

Silver State High School



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Student Handbook 2016 – 2017

Accredited through the Northwest Accreditation Commission



Silver State High School

Student Handbook

788 Fairview Drive
Carson City, NV 89701
Phone: (775) 883-7900 Fax: (775) 883-9130

School Hours
Monday – Thursday 8:30 AM - 3:00 PM
Friday 12:00 PM - 3:00 PM

Hours are subject to change and will be posted and available by calling the front office.

Website: www.sshs.org

This handbook belongs to: _____

If this handbook is found, please return it to the front office of Silver State High School to be returned to its owner.

Silver State High School Student Handbook

*Welcome to **Silver State High School**.* We are public high school sponsored by the Nevada State Board of Education. We were the first charter school in the state to be sponsored by the Board.

The staff is very proud of the opportunities provided to assist students in completing their high school education. Silver State High School is a FREE accredited public school that receives funding directly from the State of Nevada.

As a charter school, SSSH is exempt from many traditional rules and regulations. These exemptions allow charter schools greater flexibility to try different instructional approaches. However, Charter schools are still held accountable for the achievement of high standards and academic achievement. Charter schools must comply with all federal and state regulations. Charter schools are free from certain traditional regulations, but must follow federal regulations including civil rights (Individual with Disabilities Act), 504 and others.



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Mission Statement

The mission of Silver State Charter Schools is to provide a quality, public secondary, non-traditional school which improves the opportunities of its students to learn.

Non-discrimination Statement

Silver State Charter High School does not discriminate on the basis of sex, race, age, color, religion, handicap, sexual orientation or national origin in the programs or activities that it operates. All operating policies of the school pertaining to but not limited to the instructional programs, and the employment of all professional, classified and student employees direct such nondiscrimination.

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Promotion from 8th Grade Requirements for Promotion

Promotion

- A. A student in 7th grade must complete at least one semester with a passing grade in Mathematics, English/Language Arts, Science, and Social Studies for promotion to the 8th grade. No student may be retained more than once in the 7th grade.
- B. For promotion to high school, a student must complete in 7th and 8th grades, a total of 1½ credits (3 semesters) with a passing grade in each subject area; Mathematics and English/Language Arts, and a total of 1 credit (2 semesters) with a passing grade in each subject area; Science and Social Studies (NAC 389.445).
- C. A student who is credit deficient may choose to participate in summer school in no more than two subjects for ½ credit each, which the student is credit deficient. An eighth grade student may take summer school in order to earn the number of credits necessary to be promoted to the ninth grade; however, the student will not be allowed to participate in the 8th Grade Promotion Ceremony.
- D. An eighth grade student who does not meet promotion requirements may be promoted to high school on academic probation provided the student meets the criteria for academic probation.

Academic Probation

An eighth grade student who has not met promotion requirements as stated in part B under “Promotion”, may participate in the 8th Grade Promotion Ceremony and be promoted to the 9th grade on academic probation provided at least one of the following criteria has been met:

- A. The 8th grade student is no more than 1 credit deficient in any one subject or no more than ½ credit deficient in two subjects and the CRT Scores in the area(s) of credit deficiency meet or exceed standards; or

Silver State High School Student Handbook

Promotion from 8th Grade Requirements for Promotion (continued)

- B. The 8th grade student is no more than ½ credit deficient in any single subject required for promotion; or
- C. The 8th grade student reaches the age of 16 any time during the next school year which the student would be serving his or her retained eighth grade year.

Academic probation will consist of the appropriate remediation course in the subject area(s) in which the student failed to pass in middle school. The student must earn a passing grade in the remediation course(s) in order to be released from Academic Probation. A student may be placed in Academic Probation for more than one semester.

Retention

An 8th grade student not meeting the criteria for academic probation will not be promoted to high school and will be retained in the eighth grade for the following school year. A retained eighth grade student may be promoted mid-year, but will not be retained for more than one year.

A student with a disability who is enrolled in a program of special education may be promoted to high school if the student meets the requirements for high school that are prescribed in the student's Individualized Education Plan (IEP).

If a student transfers to Silver State Middle School from another school, youth correctional facility, or home schooling situation, the coursework and/or grades completed by the student will be evaluated by the counselor. Any discrepancies will be remedied by administration. This is in accordance with part B under "Promotion."

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Student Responsibilities

Students are expected to act in a positive manner. Conduct and behavior towards any school personnel will be appropriate at all times, *this includes language*. Behavior that disrupts the learning process will not be tolerated.

It is the students' responsibility to:

- Read and understand the contents of this handbook.
- Comply with all school policies and procedures.
- Make a reasonable effort to learn.
- Attend your classes as scheduled.
- Behave in a manner that contributes to a positive learning environment for all, in the classroom and all other places on campus.
- Public display of affection is prohibited on campus.
- Respect the rights of others.
- Submit to reasonable corrective action imposed by Silver State High School's professional staff for violations of the rules.
- Obey all federal, state, and local laws and ordinances.
- Wear conservative clothing. Please refer to the Dress Code on page 18 of this handbook.
- Parking at the school is a privilege that can be revoked. Parking for SSHS is located on the west side of the Fairview building. Drive 5 mph and use caution at all times.
- **The use of cell phones for ANY purpose other than music during school time is prohibited. Cell phones are subject to confiscation if a teacher determines they are being used inappropriately during school hours. If students need to call out, please get permission to use the school phone. We ask parents to call the school at 883-7900 to speak to your child.**
- Students are not allowed to use any tobacco products of any kind on campus (which includes the parking lot, behind the school, etc.). **This includes Electronic Cigarettes of any kind.**
- **Insubordination to any member of the staff is unacceptable. Violations of this code of conduct, or any school rule or procedure, can lead to immediate suspension and possible arrest per Nevada Revised Statute 392.910 and 392.915.**

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Attendance Policy

Students are assigned one day per week for either an AM session, from 8:00 AM to 12:00 noon, or a PM session, from 12:30 PM to 4:30 PM, to meet with their teachers and work online in the school computer lab. It is required that students attend school on their assigned day. As a baseline, 9th grade students are assigned either a Monday PM session or a Tuesday AM or PM session, 10th grade students are assigned on a Wednesday AM or PM session, 11th and 12th grade students are assigned on a Thursday AM or PM session; however, this can be modified to best meet the student's needs. Week to week changes of the assigned day can be made by making arrangements with the Attendance Secretary. There are no bell schedules.

