circumstance

All absences are considered unexcused until they have been cleared by the office staff.

EXCESSIVE ABSENCES

As regular attendance is a success behavior, excessive absences may prevent a student from being promoted to the next grade level. Whether an absence is excused or unexcused, it is the responsibility of the student to fulfill all academic requirements.

TARDY POLICY

A student who is not physically present in the classroom at the start of the instructional period is to be marked tardy. A student who misses more than 50% of the instructional period shall be considered absent for that period.

TRUANCY

In accordance with Nevada attendance laws, an unapproved absence for one or more class periods or the equivalent of one or more class periods during a school day shall be deemed a truancy. Any student who has been declared a truant three or more times within one school year must be declared a habitual truant (NRS 392.140).

- The Nevada Revised Statutes do not distinguish between truancy resulting from an action of the student and that of the parent or legal guardian.
- Any parent/legal guardian to whom notice has been given of a student's truancy and who fails to prevent the student's subsequent truancy within that school year is guilty of a misdemeanor.

In the event of an attendance concern, the school will follow the procedure below:

LEVEL I

- If a student's attendance becomes a concern or begins to affect academic performance, a teacher, in cooperation with the family, will review attendance expectations, discuss barriers and make an attendance plan.

LEVEL II

- If the student continues to miss school, the Head of School shall mail a written letter of truancy to the parent/guardian and a copy of the letter will be filed in the student's cumulative file (NRS 392.130[4]). This letter shall:
 - Inform the student and parent(s)/guardian(s) of the number of unexcused absences to date.
 - Invite parent(s)/guardian(s) and student to discuss the school's concern and to resolve the student's failure to attend.
 - Inform the parents and child of the legal requirements for children to attend school.
 - Inform the parent(s)/guardian(s) and student of the district's intent to seek enforcement of the applicable statutes. If a student is a habitual truant, the Head of School shall report the student to a police officer or the local law enforcement agency for investigation and issuance of a citation, if warranted, in accordance with NRS 392.149 (NRS 392.144)
 - The parent(s)/guardian(s) shall be informed that if unexcused absences continue, Educational Neglect paperwork must be filed.

LEVEL III

- A letter stating attendance must improve within 5 days, with no further trancies for the school year shall be mailed to the student's home. The student may be in jeopardy of credit denial and/or possible retention.
- After 20 or more unexcused absences, the Head of School will file for educational neglect (NRS 432B.140).
 - Court action for habitual truancy (NRS62E.270 & 62E.430) provides that monetary fines and community service may be incurred.

COMMUNICATION/INVOLVEMENT

GALS LV views parents/guardians as valuable partners in the education of students. As such, we offer a variety of communication and involvement opportunities.

SCHEDULED SCHOOL CONFERENCES

Family-teacher-student conferences and presentations of learning provide needed opportunities for parents/guardians and teachers to exchange useful information about the educational/social needs and progress of students. At conferences, teachers will review student progress and note any areas of special concern. By attending conferences, families have the opportunity to assist in catching and correcting any academic or behavioral problems before they have a significant negative impact on a student's overall performance; they send a clear message to students that school is important and that they are willing to partner with teachers to further their child's education. Student conferences are listed on the school calendar, and GALS will do our best to accommodate your request for scheduling during our school conference days.

SCHEDULING MEETINGS

GALS welcomes communication with parent(s)/guardian(s) and recognizes that families may wish to meet with school personnel in addition to school-wide conference times. Teachers need at least 24-hour notice in order to schedule quality time with you. To meet with a teacher, please email or send a note directly to the teacher, or leave a phone message for a written or phone reply. To meet with the Head of School, parents should schedule appointments with the school office in person or by phone. Upon arrival for scheduled meetings, please check in at the front office. If a meeting has not been pre-scheduled, you may be assisted in scheduling a meeting for a later time as the responsibilities of school personnel to the education and safety of all students may not allow for on the spot conferences.

TEACHER EMAIL/PHONE

Each teacher has an individual email address and phone number. You will be provided with staff email addresses and phone numbers at the beginning of the school year. Teachers will not be available to answer their phone or email while they are teaching. However, teachers are expected to respond within 48 hours.

PROGRESS REPORTS

Teachers use progress reports on a monthly basis to keep families informed of the academic and behavioral progress of students. Reports must be signed and returned with students the following Monday morning. We ALWAYS send home progress reports, at least monthly. If for some reason you do not receive your child's monthly progress report, please contact the Head of School.

REPORT CARDS

Report Cards are distributed at the end of each quarter to communicate students' academic and behavioral performance on a larger scale. They are a tool for future planning and remediation, if necessary.

MEMOS/WEBSITE/FLYERS

Communication including important events, recognitions and school information will periodically be sent home in paper form. Memos and communication will be available through the app Flyer. Please communicate with your child regarding the importance of sharing school information.

FAMILY EDUCATION EVENTS

GALS will host a variety of family education and community-building events. These events are designed to educate families about various topics related to their child's education, school, and development. Families are encouraged to attend all events.

PARENT INVOLVEMENT

GALS LV provides numerous opportunities for Parent involvement in the school. Parents can join the GALS morning Movement classes, enjoy lunch with their child, chaperone field trips and attend our Community Meetings which are always open. Consider becoming a Parent Ambassador and we will equip you with knowledge and materials about GALS so that you may help to educate our community and other families. Parent Ambassadors meetings will occur with the school leaders to keep you abreast of school news, progress and key issues. If you are interested in serving as a Parent Ambassador reach out to the Head of School or Executive Director.

BOARD OF DIRECTORS MEETINGS/SERVICE

The GALS Board of Directors includes at least one parent/guardian representative, consider volunteering to serve on the Board of Directors by contacting the Executive Director. GALS Board Meetings are also open to parents/guardians and anyone from the public. To find out about the Board meeting schedule and meeting agendas visit <https://galslv.org/about-us/board-of-directors/>.

GALS' STUDENT EMAIL

All students are assigned an email address using their nine-digit student identification number (lunch number). This allows them to access documents that are used as part of instruction at GALS, allows for easy file sharing, and eliminates the need for students to print documents and have flash drives. Students can type and publish in Google Docs and share writing with teachers and other students. Using an email address also allows the school to send a group email to inform students of deadlines, dates, and other events.

TELEPHONE MESSAGES

Voicemails can be left for all faculty during the school day on their classroom phones. All calls will be returned as soon as possible within 24 hours. Teaching staff will not be able to answer phone calls during instructional periods. Please call the staff member you wish to speak with directly. For general questions and concerns, you may call the school's main number at (702)672-6389.

SOCIAL MEDIA

Follow us on Facebook or GALS Web Page to stay informed, see what's happening in the school, and for pertinent information and articles related to our school model.

STUDENT PLANNERS

All students are responsible for recording daily objectives and homework assignments (including no homework) in their planner or notebook each period.

VISITATIONS/OBSERVATIONS

While GALS encourages family/caregiver presence in the school building, out of respect for our teaching faculty and student body, all classroom visitations must be scheduled at least 24 hours in advance and be approved by the teacher and Executive Director or designee. Please request and schedule all visitations with your child's classroom teacher(s). More often than not, your request for an observation will be accommodated. However, due to assessments, special schedules, and the nature of certain classroom activities, we may, on occasion, ask that you find an alternate time. Unscheduled visitations will not be permitted.

For safety and security purposes, all visitors will be required to check in and out of the school office and obtain a visitor's pass, which must be visible at all times. Except for unusual circumstances, approved by the Executive Director, visits should not exceed approximately one hour and may not occur more than twice per semester.

For privacy purposes, no electronic listening or recording device may be used in a classroom without the teacher's and Executive Director's written permission. Visitors are expected to abide by the parent conduct and volunteer guidelines outlined below.

VOLUNTEERING

At GALS, we believe, and the research supports, that our community and school is stronger when families volunteer their time to the school. To ensure the safety of students, as well as to minimize interruption of the instructional program, please abide by the following guidelines when volunteering:

- **Safety Requirement** – Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall hold a Nevada substitute teaching credential which requires that they be fingerprinted and receive a background check.
- **Schedule Volunteer Time** – Please arrange volunteer time with the classroom teacher at least 48 hours in advance to allow time for approval by the Head of School,

Executive Director or designee. The volunteer should communicate with the teacher to discuss the expectations and volunteering needs. Teachers must inform the school office of volunteers.