Students may request a modification of this attendance policy; however, all students must contact each of their teachers each week regardless of their area of residence.

Silver State High School is a closed campus. Students attending school on their assigned day cannot leave the school during their four hour session. This includes, but is not limited to, retrieving items from a parked car, going to a nearby location of business, or greeting someone just outside the school doors.

Students are encouraged to come in on additional days to work in the lab and seek teacher's individualized help. If a student leaves the school during any non-assigned session, he/she are not able to return to the school until the session is over, unless accompanied by a parent or guardian (Mondays and Fridays excluded). **Parent/guardians may be notified that the student left campus.** Any student on campus during any non-assigned session **MUST** sign in upon arrival and **MUST** sign out upon departure.

Teachers are assigned classes within their course certification and the student's on-line work is directed to that teacher. All phone calls and communication are directed to the assigned course teacher, however when the students come in on their assigned

Silver State High School Student Handbook

Attendance Policy (continued)

day, they meet and work with all the teaching staff including their assigned teachers. Monday through Thursday, teachers are on campus from 7:30 AM until 5:00 PM.

Students do most of their assigned work on-line from any location where they have internet access. Students may complete work at any time of the day or evenings including weekends, but are not expected to work on scheduled holidays. Student's course work, grades, and progress are available online 24/7 using the student's login and password. Physical Education with an emphasis on life skills is conducted at various sports locations in the area, at various times throughout the week, Monday through Friday.

Students demonstrating lack of course progress or low grades may be required to attend additional days to receive additional help from their teachers.

Students Attending with Children

The mission of Silver State Charter Schools is to provide a quality, public secondary, non-traditional school which improves the opportunities of its students to learn. We also want to meet the specific educational needs and concerns of students who are parents and have young children.

We welcome students who need to come to the campus with their child(ren) to get the additional help they need to assure their success. It is important that those parents understand the guidelines listed below.

1. Students must sign-in their child upon signing themselves in to the school campus.
2. The faculty, staff, and other students of Silver State High School cannot be relied upon as babysitters while you are on campus. The student must accompany their child at all times. Never leave a child unattended at any time in the school.
3. We are concerned for the educational progress of all students at Silver State High School. If a child becomes disruptive to other students, the parent will be asked to come back another day.

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Students Attending with Children

4. The parent accepts full responsibility for any injuries incurred to the child and holds Silver State High School and its employees harmless from any injuries sustained in any form.

Truancy Policy

As defined by Nevada Administrative Code (NAC) 387.050, a student who has been admitted to a public school to attend a schedule of classes and has been in attendance for at least one day is considered enrolled in the Distance Education Program at Silver State Charter Schools. The student will be entered in the student information system for attendance purposes and on the school's Master Register.

According to NAC 387.200(2) a pupil remains enrolled in a public school until he is transferred from the school or his name is withdrawn from its master register. A pupil is not withdrawn from school if he is:

Truant from school and documentation of the truancy is maintained by the school
or

Absent from school for a period of less than 1 school month, with an expected date of return. (20 days are noted in each school month)

If a parent knows that the student will not be attending school on their assigned day due to sickness or emergency, the parent must call or email the school on or before the student's assigned day to explain the student's absence. The staff member will ask for an approximate return date for the student, and enter that date in the truancy log. The student will not be considered truant. We always prefer to speak to the student if possible.

If a student does not attend school on their assigned day, and a parent or guardian has not contacted the school to explain an absence, then the pupil is considered truant.

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Truancy Policy (continued)

A phone call is made to the student's home using the school's automated phone system, the same evening the student is considered truant and each evening thereafter in the same week. In addition, a school secretary or teacher will make a truancy call to one or more telephone numbers listed for the student, on Friday.

If contact is made with the student the same week he/she was considered truant, the call is noted in the student's truancy log and the phone call is transferred to each of the student's teachers for course progress discussion. The teacher will then note the call on his/her Two-Way Communication report and the attendance record will show "X", which indicates attendance for that week. The student is then no longer considered truant.

If contact is made with a parent, guardian, or family member the same week the student was considered truant, knows the whereabouts of the student, indicates that the student has not attended school because of a sickness or emergency, and gives a date of return for the student, the attendance record will show "Excused Absence" for that week. The student is then no longer considered truant. For a student who has one or more unapproved absences from school, a school administrator will take reasonable action to encourage, enable, or convince the student to attend school as required by NRS 392.144(1).

During the first week a student does not attend school on their assigned day and the whereabouts of the student is unknown, then the student is considered truant. The teacher will call the student's home on or before Friday of the same week he/she is truant. If there is still no response from the student, a first truancy letter is sent to the parent/guardian on the Monday after the first week the student was truant and the teacher will record on their Two-Way Communication Report a "T", for "Truant", in the noted column and will document their attempt to make contact with the student in the "Comments" column of that report. The attendance record will show an "unexcused

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Truancy Policy (continued)

absence” for the student for that week, which is considered being absent 5 consecutive days.

If the student does not attend school on their assigned day during the second consecutive week and the school has had no contact with the student or parent/guardian, then the student continues to be considered truant and the auto messaging phone system will be set up to repeat the same process as the first week and the teacher will call the student's home again on or before Friday. If there is still no contact with the student, the teacher will record on their Two-Way Communication report a “T” , for “Truant”, in the noted column and will document their attempt to make contact with the student in the “Comments” column of that report. The attendance record will show an “unexcused absence” for the student for that week, which is considered being absent 10 consecutive days.

After it is recorded that the student has not attended school for 10 consecutive days, and whereabouts of the student are unknown, a final truancy letter will be sent to the parent/guardian on the Monday after the second week of being truant, advising that the student will be withdrawn the day immediately after the 10th consecutive school day the student failed to attend school, as required by NAC 387.200.3(e). The effective date of withdrawal will be the day immediately after the 10th consecutive school day that the pupil failed to attend school.

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Progressive Disciplinary Policy

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. Student's age
2. The nature of the offense and the circumstances which led to the offense
3. Student's prior disciplinary record
4. The effectiveness of the other forms of discipline
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation may merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified, as having a disability shall not be disciplined for behavior related to his/her disability.

Penalties:

- | | |
|-----------|---|
| Step I- | Verbal warning to correct disruption or behavior and possible call home parent/guardian. |
| Step II- | Student is informed that a written referral will be put in their file. Teacher, Dean or referring party may call parents to inform them and ask for support in correcting situations. |
| Step III- | Student will have written referral placed in file and parents will be called in for a conference to discuss steps to correct behavior difficulties and improve student's learning process. Behavior contract will be written for student. |
| Step IV- | Continued behavior difficulties will result in student being changed from scheduled school days to Monday, or Friday to alleviate disruptive atmosphere on main class days. Student will be assigned a classroom and seat to work in whenever they are present at school. Duration of penalty is determined by severity of the offense. |

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Progressive Discipline Policy (Continued)

Step V- Failure to comply with new school day schedule or to meet behavioral contract expectations will result in complete distance learning situation except for testing days.

Step VI- Expulsion from Silver State High School according to Nevada NRS 392 laws.

Suspension: A suspension of a student may occur at any stage of the disciplinary policy due to what is deemed to be extreme misconduct. Suspension will generally be 2 weeks at which time the student will be on a behavior contract.

Expulsion: A student that reaches this step in the progressive discipline will no longer be allowed to attend Silver State Charter Schools or any event that is associated with the school. Please review the expulsion procedures below. (Revised FY 14)

For full review of Nevada State law defining expulsion please refer to **NRS 392.467**. If it is determined by the administration of Silver State Charter Schools that a student should be expelled parents/guardians will be notified in writing. The student has the right to have their case reviewed by the school board. (Revised FY 14)

Confidentiality Policy

The staff at Silver State High School respects the confidentiality that students place in us. In accordance to Nevada State Law, school personnel must inform the principal when they become aware of the physical, emotional or sexual abuse of minors or the elderly or that a student may do harm to self or others. Immediate reporting is required to the appropriate law enforcement or social service agency.

The Family Educational Rights and Privacy Act (FERPA) give parents certain rights with respects to their child's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or

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eligible students to review the records. Silver State High School may charge a fee for copies.

Confidentiality Policy (continued)

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the administration decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the administration still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Silver State High School **must** have written permission on file from the parent in order to release **any** information from a student's education record. If the student is 18 years old or older, written permission from the student **must** be on file to release any information from the student's education record, even to parents. FERPA does allow Silver State High School to disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Silver State High School may disclose, without consent, "directory" information. The term "Directory Information" means one or more of the following items: student name, address, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and photograph. Federal "No Child Left Behind" legislation provides that all branches of the military & institutions of higher education have access to Directory Information upon request.

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Confidentiality Policy (continued)

Parents or eligible students have the right to have Directory Information withheld upon written request. If you prefer to deny release of Directory Information, please complete the form on the next page and return it to the school registrar. **This waiver must be submitted annually.** Requests for waiver must be submitted no later than 30 days after the first day of the enrolled semester. The waiver is located at the back of this handbook.

For additional information or technical assistance, you may call the Family Policy Compliance Office at (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

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Wellness Policy

Silver State High School is committed to providing an environment in which students can make healthy food choices and have opportunities to be physically active in order to grow, learn, and thrive. Research indicates a clear connection between good nutrition, student achievement, and classroom behavior.

This student wellness regulation has been developed to comply with the Nevada Department of Education Statewide School Wellness Policy as well as the Child Nutrition Program (CNP) and the Women, Infants, and Children (WIC) Reauthorization Act of 2004.

The following wellness regulation will be in effect at Silver State High School.

I. Nutrition Standards

- A. Nutrient standards will apply to all foods and beverages sold or given away to students from one-half hour before school starts until one-half hour after the end of the regular school day (see exemptions for holidays, birthday parties, etc.; Nutrition Guidelines Section XI).
- B. The standards govern the nutrient value and portion sizes of foods and beverages sold in all school venues, including but not limited to, student stores, vending machines, and cafeteria a la carte lines. This regulation also applies to fund-raising activities sponsored by school organizations (clubs, sports, PTA, etc.) conducted on school property from one-half hour before school starts until one-half hour after the end of the regular school day.
- C. Food and beverage choices provided to students will meet the following nutrient standards:
 1. No more than 30% of total calories from fat.
 2. No more than 10% of total calories from saturated fat.
 3. No more than 35% added sugar by weight (excluding fruits and vegetables when used as additives).
 4. No more than 600 mg. of sodium per serving.
 5. Nuts, seeds, fluid milk products (excludes ice cream) containing 2% or less fat, and cheese or yogurt made from reduced-fat, low-fat, or fat-free milk are exempt from this standard. Foods of minimal nutritional value will not be given away, sold, or used as incentives for students or student activities during the school day. These foods fall into the following categories:
 6. Soda Water – any carbonated beverage.
 7. Water Ices – any frozen, sweetened water such as Popsicles and flavored ice with the exception of products that contain fruit or fruit juice.
 8. Chewing Gum – any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.

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Wellness Policy (continued)

9. Certain Candies – any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types: hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.
- II. Beverage Standards
- A. The following beverages cannot be given away or sold during the school day as defined in (I) above:
 - B. Carbonated beverages.
 - C. Caffeinated beverages with the exception of naturally occurring caffeine in cocoa with less than 20 mg. per 2 ounces.
 - D. Beverages containing any dietary supplements that do not have an RDA/AI (includes herbals).
 - E. Fruit- or vegetable-based drinks (including slush's) that do not contain a minimum of 50% fruit or vegetable juice.
- III. Portion Standards
- A. Snacks and sweets (including but not limited to chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, jerky): will not exceed 1.5 ounces.
 - B. Cookies: will not exceed 2 ounces.
 - C. Cereal bars: will not exceed 2.2 ounces.
 - D. Bakery items (pastries, muffins, etc.): will not exceed 3 ounces.
 - E. Frozen desserts (includes ice cream): will not exceed 4 ounces.
 - F. Yogurt (non-frozen): will not exceed 8 ounces.
 - G. Cheese: will not exceed 1.5 ounces.
 - H. Beverages:
 1. Milk and water will not exceed 20 ounces.
 2. Electrolyte replacement beverages will not exceed 12 ounces.
 3. Fruit drinks will not exceed 16 ounces.
 4. Frozen slush's will not exceed 12 ounces.
 - I. Other items and side dishes shall be no larger than the portions of those foods served as part of the National School Lunch Program.
- IV. Lists of approved foods and beverages will be developed and updated annually by the Silver State Charter Schools administration. The lists will be posted on the Silver State Charter Schools' website for use in ordering items to sell or give away to students during the school day.
- V. Food and beverages sold more than one-half hour outside of regular school hours are exempt from this regulation.