- **Visitor's Pass** - All volunteers are required to sign in and pick up a visitor's pass at the school office prior to volunteering and sign out prior to leaving.
- **Dress Code** - Volunteers are expected to maintain a neat, clean, and modest appearance.
 - Clothes should be in good condition
 - Clothes should not bear any inappropriate or controversial language, messages or images
 - No tight, low cut, mini, or revealing clothing
- **Conduct** - Volunteers should NOT behave in any manner that detracts from the teacher's ability to manage the classroom effectively or the students' ability to engage in a positive, distraction-free learning environment. If your child is in the classroom while you are volunteering, please allow the teacher to manage all instruction and behavior, unless otherwise requested.
- **Children** – Volunteers may NOT bring other children when volunteering.
- **Confidentiality** - All information gained while performing volunteer hours is strictly confidential. This means, for instance, if you witness a student behavioral incident while volunteering on the playground, you are not permitted to discuss the incident in a manner that would betray the student's privacy rights.
- **Photography, Recording, Videotaping** – No photography, recording or videotaping of students is allowed without the written permission of the Executive Director or designee and teacher.

PARENT CONDUCT

GALS LV expects all parents to conduct themselves in a professional and courteous manner while on campus or participating in school events. The following conduct is **prohibited**:

- Any willful disruption, or likely disruption, of GALS orderly operation
- Any willful act that endangers the safety, health, or well-being of another individual
- Refusal to respectfully follow the direction of those employed by GALS
- Horseplay with students, faculty, or staff
- Use of foul, profane, or otherwise unacceptable language
- Overtly hostile behavior that may include yelling, name calling or inappropriate gestures
- Possession of or being under the influence of alcohol, illegal drugs or controlled substances
- Use of tobacco/marijuana/vaping products or alcohol on school site
- Possession of firearms, or any other dangerous weapon
- Theft or misuse of school property

Under no circumstances may a parent verbally or physically threaten any student or staff member.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA applies to all schools that receive federal education funds, including the Girls Athletic Leadership Schools. Non-compliance with FERPA regulations can result in the loss of those funds.

Confidential education records include student registration forms, contact information, graded papers, academic records (including report cards), discipline files, social security numbers linked to names, and student information displayed on a computer screen. All school employees and school volunteers are required to keep student information secure and confidential, and to protect the rights of all students.

The essence of this act is that:

- Parents/Guardians have the right to inspect and review their own child's educational records (any records from which the student can be individually identified), to the exclusion of third parties. Students also have this right when they reach age 18. GALS has committed to responding to parental requests for student information only when they have been put in writing and, then, within 72 hours.
- When copies of student records are requested, GALS charges an administrative fee of \$0.50 per photocopied page to cover the expense of time and resources involved in providing such records.
- Parents/Guardians and eligible students have the right to request that a school correct records believed to be inaccurate or misleading.
- Parents/Guardians have the right to file with the U.S. Department of Education a complaint concerning alleged failures by the Girls Athletic Leadership Schools to comply with the requirements of the act.

Institutions and their employees may not disclose information about students, nor permit inspection of their records, without the written permission of the parent or student unless such action is covered by certain exceptions as stipulated in the Act.

Practically speaking, FERPA prohibits all employees from discussing confidential student information with third parties, including parents and guardians. For instance, should two students engage in a disciplinary act together, the school is prohibited from naming or discussing the other involved student in conversations with parents/guardians. Similarly, should a parent request an explanation of a discipline or academic event that did not involve his/her child, but which transpired in their child's classroom, the school is not permitted to disclose any names or details of events nor disclose the resultant consequences.

Please understand that school officials—teachers, administrators, staff, Board members, and volunteers—must all comply with the expectations of FERPA and, therefore, may not discuss any student other than your own with you at any time or for any reason.

ACADEMICS

In order to achieve our ambitious vision and mission, it is essential for GALS to establish a culture of high expectations and to provide differentiated support to students to ensure that they meet those expectations. GALS has designed a structure of expectations, supports, and enforcements to ensure all students have access to success within our school community. Courses will be rigorous and differentiated.

HOMEWORK EXPECTATIONS

Students are expected to practice skills that are learned during classroom instruction at home. This is also an opportunity for families to be informed about what their children are learning in school. It is expected that, with few exceptions, teachers will assign daily homework. All homework must be completed on time and to the degree of quality outlined by the teacher. Should a student struggle to complete homework based on lack of understanding of the material, the student should proactively reach out to their teacher via email or text prior to the start of the next school day.

Homework at GALS LV has three (3) distinct purposes:

- To give students time to practice the essential skills that they need to learn
- To provide students practice in self-discipline and time management, and to help develop independent study habits that will prepare them to study independently two (2) to four (4) hours a day in college
- To free up classroom time so that as much time as possible can be spent on direct teaching, discussions, guided practice of skills, and other interactive learning experiences

GRADING

GALS leverages a standards-based grading (SBG) philosophy. We believe in the importance of clear and specific feedback relative to each standard a student is learning and ensuring student grades reflect what they know and can do.

Grades are earned for each course of study (English Language Arts, Math, Science, Social Studies, GALS Series, and Movement) and are computed at the end of each semester of study. Grades will be given based on the student's proficiency of long-term learning targets. A long-term learning target is a description of what a student should achieve during a defined period of time in a class; the targets describe the essential things all students must know and be able to do within a timeframe that includes instruction, practice, revision, and assessment. Long-term learning targets:

- Describe the big-picture goals for a unit of study

- Reflect rigor and higher-level thinking
- Are derived from the Nevada State Standards and Common Core Standards
- Are written in language that is accessible to students and parents

The standards-based scale is used to assign a grade as well as to give feedback to students about their progress toward a standard.

Letter Grade	Percentage	Rubric Score	Meaning
A	95-100%	4	Student consistently demonstrated advanced levels of Mastery with the content standards.
A-	90-94%		
B+	87-89%	3	Student consistently demonstrated advanced levels of Proficiency with the content standards.
B	85-86%		
B-	80-84%		
C+	77-79%	2	Student consistently demonstrated advanced levels of Base Competency with the content standards.
C	75-76%		
C-	70-74%		
Not Yet	65-69%	1	Student has not yet demonstrated base level of mastery with the content standards.
Missing or Incomplete	55%	M	Students work is missing or was never completed.

The Not Yet (“NY”) grade is intended to require students to re-do substandard work and demonstrate mastery before being assigned a grade. This grading philosophy is based on the work of *William Glasser. Glasser, W., Schools Without Failure*. New York: Random House, 1969.

RETAKES

Students may have opportunities to retake quizzes and formative classroom assignments throughout the quarter to demonstrate a higher level of proficiency. The goal is for all students at GALS to master grade-level standards, which means students have multiple opportunities to demonstrate increased understanding/mastery over time. In some cases, replacement tasks completed to demonstrate mastery will not be eligible for full credit; other tasks are not possible to be redone. Teachers will communicate this.

In order for a student to retake an assessment, consent must be received from the teacher in advance. The student may have to fill out a reflection form, attend assigned sessions or complete designated review material, as determined by the teacher. Retakes take place at a time deemed appropriate by the teacher.

STANDARDIZED TESTING

In addition to classroom and curriculum-based assessments, GALS students take several standardized assessments each year. All students take grade level designated SBAC (Smarter Balanced Assessment Consortium) assessments in the spring (subject to Nevada Department of Education requirements); Middle School students take the MAP (Measure of Academic

Progress) assessments in the fall, winter, and spring, and class interim benchmarks every 6-8 weeks. GALS uses the results of these assessments to triangulate data, determine academic services for students, support differentiation, and strategize for individual student and school-wide improvement. Additionally, results will be shared with families to support student achievement.