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Wellness Policy (continued)

- VI. Food and beverages sold in administrative and faculty areas that are not accessible to students are exempt from this regulation.
- VII. The following school/classroom activities are exempt from the nutrition guidelines:
 - A. State or national holiday observances
 - B. Established religious observances such as Christmas, Hanukah, and Kwanzaa
 - C. School community observances, such as birthday parties and school wide student recognition parties as part of a learning experience related to established lesson plans in the classroom
 - D. This exemption does not allow the sale of foods as part of a business enterprise or fund-raising activity.
- VIII. Nutrition and Wellness Education
 - A. Nutrition and wellness information will be disseminated to students through the health and physical education curricula.
 - B. Nutrition and wellness information will be available on the School Web site to assist students, teachers, and parents in making healthy lifestyle choices. This information will be updated annually.
 - C. Nutrition and wellness information will be provided to parents through Silver State High School publications, which are distributed throughout the school year to the homes of all Silver State High School students.

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Acceptable Computer System Use Policy

All use of Silver State Charter School's computers, computer systems, and technology equipment shall be consistent with the School Governing Body's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The term "computer system" includes, but is not limited to, all hardware, software, data, communication lines and devices, terminals, printers, CD-ROM and DVD-ROM devices, mobile devices, servers, mainframe and stand-alone computers, the Internet, and any other internal or external network.

1. **ACCEPTABLE USE** – Access to the school's computer system shall be only for (1) the purposes of education and research that is consistent with the educational objectives of school courses or (2) legitimate school business.
2. **PRIVILEGE** – The use of the school's computer system is a privilege not a right. Said privilege may be revoked.
3. **UNACCEPTABLE USE** – Each user is responsible for his or her actions on the computer system. Prohibited conduct includes, but is not restricted to, the following areas:
 - a. Using any part of the computer system for any illegal activity including, but not limited to, violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
 - b. Sending, receiving, viewing, or downloading material using any part of the school computer system that is illegal, obscene, pornographic, harmful to minors, or otherwise deemed inappropriate by administration.
 - c. Unauthorized downloading of software. Written approval from the Technology Department is required prior to downloading or loading software on any part of the school computer system.
 - d. Any use of electronic mail, chat rooms, and other forms of direct electronic communications that is not consistent with the educational objectives of school courses.
 - e. Unauthorized disclosure, use, and dissemination of personal information.
 - f. Downloading copyrighted material for unauthorized use.
 - g. Using any part of the school computer system for private financial or commercial gain.
 - h. Wastefully using resources, such as, but not limited to file space and printer paper and ink.
 - i. Gaining unauthorized access to resources or entities, including, but not limited to, hacking and other unlawful activities online.
 - j. Posting materials authorized or created by another without his or her consent.

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Acceptable Computer System Usage Policy (continued)

- k. Using any part of the school computer system for commercial or private advertising.
 - l. Submitting, posting, publishing, or displaying any illegal, obscene, pornographic, threatening, harmful to minors, or other material as deemed inappropriate by administration.
 - m. Using the computer system while access privileges are suspended or revoked.
 - n. Vandalizing any part of the school computer system, including destroying data by creating or spreading viruses by other means.
4. **NETWORK ETIQUETTE** – Each user is expected to abide by generally accepted rules of etiquette, including the following areas.
- a. Be polite
 - b. Users shall not forge, intercept, or interfere with electronic mail messages.
 - c. Use appropriate language. The use of obscene, lewd, profane, threatening, or disrespectful language is prohibited. Policies prohibiting sexual harassment and discriminatory harassment apply to communications on school computer systems. Users shall not post personal contact information including names, home, school or work addresses, telephone numbers, or photographs about themselves or others.
 - d. Users shall respect the computer system's resource limits.
 - e. Users shall not post chain letters or download large files.
 - f. Users shall not use the computer system to disrupt others.
 - g. Users shall not read, modify, or delete data owned by others.
5. **LIABILITY** – The governing body makes no warranties for the computer system it provides. The school governing body shall not be responsible for any damages to the user from the use of the computer system including loss of data, non-delivery or missed delivery of information, or service interruptions. Silver State Charter Schools denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the governing body of Silver State Charter Schools for any losses, costs, or damages incurred relating to or arising out of any violation of these procedures. Silver State Charter Schools assumes no responsibility for any unauthorized charges or fees as a result of using the computer system.
6. **SECURITY** – Computer system security is a high priority for Silver State Charter Schools. If any user identifies a security problem, the user shall notify the principal or IT administrator immediately. All users shall keep their passwords confidential and shall follow virus protection procedures. Users shall be held accountable for the consequences of intentional or negligent disclosure of password information.

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Acceptable Computer System Usage Policy (continued)

7. **VANDALISM** – Intentional destruction of any physical part of the computer system is prohibited. In addition, creating or downloading computer viruses by any other means is also prohibited. Users will be personally liable for damage caused by intentional misuse of computer equipment. Damage caused by intentional misuse of equipment will be charged to the user.
8. **ELECTRONIC MAIL** – Students are responsible to provide their own electronic mail. Unauthorized access to an electronic mail account by any student is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
9. **ENFORCEMENT** – CIPA compliant hardware is installed on the school's network system so that computers having Internet access will filter or block pornography and obscenity. The online activities of students may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by administration.

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Testing Information

Silver State High School administers standardized tests to all students to measure each student's academic growth and to evaluate the strengths and weaknesses of the academic program and comply with state mandated tests. The state guidelines and timelines will be strictly followed. Students who have earned the 22.5 required credits but who have not passed one or more of the proficiency exams will be allowed to participate in graduation. These students will receive a graduation folder like the other graduates but it will contain a "Attendee of Graduation Ceremony" rather than a diploma. After graduation they may test in July. After that they must take them at Adult Education.