RESPONSE TO INTERVENTION (RTI)

RTI is the framework through which GALS provides an integrated approach to academic and behavioral support in order to provide all students with the skills, knowledge, and tools they need to achieve success. The goals of the GALS RTI Program are to:

- Constantly improve levels of academic and behavioral achievement for all students in accordance with the school's mission and annual plan
- Individualize approaches to supporting and ensuring student success
- Increase the efficacy of support systems through consistent implementation and continual monitoring of progress
- Increase collaboration between and amongst teachers, administrators, students, and parents/guardians by focusing on student success

RTI establishes an umbrella framework to achieve the following objectives:

- Articulate GALS' academic and community expectations clearly and consistently
- Establish and communicate clear mechanisms for monitoring student progress toward meeting academic and behavioral expectations
- Teach students explicitly how to reach GALS' expectations
- Provide students with continual modeling of the expectations as well as consistent positive reinforcement
- Establish a system of clear, sequenced, and evidence-based interventions to support student achievement
- Collect bodies of evidence about the successes and challenges of individual and cohorts of students
- Reflect continuously on the successes and challenges of individual and cohorts of students in order to make needed changes to both individual student plans and school-wide systems and structures

RTI provides different levels of support depending on a student's needs. Should a student show need for support academically or behaviorally, the student's team of teachers will create a targeted intervention to address that need and work with the student and their family in the area of concern over a six-week period. Should that be ineffective, individuals with specialized training such as counselors, special education staff, psychologists, and social workers will work with the student and family on a more intensive intervention.

While these programs allow us to reach the needs of our diverse group of learners, GALS also needs your support. We expect parents/guardians to work with their children to ensure that

all homework is complete, assessments are studied for, and students are prepared for school (well-rested, fed, in dress code, etc.) every day.

SPECIAL EDUCATION

GALS provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (IDEIA). GALS is obligated and committed to providing special education services to students who qualify for such assistance. GALS collaborates with parents, students, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Staff and faculty do not diagnose students with specific behavioral or academic concerns (e.g., ADHD), nor are they to make diagnostic suggestions to parents. Should an employee have a concern about a specific student, this student will be referred to our RTI Team. This team promotes early identification and intervention for students experiencing behavioral and/or academic struggles at GALS. We will make every effort to prevent failure and ensure that all students experience success in the most inclusive school environment. This may include recommending a student for a special education assessment.

Such testing requires prior written consent from a parent/guardian. If the evaluation reveals a student qualifies for special education services, an Individualized Educational Program (IEP) will be created and implemented. This document outlines strategies and services for meeting the student's academic needs and provides legal support to ensure that they receive such assistance.

Pursuant to IDEIA and relevant state law, the school is responsible for identifying, locating, and evaluating children enrolled at the school with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. The school shall not deny nor discourage any student from enrollment solely due to a disability. Parents who suspect their child may have a disability and who may need special education services should contact the Head of School. Please see our complete Special Education Policy in our Student Services Policies Manual.

SECTION 504

Students with a qualifying condition that substantially limits a major life activity may qualify for Section 504 accommodations to support student success. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may request a referral for an evaluation from the Head of School. A copy of the School's Section 504 policies and procedures is available upon request and included within our Student Services Policies Manual. Students who qualify for special education services are not eligible for services under Section 504.

ENGLISH LANGUAGE LEARNERS

GALS is committed to the success of its English Language Learners (ELL). Support for English language learning will be offered within academic classes for those who need it. GALS LV will meet all applicable legal requirements for English Language Learners as they pertain to annual notification to parents, student identification, English Language Learners and core content instruction, teacher qualifications and training, reclassification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. GALS LV will implement policies to assure proper placement, evaluation, and communication regarding English Language Learners and the rights of students and parents.

RETENTION POLICY

GALS students will earn a staff recommendation for promotion to the next grade level only when they have gained proficiency on the critical benchmarks of their current grade level. GALS follows CCSD policy on student retention.

Grade retention may increase the likelihood that students will succeed in meeting challenging academic and behavioral expectations at the next grade level. Retention provides a second opportunity to master skills and is recommended only after other interventions aimed to support the student have been documented. Grade retention will depend on several factors including the following:

- Academic proficiency: Any student with two or more grades of 1.5 or lower on a report card will automatically be considered for retention
- Maturity
- Satisfactory completion of assigned work
- Likely success in completing the academic work at the next grade level with independence and proficiency

Grade retention or acceleration will be a team determination based on the best interests of the student. The factors above trigger a rigorous and collaborative conversation with students and their families with final decision-making authority being retained by the school.

SCHOOL CULTURE AND EXPECTATIONS

The following is an overview of some of the key school-wide expectations which foster the creation of the special GALS environment in which your child can thrive.

HABITS OF HEART AND MIND

GALS' Habits of Heart and Mind are integral to all that we do and help to reinforce real world application of our learning.

- **POWER** - I have a strong sense of who I am and use my strengths for good.
- **FOCUS** - I set and achieve goals mentally, physically and academically.
- **BALANCE** – I celebrate myself as a whole human - mind, body, and spirit - and use strategies that support myself physically, mentally and emotionally.
- **FLEXIBILITY** - I lead with compassion, for myself and others.

CLASSROOM EXPECTATIONS

Upon arrival at school, students are expected to respectfully pick up their breakfast and head directly to their wellness team homeroom. When rotating classes, students are expected to line up outside their rooms and respectfully wait until the teacher has invited them in.

Students are expected to be in their seats and prepared to work when they are invited in. Upon entrance into the classroom, students are to take their seats quietly and without interference. Supplies and materials necessary for the class should be taken out.

Every student is expected to actively engage in class work by participating in the discussion or activities, taking notes, and following the lesson. At all times, students are expected to have an independent reading book with them. Students failing to follow these expectations will accept responsibility for their chosen behavior, and work with the teacher to determine how to resolve the situation and restore trust.

Each day, students are expected to write their homework in their planner/notebook (including noting when a teacher has not assigned homework). Students may have weekend homework that is expected to be completed by the appropriate due date.

All students are expected to follow classroom procedures for effective learning to take place. These include:

- Lining up in the area designated by the teacher in an orderly manner by the start of each session, awaiting direction from the teacher
- Entering class in uniform, following voice level expectations, and with all necessary

supplies

- Being familiar with the teacher's start of class expectations and procedures, being prepared to participate by having completed all assignments before class
- Students may eat prepared, healthy snacks (not lunch). **Students are expected to clean up after themselves or they will lose the privilege of eating snacks in class.** We encourage all students to practice healthy eating habits daily.
- Addressing all staff members – teachers or otherwise, inside and outside of class – as Mr. or Ms. at all times

Students are dismissed at the discretion of their teacher, which may not necessarily be when the class ends. No student should leave their seat or class until instructed by the teacher. Finally, since teachers' classes are sometimes videotaped for internal instructional development, students may be occasionally and incidentally videotaped during the normal course of a lesson.

ACADEMIC INTEGRITY/HONOR CODE

Trust and integrity are components of a school community, and intellectual honesty is essential. GALS students are expected to practice academic integrity and abide by the academic Honor Code below:

As a part of the GALS LV community, I pledge to practice academic integrity and not participate in academic dishonesty. Academic dishonesty is:

- Giving or copying homework, in or out of class
- Sharing or turning in the same group work
- Giving or receiving answers to quizzes, tests, and examinations; cheating
- Violating testing procedures as defined by a teacher in an individual classroom
- Making a copy, taking a picture, or recording a video of an exam
- Plagiarism - using another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud (MLA Handbook for Writers of Research Papers, 2003). This includes copying information and ideas out of a book or off the Internet. I will cite all external sources on essays and research papers.

While taking a test or doing any type of course work, the student is allowing herself to be involved in cheating even if she is the one whose knowledge is being used. She has a responsibility to say "no" by refusing to supply her knowledge, by changing her seat, or by removing her papers. Outside the classroom, she should make sure that her work is not readily available to others. I will not engage in any form of academic dishonesty. In the event that I observe academic dishonesty, I will promptly notify the appropriate faculty members.

Study aids should never take the place of reading the actual text. While study aids such as CliffsNotes, SparkNotes, Wikipedia or other materials can be helpful resources, I will do the reading of the text in order to ensure my academic success and integrity.

GALS Head of School will investigate charges of academic dishonesty to determine whether a violation has occurred. If it has been determined a student was academically dishonest, the student will work with the Head of School, Counselor, and parent(s)/guardian(s) through the Restorative Justice process. The final decision concerning each situation lies with the Head of School.

STUDENT HEALTH, WELLNESS AND SAFETY

GALS LV recognizes that student health, wellness and safety are vital to academic success. To that end, we need the cooperation of all families in strictly abiding by the guidelines outlined below.

HEALTH GUIDELINES

Students must be free from fever, vomiting and diarrhea for 24 hours before returning to school. **Do not** send a child to school who has had a fever or has vomited within the last 24 hours.

Children with fevers, vomiting, diarrhea or persistent, productive coughs will be sent home. **It is imperative that current parent/guardian contact information and an emergency phone number for your family is ALWAYS on record.** It is the responsibility of parent(s)/guardian(s) to pick up sick children from school as soon as possible, ideally **within 30 minutes** of receiving a call from the school. GALS does not have the capacity to isolate sick children posing a health risk to other students and staff.

Please inform GALS of any health-related issue occurring within your home or family that might pose a general health risk to the GALS community.

If you have been treating head lice at home, please notify the school so that other children in the classroom can be monitored. In general, girls should not share their hair grooming items or accessories with one another.

There may be times within the school year when a student's health must take precedence over her school responsibilities. GALS will intervene when a physical or emotional illness begins to:

- Directly impact a student, rendering the student incapable of meeting commitments
- Directly and detrimentally impact others within the community

In such cases, the school will place the student on a medical leave of absence in order to ensure specialized help is received. Many times, a medical leave is misunderstood and perceived as a punishment, when in actuality it is a caring response and an attempt to help a student get well.

Student illnesses that may warrant a medical leave can include severe depression, attempted or threatened suicide, other types of self-injurious behaviors, alcohol or drug

addiction, eating disorders, emergency medical surgery, other serious illness, or any situation requiring extended medical care.

In all cases, whenever possible, the school will work to formulate a plan of intervention, evaluation, and treatment for the student.

STUDENT ILLNESS

GALS offers limited nursing services to students. Students who become ill or injured during the school day are sent to the school office where parent(s)/guardian(s) are notified, by phone or note, if a student:

- Has an elevated temperature
- Has visited the office for illness or injury more than once in a day
- Is injured and needs medical attention
- Requires non-routine treatment (routine treatment includes administration of a band-aid, distribution of water, rest, etc.)
- Has a condition which the office and/or nursing staff feels warrants notification
- Has a medical emergency (911 will be called first)

Please **do not** send medications, including cough drops, over the counter drugs such as Tylenol, herbal remedies, vitamins, or prescription medication with children in backpacks or to your child's teacher. The teachers may not dispense medication. The only staff authorized to administer medications of any kind to a student are the school nurse or trained office staff.

Parents/Guardians should make every effort to avoid the necessity of medicating students during school hours. However, if your child requires medication during school hours, please contact the Head of School. The following will be required of parents/guardians:

- A completed Medication Release form
- Prescription medication in its original bottle, properly labeled with a physician's instructions and the student's name
- Over-the-counter medication with a copy of the prescription or order from a licensed prescribing practitioner

No exceptions will be made to this request. For the safety of students, GALS will confiscate any medication not in accordance with the school medication dispensing procedure.

IMMUNIZATIONS

Immunizations are an important part of our children's health care and Nevada law requires that children attending school be vaccinated to prevent vaccine-preventable diseases. Students who do not have the required immunizations will be excluded from attending school unless one of the following documents is submitted:

- Certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health

- A statement signed by one parent/guardian that he/she is an adherent to a religious belief whose teachings are opposed to immunizations
- A statement signed by one parent/guardian that he/she is opposed to immunization for personal reasons

The following is a list of required vaccines for a student to attend a Nevada school:

- **5 DTaP/DPT (Minimum age: 6 weeks) if series was started before age 7**
 - 1st and 2nd dose & 2nd and 3rd dose must be separated by 4 weeks
 - 4th dose must be separated from the 3rd dose by at least 4 months
 - 5th dose must be separated from the 4th dose by at least 6 months and given on or after 4th birthday
 - Final dose at least 6 months after the previous dose (on or after 4th birthday)
 - ***Catch up** – Students age 7 or older, who are not immunized with the childhood DTaP/DPT vaccine series, should receive the Tdap vaccine as the initial dose in the catch-up series. If additional doses are needed, use Td vaccine
 - A total of 4 doses DTaP/DTP/Td/Tdap combination is needed if first doses are given less than 12 months of age. Dose 3 and 4 must be 6 months apart. 4th dose does not need to be repeated if it was administered at least 4 months after the 3rd dose
 - A total of 3 doses DTaP/DTP/Td/Tdap combination is needed if first dose given at 12 months and older. Dose 2 and 3 must be 6 months apart
- **2 Hepatitis A** (Minimum age: 12 months)
 - 2nd dose must be at least 6 months after the 1st dose.
- **3 Hepatitis B** (Minimum age: birth)
 - 1st and 2nd dose must be separated by 4 weeks
 - 2nd and 3rd dose must be separated by at least 8 weeks
 - 3rd dose at least 16 weeks after the 1st dose. (Minimum age for final- 3rd or 4th dose: 24 weeks)
- **2 MMR**** (Minimum age: 12 months)
 - 1st and 2nd dose must be separated by at least 4 weeks
 - 2nd not required until on or after the 4th birthday
- **1 MCV4 or MenACWY (MENINGOCOCCAL)** (Minimum age: 10 years)
 - Required for 7th grade enrollment after June 30, 2017 (and all students new to District between 8th and 12th grade).
 - Must receive at least 1 dose of MCV4 on or after age 10 years. (Does not apply to students enrolled before July 1, 2009)
- **4 Polio/IPV/OPV** (Minimum age: 6 weeks)
 - 1st and 2nd dose and 2nd and 3rd doses must be separated by 4 weeks
 - Final dose at least 6 months after the previous dose and on or after 4th birthday
 - 4th dose not needed if 3rd dose is at least 6 months from the previous dose and on or after 4th birthday
- **1 Tdap** *(Minimum age: 11 years)

- Required for 7th grade enrollment and all students grade 8th - 12th
*See DTaP/DTP for a catch-up schedule.
- **2 Varicella/Chicken Pox**** (Minimum age: 12 months) Required for students new to Nevada, or new to District after July 1, 2011
 - 12 months through 12 years, 1st and 2nd dose should be separated by 3 months, however dose is valid if separated by 4 weeks
 - 13 years and older, 1st and 2nd dose must be separated by 4 weeks
 - Physician verification of past disease required for exemption

***Live vaccines (MMR and Varicella) must be separated by 28 days if not given on the same day.*

GALS works hard to ensure compliance with the immunization laws and your help in providing updated immunization records at school registration and each time your child receives an immunization is greatly appreciated.

Please discuss your child's vaccination needs with your child's doctor or Southern Nevada Health District.

SELF-INJURIOUS BEHAVIOR

Students who engage in any kind of physically or emotionally self-destructive behavior, including suicide gestures/attempt or other self-harming behaviors, need in-depth psychological or psychiatric assistance. GALS will utilize the CCSD Suicide Risk Assessment in order to determine threat level and an action plan, requiring parental/guardian support. If a student is deemed "high-risk," the student may need to be separated from the GALS community in order to receive appropriate treatment.

SELF-DESTRUCTIVE BEHAVIOR

Self-destructive behavior is defined as including, but not limited to, suicide attempts, direct written or oral threats, self-inflicted physical harm (e.g., intentional cuts, ingestions of toxic substances, burns, etc.).

When health concerns regarding a student are brought to the school's attention, the following takes place:

- A designated GALS staff member receives, gathers, and validates information from other members of the community (i.e. Wellness Coach, faculty, or others.)
- If intervention is determined to be necessary, appropriate staff members will have a discussion with the student as well as with the student's parent(s)/guardian(s).
- A determination will be made as to whether the student can continue with school requirements and commitments or if placement on a medical leave of absence is needed.

The school works to protect the privacy of a student coping with an illness. Information regarding the student's health is not made public unless the illness negatively impacts others in the community. Even then, information will not be disseminated with specific names—except on a need-to-know basis. If a student's treatment is interfering with other school responsibilities, then specific faculty will be informed.

Students who have concerns regarding a friend are expected to tell an adult within our community who will facilitate that student receiving the proper help. Individual students who have questions about a friend's situation should ask the Head of School, School Counselor or intern, or their Wellness Coach.