Testing Policy

According to NRS 389.015, schools in the state of Nevada shall administer examinations to determine achievement and proficiency of pupils in Reading, Mathematics, Writing and Science. If a student fails to pass the High School Proficiency Exam, that student must not be allowed to graduate unless that student satisfies the alternate criteria prescribed by the State Board pursuant to NRS 389.805.

Prior to each testing session, students and parents of students who are required to attend, will be notified by mail, on announcement boards within the Learning Management System (Infinite Campus) where students access their courses, on the school web-site, and by an automated school messaging system as to dates of the required testing sessions. It is the responsibility of the parent and student to arrange for a ride to Silver State High School on the required testing days. Failure to attend the required testing sessions may result in being withdrawn from Silver State High School. If it is necessary, the school will call the student's employer requesting that the student be released from work to participate in the mandatory tests. A testing schedule is included in this handbook along with a school calendar.

There are only two reasons accepted for a student to be excused from their scheduled testing day. First, any student who is unable to attend the testing days

Silver State High School Student Handbook

Testing Policy (Continued)

because of an unforeseen medical condition may be excused if the medical condition will prohibit the student from taking the test or perform to their maximum potential. A written notice from the doctor stating that the medical condition will keep the student from taking the test must be provided to the testing staff. Second, any student who is incarcerated on the required testing days will be excused from that testing session. Written verification of the incarceration must be presented to the testing staff. No other excuse will be acceptable. Please arrange vacations or other plans around the enclosed testing schedule.

Testing Day Procedure

On testing days, all students will be allowed to come to school to use computers; however, there will be limited teacher availability. Teachers may be assigned as Classroom Test Administrators or proctors and may not be available to assist other students.

Students who are taking the mandatory tests may not bring any materials to the examination session. All materials, including examination booklets, writing test prompts, answer sheets and scratch paper, shall be provided by Silver State High School. The testing materials must be accounted for and collected from each student before he or she leaves the testing room. All used scratch paper must be destroyed in an appropriate manner as determined by the Testing Director. Students taking examinations may **NOT** bring in to the school backpacks, purses, or electronic devices including, but not limited to, cell phones, pagers, or MP3 players. These are not allowed to be with the students who are taking the mandatory tests. Students who bring these items to the testing session must surrender them to the Classroom Test Administrator or proctoring teacher and the items will be returned to them once they have finished the test and are on their way out of the testing room. School staff will not be responsible for lost or stolen items.

Silver State High School Student Handbook

Testing Day Procedure (continued)

The purpose of taking a test is to find out which skills have been mastered so that instruction can focus upon skills needing further development. Some items will be more difficult than others and some material may be new to students; they are not expected to know all the answers. During test administration, the Classroom Test Administrators and/or other proctors will closely and frequently monitor to see that each student is marking answers in the correct manner. They will help those students who are not marking their answers appropriately. After such problems have been resolved (e.g., bubbles are not dark enough, two bubbles are marked on the same line, bubbles extend beyond the specified area, any changed answers are completely erased, etc.), the only educational assistance given will be to clarify the instructions for taking the examination. They will not give question specific instructions to assist students in answering individual questions. Students should not expect that from the teacher proctors.

Students should mark only one response for an item and should erase completely any responses they do not want. There may be more spaces on their answer sheets than the number of items in their test and/or examination book. Extra spaces on their answer sheets should be left blank.

Copying test prompts, test items, test questions, or approved answers by any means or disclosure of those prompts, items, questions, or approved answers is a breach of state testing procedures. Such breaches of testing procedures may be cause for disciplinary action.

Once the student is finished with testing, they must vacate the testing area. They must leave all test materials behind. This includes test booklets, scratch paper, and any other test materials given to them during the testing session.

Silver State High School Student Handbook

Testing Day Procedure (continued)

If a pupil fails the High School Proficiency Examination, the school shall notify the pupil and the parents or legal guardian of that pupil as soon as practicable but not later than 15 working days after the school receives the results of the examination.

High School Proficiency Examination Calendar for the 2014-2015 School Year

All Nevada public schools are required to administer the Criterion-Referenced Test (CRT), the Fifth and Eighth Grade Writing Assessments, the High School Proficiency Examination (HSPE), the Nevada Alternate Assessment (NAA), and the English Language Proficiency Assessment (ELPA) to grade/subgroup-appropriate enrolled students; and if selected, the National Assessment of Educational Progress (NAEP).

Nevada Proficiency Examination Program Calendar for the 2014-2015 School Year

State Assessments	Grades	Dates/Windows			
English Language Arts and Math Assessments ¹ -online administration	3-8	120 th day of instruction through the last day of instruction, or by June 12 (whichever is earlier)			
Science Test -online administration	5 and 8				
English Language Arts I and II and Math I and II End-of-Course Tests ²	9 and 10	145 th day of instruction through the last day of instruction, or by June 12 (whichever is earlier)			
Science Test	10				
College and Career Readiness Assessment	11	Spring 2015, date to be determined			
Reading, Math and Science Retests	11	Oct. 20-24	Mar. 2-6		
	12 and Adult	Oct. 20-24	Mar. 2-6	Apr. 27-29	July 6-10
Writing Test	11	Oct. 22	Mar. 4		
	12 and Adult	Oct. 22	Mar. 4	Apr. 29	July 8
Science and Writing Alternative Assessments	12 Eligible Students	Participation notification by Jan. 30 and submission of student work by Mar. 20			
Reading and Math Alternate Assessments	3-8 and 11 Students with Identified Disabilities	Feb. 2-May 1			
Science and Writing Alternate Assessments	5, 8 and 11 Students with Identified Disabilities				

Silver State High School Student Handbook

Speaking, Listening, Reading and Writing English Language Proficiency Assessments	K–12 Limited English Proficient Students	Jan. 20–Feb. 27	
Workplace Readiness Skills Assessment -online administration	10–12 Career and Technical Education Concentrators	Mar. 9–Apr. 17	Retake: June 1–12
End-of-Program Technical Assessment -online administration	10–12 Career and Technical Education Concentrators	Apr. 6–May 14	Retake: June 1–12
National Assessment of Educational Progress ³	4, 8 and 12	Jan. 26–Mar. 13	

¹ The window for the English Language Arts and Math Assessments is necessary to meet the Nevada School Performance Framework reporting deadlines.