ENDANGERING ONE'S SELF OR OTHERS

This includes, but is not limited to, the following, which are subject to disciplinary consequences:

- Possession of weapons of any kind on campus
- Leaving school property during school hours and/or taking another student with you

MENTAL HEALTH SERVICES

As GALS is committed to holistic education and so that students may reach their full academic potential, social and emotional development is valued. Our trauma-informed school-based counseling and guidance services promote and enhance academic achievement, personal/social growth and career readiness for ALL students. We offer a range of support services addressing wellness and prevention, short-term problems of growing up, crisis intervention and issues that may require outside referral.

The School Counselor is integrated into the school environment, supporting students academically in the classroom, teaching/co-teaching guidance lessons, participating in morning movement and special events, and staffing lunch and recess. This collaborative approach allows the School Counselor to witness and address concerning behaviors within the school environment as they arise, in addition to providing ongoing counseling support outside the classroom.

The School Counselor does NOT solve problems for students or provide long-term therapeutic services. The School Counselor does strive to guide students to arrive at their own positive solutions to problems, and support them in becoming happy, successful learners within a safe and respectful learning environment.

Services which the School Counselor may provide are:

- Individual and group counseling
- Classroom guidance lessons
- School-wide programs
- Consultation with parents/guardians and teachers
- Resources and referrals

Students may access counseling support by self-referral or by request of a parent/guardian, teacher or other school personnel.

A parent/guardian will be notified if there is: a) a safety concern, b) frequent requests for services, or c) a determined significant worry/concern. A parent/guardian will be asked for written permission if regular services are believed to be of benefit to a student.

PROCEDURE FOR MEDICAL LEAVE OF ABSENCE

- A recommendation for a medical (physical or psychological) leave of absence will be made by the GALS Head of School.
- The Head of School will inform the parent(s)/guardian(s) of the conditions of the leave. A follow-up phone call will confirm the understanding of all parties.

When the student's requested return date and follow-up treatment plan are communicated to the school, GALS Head of School will consult with the Executive Director and treating physician; the three will make the final decision regarding the conditions of the student's return to school.

While the school supports brief medical leaves for emergency reasons, the length of the absence can negatively impact the student's return and resumption of academic work. If the length or conditions of a medical leave compromise the integrity of a student's academic work, alternative academic plans must be explored, including summer school, repeating a class or, in extreme circumstances, repeating a grade or withdrawal from school. The school will consider the best interests of the student – academically, physically and emotionally - in determining an academic and behavior plan.

REPORTING CHILD ABUSE

The Nevada Revised Statute, Chapter 42B, Protection of Children from Abuse and Neglect, requires any person who has reasonable cause to believe child abuse may be occurring or has occurred to make a report to a Child Protective Services or law enforcement agency.

“Nevada statutes define child abuse and neglect as physical or mental injury of a non-accidental nature, sexual abuse, sexual exploitation, or negligent treatment or maltreatment of a child by a person responsible for the welfare of the child under circumstances which indicate that the child's health or welfare is harmed or threatened with harm. Child abuse also includes, but is not limited to, sex trafficking, and/or encouraging a child to solicit for, or engage in prostitution. Abuse or neglect of a child also includes abuse or neglect caused by a person who is an employee of or volunteer for a public school and who is not responsible for the welfare of the child.” (CCSD R-5152)

Nevada statutes require school personnel, as mandated reporters, to report any known or suspected case of child abuse or neglect. It is **not** the responsibility of school employees or officials to contact the child's family or conduct investigations to prove that the child has

been abused or neglected. A mandated reporter who knowingly and willfully fails to report child abuse or neglect is guilty of a misdemeanor for the first violation, and a gross misdemeanor for each subsequent violation.

SEXUAL HARASSMENT POLICY AND RESPONSE PROCEDURE

GALS is a community in which all members have rights to feel safe and respected and to live, work, and learn in an environment that is free from sexual harassment. Inappropriate behavior of a sexual nature can undermine these rights. It is the policy of GALS that no member of the school may sexually harass another. Offenders, as well as victims, of sexual harassment can be male or female, students, faculty, spouses, partners or staff and, in addition, sexual harassment can occur involving persons of the same or opposite sex.

The sexual harassment policy is intended to educate students, faculty, and staff about the nature of sexual harassment, encourage the GALS community to conduct preventive discussions and to eliminate any existing harassing behavior.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such that:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement;
- Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting an individual; or
- The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment in which to live, learn, and work.

Sexual harassment may take many forms and may include unwelcome sexual or lewd jokes and remarks, unwelcome physical contact, such as patting, hugging, or touching, as well as unwanted requests or demands for sexual activity, and coerced sexual activity. Sexual harassment can be of a heterosexist or homophobic nature; it is prohibited regardless of sexual orientation.

Sexual harassment encompasses behavior that is subtle and ambiguous as well as that which is direct and overt. It may involve peers, but it is especially serious when it involves a relationship of authority. Under no circumstances will a sexual relationship between an adult member of the community (someone over 18 not in the status of student) and a GALS student be construed as consensual; such an instance would result in the adult's dismissal.

In determining whether behavior deemed offensive by the individual to whom it is directed constitutes sexual harassment, the frequency of the discriminatory conduct, its severity, whether it is physically threatening or humiliating or an offensive utterance, and whether it unreasonably interferes with an employee's work performance or a student's educational advancement will be considered.

Sexual harassment is illegal and is prohibited by Title VII of the Civil Rights Act of 1964 (Section 42 United States Code Section 2000e et seq.). In compliance with Nevada law, all members of the faculty and staff who are "supervisory employees" have received training in issues of sexual harassment and are available to the GALS community for consultation.

No one should be inhibited from making a complaint of what he or she considers to be harassment for fear of reprisal. Therefore, any form of retaliation against anyone who makes a complaint of sexual harassment is itself a violation of this policy and will result in discipline up to and including dismissal.

Violations of this policy will not be tolerated.

EMERGENCY PROCEDURES

GALS has specific procedures in place in the event of an emergency. In order to ensure the safety of all students, these procedures will be discussed, practiced and enforced with students.

BUILDING EMERGENCY/CRISIS/LOCKDOWN DRILL

GALS has a comprehensive plan for safety and security. If it were to become necessary to invoke a "lockdown", the cooperation of parents is extremely important. No one will be allowed in or out of the building until a danger assessment has been conducted and the situation deemed safe. No exceptions will be made to this policy.

FIRE DRILLS

GALS conducts fire drills every month that school is in session. ALL people in the building, including volunteers and parent visitors, must exit during drills in compliance with fire department regulations. Students are to remain silent, follow the instructions of their teacher, and leave the building in an orderly single file line. Any deviation from this procedure will result in automatic disciplinary action.

OFF-SITE EVACUATION

Should GALS ever need to evacuate the facility, students would be transported to a designated safe location. All parents will be notified when this decision is made via the Flyer app. Please do not call the school or your child during an evacuation as all staff and students should be focused on following specific directions that may be provided to ensure a safe and orderly return to families.

GALS SCHOOL-WIDE APPROACH TO DISCIPLINE

At GALS, we expect our students to embrace the GALS community. Each student must understand that being a successful member of a community involves following the rules and expectations that exist to keep all community members safe and healthy. Each student at GALS is expected to learn the rules and expectations, as well as the policies and procedures necessary for school life. Through the course of their learning at GALS, students will be able to articulate the rationale behind these policies. These rules and procedures must be observed while under school jurisdiction. School jurisdiction refers to all times when school is in session, including travel to and from the school and school-sponsored trips, as well as during school activities unless the student is under the direct supervision of their own parent/guardian. Below is an outline of how GALS will respond if a student chooses not to uphold our school expectations.

GALS BEHAVIOR LEVELS AND RESPONSES

GALS is committed to providing a safe, respectful learning environment. The list below provides the GALS community with a breakdown of where different behaviors fall in regard to their severity. More importantly, it indicates how GALS will respond to these behaviors. Level 1 behavior infractions are low level infractions that we address in the classroom. Each classroom teacher at GALS establishes norms and expectations for their classroom based on the GALS vision and our framework for how we approach discipline. Teachers have autonomy with how they address what we identify as Level 1 behaviors (examples listed below) within the classroom. If those Level 1 behaviors persist or escalate and a teacher has used the proactive tools for redirection, students will then be referred to the Head of School for further conversation and follow up. Level 2, 3, and 4 infractions may result in immediate removal from class and different consequences and interventions (more details below).

Level 1 Behavior (handled in the classroom) include, but are not limited to:

Classroom disruption
Picking on, bothering, distracting others
Minor defiance (e.g. refusing to complete assignment)
Verbal insults
Food policy infraction
Use of cell phones or other technology at inappropriate times
Sleeping in class
Scholastic dishonesty such as copying homework

Level 2 Behavior (immediate referral to the office)

Overt bullying –this can include bullying over social media (see GALS definition of bullying)
Harassment

Profanity and vulgarity
Consensual, but inappropriate, physical contact
Low-level theft
Repeated misuse of technology (e.g., having a cell phone ring in class or out in class)
Ditching class
Scholastic dishonesty such as cheating on a graded assignment
Major defiance
Refusal to give technology to an adult when it is used inappropriately
Any Level 1 behaviors that are habitual or escalated

Level 3 Behavior (immediate referral to the office)

Aggressive threats-this can include threats over social media
Aggressive harassment-this can include harassment over social media
Harassment based on race, ethnicity, gender identity, sexual orientation, or religion
Verbal insults or profanity directed toward staff
Physical fighting
Gang clothing/ affiliation
Leaving class or the building without permission
Other school-based disruption that significantly disrupts the school environment
Level 2 behaviors that are habitual or escalated

Level 4 Behavior (immediate referral to the office)

Assault
Vandalism/graffiti
High-level theft
Direct threatening of staff member
Use and/or possession of illegal substances
Possession of and/or use of weapon
Arson
Gang recruiting

RESTORATIVE JUSTICE/CONSEQUENCES FOR LEVEL 1-4 BEHAVIORS

At GALS, we believe successful disciplinary practices, viewed as learning opportunities, have the following characteristics: 1) provide the opportunity for student reflection and participation in restorative justice to repair and preserve relationships, 2) are explicit, reasonable, and timely, 3) have logical, fair, consistent, and age-appropriate consequences, 4) respond to individual differences among students with insight and sensitivity, including measures aimed at prevention and intervention when necessary, 5) protect the right of students to their education, 6) include parent participation, when appropriate.

Level 1: Individual teachers will determine their classroom expectations and responses to Level 1 behaviors. Student behavior will be documented. Parent/Guardian may be contacted. Student(s) will engage in some reflective practice such as a one on one

conference, a reflection form, or a behavior reflection form. Restorative intervention will take place with accountable consequences if necessary.

Level 2: Student behavior will be documented in Infinite Campus. Parent/Guardian may be contacted. Student(s) must engage in a reflective practice. Restorative intervention will take place with accountable consequences.

Level 3: Student behavior will be documented in Infinite Campus. Parent/Guardian will be contacted. Student(s) must engage in a reflective practice. Restorative action will be required. Accountable restorative consequences may include: 1-5 days of in-school suspension or out of school suspension, depending on the impact of the behavior on the overall GALS community. Student(s) may be placed on a behavior contract.

Level 4: Student behavior will be documented in Infinite Campus. Parent/Guardian will be contacted, as well as law enforcement. Restorative action will be required. Accountable restorative consequences may include: 2-5 days of out of school suspension. Student(s) will be placed on an escalated behavior plan/contract.

If the offense warrants a suspension, **the student cannot return to school without a parent/guardian re-entry meeting.** During the re-entry meeting, the student will be given a behavior contract that shall serve as a binding agreement between parents, students and the school. If a student has accumulated 10 days of out of school suspension, GALS may request an expulsion hearing. The district will review the case to determine if the student may return to school or be expelled.

STUDENT DISCIPLINE PROCEDURES

At GALS, we use restorative practices to build a culture of respect, understanding and empathy. Restorative practices are rolled out through the 3Rs- relate, repair, and reintegrate. The purpose of restorative practices is to build a sense of community and provide opportunities for reparation and reintegration. We believe it is important that our community work to repair the harm that is done so that we can continue to flourish and develop together. GALS' discipline interventions adhere to a restorative justice model, where students are expected to make appropriate amends for their behavior.

RESTORATIVE JUSTICE

Restorative justice is a philosophy based on a set of principles that guide the response to conflict and harm. The principles emphasize healing the wounds of victims, offenders, and communities. By "making things right," restorative justice practices seek to knit wholeness back into a community which has been torn; they seek to repair relationships so students can focus on their schoolwork and reconnect as members of the learning community. Schools may involve a wide range of people in the restorative justice process, including the victims, school staff, bystanders, other students, families, and the greater school community.

Restorative justice emphasizes values of empathy, respect, honesty, acceptance, responsibility, and accountability. Restorative justice also:

- Provides ways to effectively address behavior and other complex school issues
- Offers a supportive environment that can improve learning
- Improves safety by preventing future harm
- Offers alternatives to suspension and expulsion

Through the process of pre-conferencing with victims, offenders, families and staff, the GALS discipline team will determine whether an incident is appropriate for the restorative justice process. Upon completion of the process, participants will agree upon a resolution that will repair the harm, suits the victim's needs and accomplishes the results stated above.

In the case of a violation of a major school rule or repeated violation of other policies and procedures, certain actions will be necessary, including: a school-wide apology made at a community meeting, a written behavior contract, probation, or in extreme cases, in-house suspension, out-of-school suspension, and/or expulsion from school.

CONTRACT

As a part of Restorative Justice, a student may be asked to sign a document that details the expectations that must be met for the student to continue at GALS, following disciplinary action.

USE OF RESTRAINT

Persons employed by GALS LV may, within the scope of his/her employment, use reasonable physical restraint and/or time-out as a means to protect the student being restrained or others from a serious, probable, imminent threat of bodily harm. Restraint may be used only in cases of emergency when other less restrictive alternatives have failed or the staff member determines that such alternatives would be inappropriate or ineffective under the circumstances. An emergency is a serious, probable, imminent threat of bodily harm to self or others, or imminent threat of destruction of property of significant value. The purpose of using restraint shall be to prevent the continuation or renewal of the emergency. Restraint shall only be used for the period of time necessary to accomplish its purpose. Key staff at GALS who would be involved in these situations have been trained in proper physical restraint techniques.

STUDENT SEARCHES

GALS LV reserves the right to conduct searches of students and their property, including backpacks and journals. Searches will be conducted so as to respect the privacy and interests of the students to the fullest degree possible, but will balance such concerns with its predominant interest in maintaining student safety and discipline. The parent(s) or guardian(s) of a searched student will be notified as soon as possible to inform them that a search is about to or has just occurred. Should a student refuse to cooperate with a search request, the school will confiscate the property in question. School property which are assigned to students for their use (e.g., desks), remain property of the Girls Athletic Leadership Schools. Such areas are subject to searches by school officials at any time. There will be two GALS staff members present at a search.

USE OF OUTSIDE AUTHORITIES

In the case of a severe behavioral infraction, emergency, or crisis situation, GALS retains the right to utilize outside authorities at its discretion. Such authorities include, but are not limited to, police officers, juvenile officers, fire department, and emergency medical teams. The school maintains the right to provide crisis intervention for students when, in our best professional judgment, it is deemed necessary. The school will make all reasonable efforts to communicate details about such interventions to parents ahead of time. However, extenuating circumstances may render this impossible in certain instances. Any time outside authorities are used, the student's parent or guardian will be contacted.