² The Math I and II End-of-Course Tests will require students to use a scientific calculator.

³ Schools selected for National Assessment of Educational Progress 2015 participation will be contacted with their scheduled assessment and date within the administration window. For more information, refer to <http://nces.ed.gov/nationsreportcard/about/assessmentsched.asp>.

Silver State High School Student Handbook

Silver State Charter Schools

2014-2015 School Year Calendar

August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 1
24	25	26	27	28	29	30 2

February

Su	Mo	Tu	We	Th	Fr	Sa
3	1	2	3	4	5	6 7
4	8	9	10	11	12	13 14
5	15	16	17	18	19	20 21
6	22	23	24	25	26	27 28

September

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6 3
7	8	9	10	11	12	13 4
14	15	16	17	18	19	20 5
21	22	23	24	25	26	27 6
28	29	30				7

March

Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6 7
8	8	9	10	11	12	13 14
9	15	16	17	18	19	20 21
10	22	23	24	25	26	27 28
1	29	30	31			

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4 7
5	6	7	8	9	10	11 8
12	13	14	15	16	17	18 9
19	20	21	22	23	24	25 10
26	27	28	29	30	31	1

April

Su	Mo	Tu	We	Th	Fr	Sa
2			1	2	3	4
	5	6	7	8	9	10 11
3	12	13	14	15	16	17 18
4	19	20	21	22	23	24 25
5	26	27	28	29	30	

- Key**
- Potential SSSS Governing Body Meetings
 - Staff Work Days
 - First Day of School/1st Semester**
 - School Holiday - No School
 - School Holiday worked by classified
 - First Day of New Semester
 - Last day of Semester*
 - Last Day of School**
 - Mid Semester
 - HSPE Testing Days
 - CRT Testing Days

New Teachers Begin 8/12/14
Returning Teachers Begin 8/13/14
First Day of School 8/18/15
Last Day of School 5/29/15

November

Su	Mo	Tu	We	Th	Fr	Sa
						1 1
2	3	4	5	6	7	8 2
9	10	11	12	13	14	15 3
16	17	18	19	20	21	22 4
23	24	25	26	27	28	29 5

Professional Development - No School

October 24, 2014
 January 16, 2015
 March 27, 2015



May

Su	Mo	Tu	We	Th	Fr	Sa
						1 2
6	3	4	5	6	7	8 9
7	10	11	12	13	14	15 16
8	17	18	19	20	21	22 23
9	24	25	26	27	28	29 30
						31

December

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6 6
7	8	9	10	11	12	13 7
14	15	16	17	18	19	20 8
21	22	23	24	25	26	27
28	29	30	31			

Grading Periods

Semester/Term 1*	Aug 18 - Oct 23	49
Semester/Term 2*	Oct 27 - Jan 15	45
Semester/Term 3*	Jan 20 - Mar 26	43
Semester/Term 4*	Mar 30 - May 27	43
School Days		180

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10 9
11	12	13	14	15	16	17 10
18	19	20	21	22	23	24 1
25	26	27	28	29	30	31 2

- School Holidays**
- Labor Day Sep 1
 - Nevada Day Oct 31
 - Veteran's Day Nov 10
 - Thanksgiving Nov 26-28
 - Winter Break Dec 22 - Jan 2
 - MLK Day Jan 19
 - President's Day Feb 16
 - Spring Break Apr 6-10
 - Memorial Day May 25

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

***All assignments are due by 11:00 PM the day prior to the last day of semesters 1, 2,& 3. Semester 4 TBD.**

Silver State High School Student Handbook

Dress Code

The purpose of the dress code is to promote a learning environment that is respectful and free from distractions. The priority at Silver State High School is to teach and learn, not to be on display.

Clothing must be MODEST. Modest is interpreted to mean students must wear clothes where undergarments (bras, underwear, camisoles, etc.) should not be visible, ever (walking, standing, seated, which includes no baggy pants), skin must not be visible at the midriff, no cleavage, halter-tops, backless or strapless garments, or clothing with spaghetti straps where the bra strap is visible must not be worn, and no see-through or sheer clothing.

Clothing and personal appearance must not promote or glorify illegal, promiscuous, gang-related, or racially-biased slogans or behaviors. Put simply, no sex, drugs, alcohol, profanity, racist or gang-related messages or pictures on your clothes.

In order to create a learning atmosphere that is respectful and free from distractions, the following list must be adhered to:

- No head coverings or sunglasses worn in school buildings
- No bare feet (Shoes must be worn at all times)
- No face painting concealing identity in any form is allowed, except when part of an approved school activity.
- No chains or other heavy apparel
- Shorts and skirts must be size appropriate (shorts or skirt bottom is to be of appropriate length as deemed by administration); hot shorts, tight fitting shorts, short shorts and cutoffs are prohibited
- Any jewelry, body art, piercing or extreme hairstyle/color deemed by the school administration to be dangerous or a distraction to the learning environment is not acceptable (jewelry with spikes, chokers, wristbands or extra large rings)

School safety is an important concern; therefore, also prohibited are clothing, jewelry, accessories, notebooks, or any other item which, because of the way it is worn, its trade mark, or any other characteristic (such as color), carries known gang connotations. All items may be confiscated.

Silver State High School Student Handbook

Class Schedules

Silver State High School counselors will allow two weeks after the first day of each semester to make class schedule changes. The semesters are short, therefore allowing two weeks for changes will give students enough time to work on assignments and pass the scheduled classes.

Any student who is interested in taking more than 3 classes in one grading period must maintain a GPA of 2.9 or better in the previous semester. Four or more classes may be taken with counselor approval, on a case by case consideration.

Off Campus Independent Study Courses

Any senior student taking an Independent Study course for credit toward graduation, who wishes to graduate with his or her class in June, the **FINAL OFFICIAL GRADE** and credit for that course **MUST** be submitted to the Guidance Office no later than the date announced as the last day assignments are accepted. In other words, the Final **GRADE** of any off campus independent study course is due at the same time that student work is due for Silver State High School students in any given grading period, if the student taking the independent study course wishes to get credit for that course within that same grading period. **NO EXCEPTIONS.**

Elective Credit for Employment

Any student 16 years of age or older can earn elective credit (2.0 credit maximum) through his or her employment by taking the On-the-Job Training (OJT) course that can be offered as a fourth class. Students must first complete and return the OJT Form to the OJT course instructor. OJT Forms are available from the OJT course instructor and in the Guidance Office. Eligible students have **ONE WEEK** from the first day of each semester to submit their completed OJT Form in order to be considered for the program.