DISCIPLINE POLICIES

ANTI-BULLYING/CYBERBULLYING POLICY

Bullying is not tolerated in any form at any time at GALS LV. GALS defines bullying as when a student is the target of any behavior that is harmful or intended to be harmful, is repeated regularly or occurs over a period of time, and involves an imbalance of power such that the victim does not feel that they can stop the interaction. When bullying occurs using electronic communication, it is considered cyberbullying. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means. Such negative behavior can take a variety of forms such as:

- Pervasive intimidation, teasing, coercion, humiliating or harming of another
- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging another person's property
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs
- Spreading rumors and gossiping about someone
- Leaving someone out on purpose or trying to get other students to exclude someone
- Using technology/electronic communication as a medium for bullying behavior

All **adults** at our school will do the following things to prevent bullying and help children feel safe:

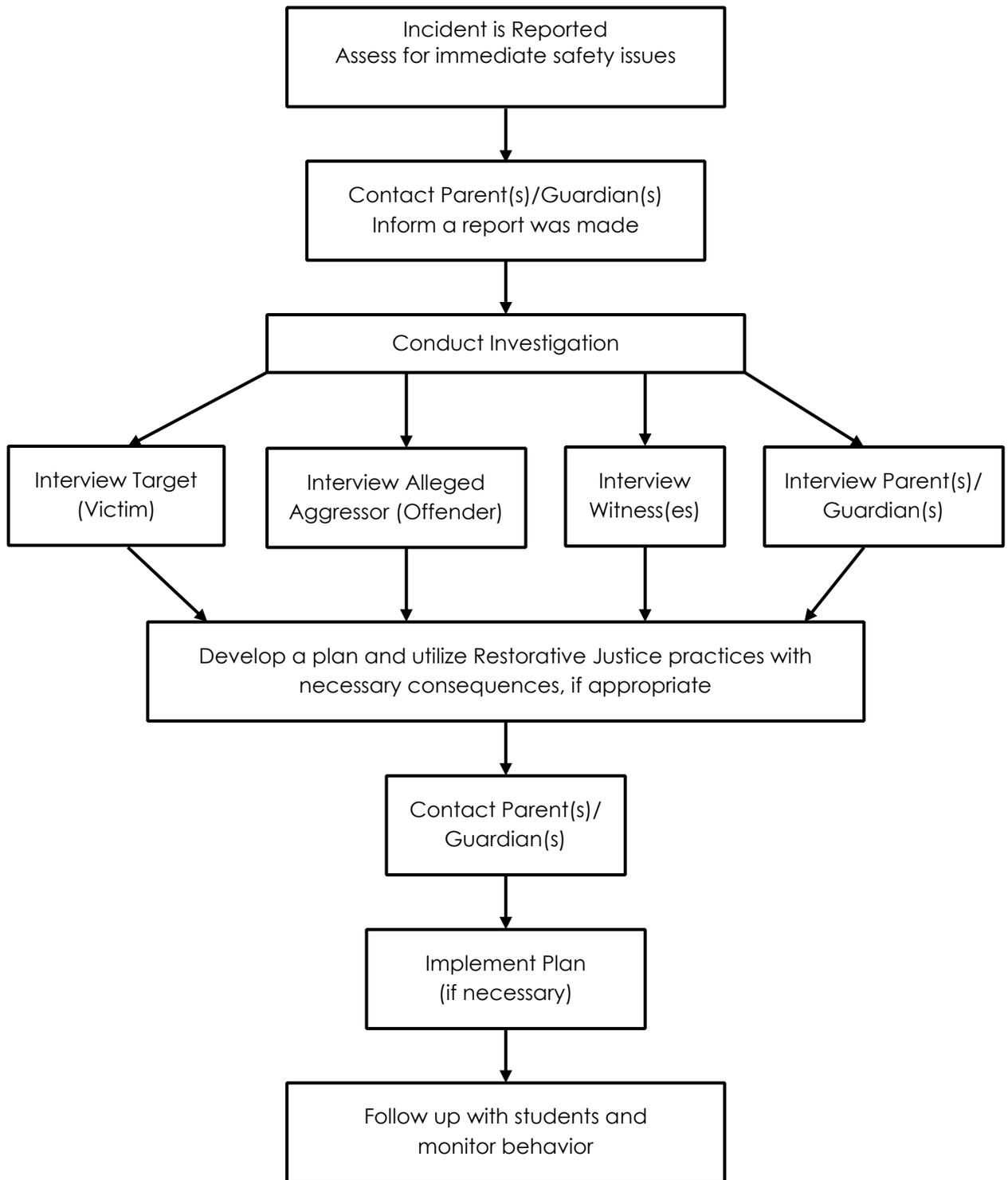
- Assure that our community has a clear understanding of how we define bullying
- Closely supervise students in all areas of the school and recess areas
- Be alert to signs of bullying and stop it when it happens
- Teach and model appropriate behavior for all students at all times
- Respond quickly and sensitively to bullying reports
- Take families' concerns about bullying seriously
- Investigate all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Assign immediate consequences for retaliation against students who report bullying

All **students** at our school will do the following things to prevent bullying:

- Model GALS' school-wide behavioral expectations on campus and in the community
- Refuse to bully others
- Refuse to let others be bullied – be an upstander and stick together
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in activities, especially those who are new or often left out
- Report bullying immediately to an adult

Repeated acts of bullying in any form will result in severe consequences.

BULLYING INVESTIGATIVE PROCESS



BYSTANDERS

Every GALS student is expected to act conscientiously and courageously in situations where they perceive the following:

- Another person is the subject or instigator of teasing, bullying, verbal abuse, harassment, physical abuse, unsportsmanlike conduct, lying, cheating, stealing, or vandalism
- Another student's behaviors are clearly disrespectful of another person or person's property

Courageous action in these situations often requires overcoming fear of doing the wrong thing or being ostracized by peers. Students are expected to report any witnessed infraction. Teachers will foster the students' understanding of these situations and of appropriate actions through our GALS Series courses, role-playing, and revisiting specific situations. If, however, the student bystander is deemed to be an enabler or encourager in such situations, the student will be subject to disciplinary action at a level less than or equal to the person(s) actively involved.

ALCOHOL, DRUGS, AND TOBACCO/MARIJUANA/VAPING PRODUCTS

GALS is a no-use campus and does not condone the use of any kind of substance by its students. Possession, distribution, or use of alcoholic beverages, illegal or controlled drugs of any kind (including tobacco, marijuana and vaping products) while under school jurisdiction is forbidden. There are no circumstances under which it is permissible to have alcoholic beverage containers or other drug paraphernalia on any part of our campus. Repeated suspicion of drug, alcohol or tobacco/marijuana/vaping product use may result in disciplinary consequences. The school reserves the right to conduct searches as needed and determined by the Head of School. All searches will be conducted with two employees as witnesses. The school also reserves the right to request a drug/alcohol screening when a student's behavior indicates an incident of substance abuse or a pattern of abuse.

Misuse of over-the-counter (OTC) medications (e.g. cold medication or pain relievers) is strictly forbidden. A student possessing any medication (prescription and/or OTC) without required approval is subject to dismissal. Possession and/or use of any other medicinal substances are also strictly forbidden. This includes, but is not limited to, herbal substitutes for prescription medication, herbal supplements of any kind, diet pills and diet aids, laxatives, energy drinks, caffeine pills, sleeping pills, or anything deemed inappropriate or dangerous.

Violations of the drug, alcohol and tobacco/marijuana/vaping products rules will require intervention by identified staff. They may also result in outside referrals or potential suspension or expulsion, depending upon the circumstances of the rule infraction. Misuse of prescription medications or providing alcohol, drugs, or tobacco/marijuana/vaping products to others may also have similar consequences.

STEALING/STOLEN PROPERTY

Unauthorized taking or use of personal or school property is prohibited. Acts of stealing include, but are not limited to, borrowing/taking items without the owner's permission, unauthorized use of another's property or money, claiming "found" items, and unsanctioned removal of books or other learning tools from academic areas. Theft can be grounds for suspension. Students should label their property to protect against loss and leave all valuables at home. GALS is not responsible for damage to and/or loss of student property. GALS reserves the right to conduct random searches at any time.

GANG-RELATED BEHAVIOR AND DRESS

This policy has been adopted pursuant to the requirements of state law, in recognition of the fact that gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process.

The term "gang" as used in this policy refers to all groups of three or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

Gang activity in schools is often marked by the prominent display of certain colors or other indicia in student apparel, graffiti with distinctive symbols, and the use of signals and gestures known to denote gang membership. Students who adopt a dress style suggestive of such displays, even when unassociated with gang activity, may become targets of antisocial behavior.

The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school.

- Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang will not be allowed in school buildings, on school grounds, at school sanctioned activities and events, or while being transported in school-approved vehicles.
- Gestures, signals, or graffiti which denote gang membership or activities are prohibited in the school building and on school grounds, at school-sanctioned activities and events, and while being transported in school-approved vehicles.
- Gang graffiti on school premises will be quietly removed, washed down, or painted over as soon as discovered and photographed. The photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
- Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership will be referred to the administrative team for disciplinary action.

- Disciplinary action for violation of these standards will include notification of the violation where applicable; the requirement that the apparel be changed before reentering class, and at the discretion of the administrative team, a parental conference. More severe disciplinary consequences, including suspension or recommendation for expulsion will result from repeated or serious violation.
- The GALS administration will establish open lines of communication with local law enforcement regarding this policy in order to further its purposes.

DISHONESTY AND DECEPTION

Misrepresentation of the truth, either through lying or lying by omission, or through acts of deception, is destructive of trust, can be dangerous to others, and is absolutely unacceptable, for it undermines the spirit of the community that we all must work to maintain.

SERIOUS LACK OF CONSIDERATION FOR PEOPLE AND PLACES OUTSIDE THE GALS COMMUNITY

Inappropriate behavior includes actions that are disrespectful, embarrassing or potentially damaging to GALS. All members of the GALS community are its representatives and should always act and dress in a manner that upholds the principles of the school when interacting with outside community members or in the outside community.

SEXUAL BEHAVIOR

Sexual activity of any kind, between anyone, is inappropriate and unacceptable on school grounds or during school activities. This is a community in which everyone should feel welcome in school spaces and should never be made to feel uncomfortable by another's inappropriate behavior.

DESTRUCTION OF SCHOOL PROPERTY

Students are expected to treat personal and school property with care. Anyone defacing or damaging property will face consequences and be held responsible for restitution and making amends, including reimbursing the school for the replacement costs of damaged items.

NON-ACADEMIC POLICIES

NON-DISCRIMINATION STATEMENT

GALS LV does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the Nevada Penal Code.

The school adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

GALS LV is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). The school also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The school does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which the school does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. The school will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

HOMELESS CHILDREN AND YOUTH

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 U.S.C. § 11434a):

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children and unaccompanied youth (youth not in the physical custody of a

parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the Head of School and Counselor.

SOCIAL INTERACTIONS

GALS LV recognizes that healthy friendships between students are helpful to the health of our school and encourages supportive relationships that improve overall moral and intellectual growth. However, public displays of student affection that distract from the academic focus of the school environment are prohibited while on campus or at GALS LV events. Such activities include, but are not limited to holding hands, kissing, and other overt forms of romantic behavior among students.

FREEDOM OF INFORMATION LAW

GALS adheres to the Freedom of Information Law (FOIL) pursuant to Nevada state statute NRS 239. Please send an email ingo@galslv.org clearly indicating in the subject line "FOIL Request" and specify the records you seek.

FACEBOOK AND SOCIAL MEDIA

According to the Facebook terms of use: "Facebook requires everyone to be at least 13 years old before they can create an account (in some jurisdictions, this age limit may be higher). Creating an account with false info is a violation of our terms. This includes accounts registered on the behalf of someone under 13. Other social media sites have similar restrictions. The requirements and expectations of appropriate student behavior extends to students' use of social media. Any interaction that occurs on GALS LV's social media (for example, GALS LV's Facebook page) or in which GALS LV is represented in any way should comply with GALS' policies. Students are expected to post, interact, and respond respectfully to and toward faculty, staff, peers, and the community. They are expected to follow the direction of school staff.

GALS LV strives to fulfill our mission through providing a strong school culture and community by helping students grow into mature young adults. This extends to online interactions. To that end, we will not tolerate disrespect, but will teach students how to express disagreement in a respectful manner. The school will implement this training into the GALS Series, as well as our character development through community circle. Students will have modeling, routines, and procedures that will enable them to express disagreement with respect for all involved parties. We expect students to use these skills online, just as we expect them to use them "offline."

TOBACCO/MARIJUANA/VAPING-FREE REGULATIONS

It is the intention of GALS LV to provide a tobacco/marijuana/vaping-free learning

environment. In accordance with law, the use of any of these products is always prohibited on all property and in all buildings and vehicles owned or leased by GALS LV and at school sponsored events.

Students who violate the tobacco/marijuana/vaping-free policy shall be subject to disciplinary action. Visitors who violate the tobacco/marijuana/vaping-free policy shall be asked to refrain from using these products on school property and school sponsored events. If they refuse, they shall be asked to leave the property or event. If they refuse, the Head of School or designee shall contact law enforcement to have the person removed from campus or the school sponsored event.

FUNDRAISING AND SALE OF GOODS AT GALS

GALS wishes to create a school free from pressures or inequity that may be created by the sale of goods to and from students, staff and peers. To this end:

- There is no student-led fundraising allowed during the school day at GALS
- Staff are not allowed to solicit the sale of products or services to any other staff, faculty, students or families at GALS or use GALS contact information, mailboxes or emails for sales purposes
- Teachers should not run any fundraisers without specific permission from the Executive Director

This policy does NOT include the sale of GALS Gear needed to be compliant with the Dress Code.

GRIEVANCE POLICY/PROCEDURES

GALS LV values open communication within its school community, including parents/guardians, students, faculty, staff, administration and the Board of Directors. GALS' grievance policies and procedures pertain to grievances of varied natures; they regulate how parents and students are expected to express grievances about faculty, staff or administrators, and they regulate how faculty and staff are expected to express grievances about other members of the professional community, including peers, supervisors or the administration. Grievances may pertain to interpersonal disputes, to the violation of other GALS policies and procedures, or to perceived or real discrimination or disparities.

INFORMAL GRIEVANCE PROCEDURE

The objectives of the Girls Athletic Leadership School grievance policy are threefold: 1) to help members of our community resolve conflicts in an open and direct manner, 2) to provide a safe avenue for members of our community to express grievances or report alleged or actual wrong-doing, including behaviors considered discriminatory, 3) to prompt, when necessary, further investigation and outside resolution.

- If a student has a concern with a teacher or administrator, we strongly encourage the student to set a meeting with the teacher/administrator first. Students are encouraged to advocate for themselves in a respectful, thoughtful manner.
- Parents/Guardians should first speak directly to the person with whom he or she has a concern. Please schedule a meeting with the specific person first.
- If, after the initial meeting, the conflict is not resolved, the parents/guardians should contact the Head of School to set up a meeting. A plan will be put into place to resolve the issue.
- If time has passed and the conflict is still not resolved, parents/guardians should follow the formal grievance policy below.

FORMAL GRIEVANCE PROCEDURE

The formal grievance procedure is intended to provide an opportunity for grievances that are either not resolved via the informal process or are significant enough in the mind of the grievant to require a formal investigative and resolution process that is documented in writing. The following formal grievance procedure should be followed:

- To initiate the formal grievance process, a grievant should submit a signed and dated grievance to the Executive Director. The written grievance should detail the allegations of dispute, breach of policy or discrimination, and should cite the contract, policy or procedure that has been violated.
- The resolution team will provide acknowledgement of receipt of the written grievance within 5 work days. In addition, within 5 work days, the resolution team will provide a copy of the written grievance to the individual(s) named in the grievance as well as to the Head of School and Executive Director. If the Executive Director is the named party in the grievance, a copy of the grievance will be provided to the Chair of the Board.
- Within 30 work days, the resolution team will conduct its own internal investigation, including conducting interviews with all relevant parties, reviewing pertinent documents, reviewing policy, etc.
- Within 45 work days of the submission of the written grievance, the resolution team will issue a written resolution plan that might include plans for facilitated conflict resolution meetings, recommendations for change in policy or procedure, or suggested next steps.
- Should a grievant not be satisfied with the manner in which the school's resolution team handles the grievance, he or she should bring the matter to the attention of the board by contacting the Board Chair.

It is important to the integrity of our school that grievances be handled in an informed, direct, fair, and equitable manner. The administration and board share responsibility in ensuring the integrity of the vision and its implementation through the system of due process described in this grievance policy. The final forum for conflict resolution, after a grievance has followed

the steps outlined above, will be at the level of the Board of Directors by sending an appeal to the Board Chair at Board@galslv.org.

SIGNATURE PAGE

I, the undersigned, acknowledge receipt of the GALS LV 2020-2021 Student and Family Handbook. I understand that this Handbook contains important school information and that it is my responsibility to read and review the policies outlined in this handbook with my child.

I understand that failure to return this acknowledgment form does not excuse any individual from complying with the policies outlined and referenced in the Handbook.

I am aware that GALS LV reserves the right at any time to amend the policies outlined and referenced in this Handbook. I am also aware that any changes or updates to this Handbook will be posted on the school website.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

Student Signature: _____

Date: _____