Silver State High School Student Handbook

Requirements for Graduation

In an effort to assist graduates of Silver State Charter High School (SSHS) so they may be adequately prepared in today's society, the following graduation requirements have been established.

1. Students at SSHS are required to enroll in a minimum of six (6) credits per school year. Four (4) credits per school year for seniors.
2. To be considered a sophomore you must have successfully completed five (5) credits.
3. To be considered a junior you must have successfully completed eleven (11) credits.
4. To be considered a senior a student must have successfully completed seventeen (17) credits.

Course requirements for graduation are as follows:

1	credit	AMERICAN GOVERNMENT
1	credit	US HISTORY
1	credit	HUMANITIES
4	credits	ENGLISH
3	credits	MATH
2	credits	SCIENCE
½	credit	HEALTH/WELLNESS
2	credits	PHYSICAL EDUCATION
½	credit	COMPUTER USE
7½	credit	ELECTIVES
22½	credits	TOTAL TO GRADUATE

Requirements for graduation may not be the same as the college or technical school entrance requirements. Students who expect to enroll for further education in post secondary institutions should plan carefully to make sure they have included all the necessary preparation in a high school program. Talk to your counselor if you have questions or concerns.

In order to participate in our graduation ceremony, senior students must have earned 22.5 required credits to graduate and have passed all of the state required proficiency exams.

Silver State High School Student Handbook

Requirements for Graduation (continued)

PLEASE NOTE: Students who have earned the 22.5 required credits but who have not passed one or more of the proficiency exams will be allowed to participate in graduation. These students will receive a graduation folder like the other graduates but it will contain a “Certificate of Attendance” rather than a diploma. Students wishing to take any needed proficiency exam(s) may take it with us at Silver State High School as needed for one year following graduation. After that they must take them at Adult Education.

Graduated students wishing to test with us **MUST** notify the school in the fall following spring graduation to be placed on our testing list. Once students have passed the needed exam(s) they can receive their diploma.

Valedictorian/Salutatorian

To qualify for valedictorian or salutatorian, students must have attended Silver State High School, at minimum, beginning their Junior year (11th grade) and continue their education at Silver State High School throughout their senior year (12th grade). Qualifying students may not have withdrawn or dropped out at any time during the school year of their Junior or Senior year.

Silver State High School Student Handbook

Record of Classes Taken & Credits Earned

Student Name _____

Total Credits Required to Graduate: 22 ½

One line: _____ = ½ credit; Two lines: _____ , _____ = 1 credit

ENGLISH:

(4 credits) (_____ , _____) (_____ , _____) (_____ , _____) (_____ , _____)

MATH:

(3 credits) (_____ , _____) (_____ , _____) (_____ , _____)

SCIENCE:

(2 credits) (_____ , _____) (_____ , _____)

PHYSICAL EDUCATION:

(2 credits) _____ , _____ _____ , _____

COMPUTER APPLICATIONS:

(½ credit) _____

HEALTH:

(½ credit) _____

Humanities:

(1 credit) (_____ , _____) {Art, Music, Drama, Literature, Mythology, Psychology, Sociology, Humanities, Anthropology, History of Man, World History}

AMERICAN HISTORY:

(1 credit, taken Junior year) _____ , _____

GOVERNMENT/CIVICS:

(1 credit, taken Senior year) _____ , _____

ELECTIVES:

(7 ½ credits) (_____ , _____) (_____ , _____) (_____ , _____) (_____ , _____)

(_____ , _____) (_____ , _____) (_____ , _____) (_____)

Nevada Proficiency Exams and Dates Passed

Math _____ Reading _____ Writing _____ Science _____

Silver State High School Student Handbook

Honor Code

Silver State Charter High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process through which students learn is an honest process which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as in the case with cheating, is not genuine progress. Cheating prepares a student for failure, not for success. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. The faculty and administration of SSSH are committed to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.

What is the Definition of Cheating?

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

- A. Use the work of another person as your own.
- B. To copy information from another
- C. To plagiarize – plagiarism means using another person’s idea, expression on words without giving the original author credit.
- D. To prepare for cheating in advance. Such action involves:
 - 1. Having in your possession a copy of a test to be given or having been given by a teacher.
 - 2. Using the test or notes during a test or examination.
 - 3. Talking while taking quizzes, tests, or examinations.
- E. Falsifying data or lab results, including changing grades electronically

What is Plagiarism?

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

Silver State High School Student Handbook

What is Plagiarism? (continued)

- A. Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source.
- B. Turning in purchased papers or papers from the Internet written by someone else.
- C. Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own.
- D. Helping others plagiarize by giving them your work.

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

If a teacher receives two or more assignments that are identical, or very similar, the student who submits the assignment first, based on the time stamp given to every assignment turned in, will be given the earned credit for the assignment. All others will receive a zero. If it is discovered that a student is cheating, disciplinary action will be taken, which may include suspension or expulsion.

Silver State High School Student Handbook

Student Name _____

Dear Parents,

A committee worked hard to develop the attached student handbook. State law requires that such a handbook be distributed to you each school year.

Students & parents should read the handbook and review often. If students choose not to read the contents of this handbook, they are still held accountable for its contents. Ignorance to the law is not a defense.

A signature merely indicates that you have received a copy of the Silver State High School Student Handbook.

Thank you for your time.

Blaine Spires
Principal

We have received a copy of the Silver State High School Student Handbook.

Date

Parent's Signature

Student's Signature

Silver State High School Student Handbook

PARENTS

**ONLY SIGN AND RETURN THIS FORM IF YOU ARE REQUESTING TO WITHHOLD
RELEASE OF THESE ITEMS**

RELEASE OF STUDENT INFORMATION REQUEST FOR WAIVER

- I request that Directory Information for my student(s) **NOT** be released to the Military only.
- I request that Directory Information for my student(s) **NOT** be released to any agency or organization (this would include the Military, yearbook, all sports programs, institutions of higher education, class composite pictures, and any pictures in the newspaper)

Name of Student(s) _____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

Parent/Guardian Signature _____ Date _____

STUDENTS 18 YEARS OLD AND OLDER

**ONLY SIGN AND RETURN THIS FORM IF YOU ARE REQUESTING TO WITHHOLD
RELEASE OF THESE ITEMS**

RELEASE OF STUDENT INFORMATION REQUEST FOR WAIVER

- I request that my Directory Information **NOT** be released to the Military only.
- I request that my Directory Information **NOT** be released to **any** agency or organization (this would include the Military, yearbook, all sports programs, institutions of higher education, class composite pictures, and any pictures in the newspaper).
- I request that my school records be released to the following individuals:

Student Printed Name _____

Student Signature _____ Date _____

-----SSHS Office Only-----

Date Received by School _____ Received by _____

Date Recorded in PowerSchool _____ Recorded by _____

Silver State High School Student Handbook

Student Acceptable Computer System Usage Policy and Agreement

All use of Silver State Charter School's computers, computer systems, and technology equipment shall be consistent with the School Governing Body's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The term "computer system" includes, but is not limited to, all hardware, software, data, communication lines and devices, terminals, printers, CD-ROM and DVD-ROM devices, mobile devices, servers, mainframe and stand-alone computers, the Internet, and any other internal or external network.

COMPUTER/TECHNOLOGY SYSTEM USE- Terms and Conditions

1. **ACCEPTABLE USE** – Access to the school's computer system shall be only for (1) the purposes of education and research that is consistent with the educational objectives of school courses or (2) legitimate school business.
2. **PRIVILEGE** – The use of the school's computer system is a privilege not a right. Said privilege may be revoked.
3. **UNACCEPTABLE USE** – Each user is responsible for his or her actions on the computer system. Prohibited conduct includes, but is not restricted to, the following areas:
 - a. Using any part of the computer system for any illegal activity including, but not limited to, violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
 - b. Sending, receiving, viewing, or downloading material using any part of the school computer system that is illegal, obscene, pornographic, harmful to minors, or otherwise deemed inappropriate by administration.
 - c. Unauthorized downloading of software. Written approval from the Technology Department is required prior to downloading or loading software on any part of the school computer system.
 - d. Any use of electronic mail, chat rooms, and other forms of direct electronic communications that is not consistent with the educational objectives of school courses.
 - e. Unauthorized disclosure, use, and dissemination of personal information.
 - f. Downloading copyrighted material for unauthorized use.
 - g. Using any part of the school computer system for private financial or commercial gain.
 - h. Wastefully using resources, such as, but not limited to file space and printer paper and ink.
 - i. Gaining unauthorized access to resources or entities, including, but not limited to, hacking and other unlawful activities online.
 - j. Posting materials authorized or created by another without his or her consent.
 - k. Using any part of the school computer system for commercial or private advertising.
 - l. Submitting, posting, publishing, or displaying any illegal, obscene, pornographic, threatening, harmful to minors, or other material as deemed inappropriate by administration.
 - m. Using the computer system while access privileges are suspended or revoked.
 - n. Vandalizing any part of the school computer system, including destroying data by creating or spreading viruses by other means.
4. **NETWORK ETIQUETTE** – Each user is expected to abide by generally accepted rules of etiquette, including the following areas.
 - a. Be polite
 - b. Users shall not forge, intercept, or interfere with electronic mail messages.
 - c. Use appropriate language. The use of obscene, lewd, profane, threatening, or disrespectful language is prohibited. Policies prohibiting sexual harassment and discriminatory harassment apply to communications on school computer systems.

Silver State High School Student Handbook

- d. Users shall not post personal contact information including names, home, school or work addresses, telephone numbers, or photographs about themselves or others.
 - e. Users shall respect the computer system's resource limits.
 - f. Users shall not post chain letters or download large files.
 - g. Users shall not use the computer system to disrupt others.
 - h. Users shall not read, modify, or delete data owned by others.
5. **LIABILITY** – The governing body makes no warranties for the computer system it provides. The school governing body shall not be responsible for any damages to the user from the use of the computer system including loss of data, non-delivery or missed delivery of information, or service interruptions. Silver State Charter Schools denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the governing body of Silver State Charter Schools for any losses, costs, or damages incurred relating to or arising out of any violation of these procedures. Silver State Charter Schools assumes no responsibility for any unauthorized charges or fees as a result of using the computer system.
6. **SECURITY** – Computer system security is a high priority for Silver State Charter Schools. If any user identifies a security problem, the user shall notify the principal or IT administrator immediately. All users shall keep their passwords confidential and shall follow virus protection procedures. Users shall be held accountable for the consequences of intentional or negligent disclosure of password information.
7. **VANDALISM** – Intentional destruction of any physical part of the computer system is prohibited. In addition, creating or downloading computer viruses by any other means is also prohibited. Users will be personally liable for damage caused by intentional misuse of computer equipment. Damage caused by intentional misuse of equipment will be charged to the user.
8. **ELECTRONIC MAIL** – Students are responsible to provide their own electronic mail. Unauthorized access to an electronic mail account by any student is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
9. **ENFORCEMENT** – CIPA compliant hardware is installed on the school's network system so that computers having Internet access will filter or block pornography and obscenity. The online activities of students may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by administration.

ACCEPTABLE COMPUTER USE AGREEMENT (signed copy will be kept in Student Cum. file)

I understand and agree to abide by Silver State Charter School's Student Acceptable Computer Usage Policy and Agreement. I understand that the School Administration or the IT Administrator may access and monitor my use of the computer system including my use of the Internet, e-mail, and downloaded material without prior notice to me. I further understand that should I violate any part of the Student Acceptable Computer System Usage Policy, my computer system privileges may be revoked, and disciplinary action against me may take place including the possibility of suspension or expulsion, and/or legal action may be taken against me.

STUDENT SIGNATURE

DATE

STUDENT FULL NAME PRINTED

*****STUDENTS WHO ARE UNDER THE AGE OF 18 TODAY MUST HAVE PARENT SIGNATURE*****

PARENT SIGNATURE

DATE