



ST. NICHOLAS
ORTHODOX CHRISTIAN ACADEMY

RENO, NEVADA

Student Handbook

2018-2019

(Revised 9-11-18)

Part 1:

General Policies and Information

Mission Statement

To offer an Orthodox Christian alternative to public, charter, homeschool, and other Christian-based educational ministries for the next generation of Orthodox believers.

Motto

Uniquely Nurturing the Next Generation of Orthodox Christian Leaders.

School Colors

Navy, Burgundy, and Gold.

Vision

To create an Orthodox Christian pedagogy for grades kindergarten through high school, that may eventually--- of itself -- be replicated to seed additional schools while creating the “gold standard” in Orthodox curricula. Also, that prospective, eligible students be enrolled in the Orthodox Christian educational Outreach proposed herein, notwithstanding inability to pay. Further, that the Orthodox Christian educational Outreach be contextual to a larger community of pan-Orthodox Christian endeavors, within the practice of Orthodox Christian worship. Finally, that the network of Orthodox Christian Parochial schools employing the curricula become a multi-state, cross-jurisdictional ministry.

Contact Information

Address

16255 South Virginia Street, Reno NV 89521

School Phone Number

(775) 544-5565

Executive Director's Cell

(775) 848-3677

Emails

Dr. Janet ("Barbara") Cummings, Executive Director

Barbara@OrthodoxSchoolReno.com

Fr. Paul Zuniga, Classroom Instructor

FatherPaul@OrthodoxSchoolReno.com

Website

www.OrthodoxSchoolReno.com

Voice mail

Please feel free to call any time. If we don't answer, then please leave a detailed message with your name and contact information. Typically, we will check messages at recess and after lunch. During the school day, our focus will be on your children. Accordingly, calls that are not of an urgent nature may not be returned until after school.

School Calendar and Schedule

School Year

The 2018-2019 school year runs from the Wednesday after Labor Day (September 5, 2018) through the third week in June (ending on June 21, 2018).

Important Dates

Please visit our website for the most up-to-date school calendar that includes holidays and upcoming school events.

Church Calendar

The Academy is a pan-Orthodox community. As such, we recognize that there are two Orthodox Liturgical Calendars, the “old” calendar and the “new” calendar. We seek to recognize both calendars, and therefore will often note feast days on both calendars in our classes, even though we primarily follow the “new” calendar. Students from “old” calendar parishes may receive excused absences for Church attendance on days where the Academy is not celebrating an “old calendar” feast.

School Hours

Classes go from 9 AM to 3 PM. Children may arrive 20 minutes early, at 8:40 AM. Please contact us if your child must be here before 8:40 AM, so that definite arrangements can be made. Children must be picked up promptly at the end of their school day.

When classes are in session, the children are under our care. However, at the end of the school day, we must pass on our responsibility to another adult. Therefore, if you are unable to pick up a student by 3:15 PM, clear arrangements must be

made with an adult who is able to be here. We would appreciate being informed of those arrangements in writing.

Students will only be released to a parent, guardian, or other person authorized to pick up the child. The parent or designee will sign the child out at the end of the school day.

Thursday Divine Liturgies

Our Bishop has blessed Fr. Paul to serve Divine Liturgy, and we celebrate Divine Liturgy in honor of our patron saint, St. Nicholas, on Thursday mornings beginning at 9:00 am. These Liturgies are celebrated in our small Chapel inside the Academy. Students who wish to receive Holy Communion should be properly prepared. For any questions about preparedness for Holy Communion, please speak with your parish priest.

Family members and others in our community are welcome to attend these Liturgies.

Occasionally, we cancel the on-campus Divine Liturgy to attend one of the local Orthodox Churches for a feast day celebration.

Attendance

Tardiness Policies

The Academy uses Washoe County Schools Tardiness Policy:

Missed instruction may affect the student's citizenship grade. Chronic tardiness, excused or unexcused, may be referred for disciplinary action.

Parents should do their best to ensure that their children are on time for school. If your child will be tardy, please let us know as soon as possible.

When a tardy student arrives, he/she should report to the Executive Director or Administrator to receive a "pass" to proceed to the classroom.

Students may be given an "excused" tardy (for example, if he/she had a medical appointment that made him/her late) or an "unexcused" tardy (for example, if he/she dilly-dallied instead of getting ready for school). If a student receives an excessive number of unexcused tardies (more than 3 in the same calendar month or more than 5 in one semester), the parent(s) may be asked to meet with the Classroom Teacher or Executive Director to create a timeliness plan.

Attendance Policies

The Academy uses Washoe County Schools Attendance Policy, which are given verbatim in the following paragraphs:

*The Nevada Revised Statutes 392.122 is the basis for the WCSD Attendance Policy and Procedure. NRS 392.122 states that the Board of Trustees shall establish a minimum attendance requirement for promotion to the next grade or earning credit. The WCSD Board of Trustees has established a policy requiring **90% attendance** for promotion to the next grade or earning credit. The emphasis of the attendance policy is on the importance of keeping students in school and providing access to the curriculum. During the 2005 Legislature, NRS 392.122 was revised. Because of this change in*

statute, the WCSD Board of Trustees adopted a policy that considers a medical absence as an approved/excused absence if the student completes the make-up work.

The attendance policy is for all students at the elementary level, including kindergarten and first grade, and secondary level. There are some differences between the two levels because of the manner in which credit is earned at the secondary level. The major points of the policy are as follows:

*Absences that **do not count** against the 90%:*

10 Circumstance absences per year for elementary and middle school students or 5 Circumstance absences per each semester for high school students do not count if approved by the site administrator. Examples of these types of absences are listed below:

Religious

Family business

Bereavement

Pre-arranged legal

Personal business

Emergencies

***Medical absences** do not count against the 90%. There are two types of codes for medical absences. One code designates a medical absence which has documentation provided by a health care professional. The other medical absence is coded to indicate that the parent/guardian has affirmed that the absence is of a medical nature. The school has the right to request a parent/guardian conference if medical absences become excessive and if there is no documentation of a health concern provided by a medical professional. It is extremely important that parents/ guardians provide a note from a medical professional if available and **always** notify the school of an absence due to a medical reason.*

*It should be noted that the parents/guardians must send a note or call the school regarding **any absence**. This must be done within three days after the student returns to school. Of course, calls or notes in advance are always appreciated.*

Pre-arranged absences must be requested at least 2 school days in advance of the absence and should be requested earlier than 2 days in advance if the absence is for an extended period of time.

*There are certain types of absences that **do count** against the 90% attendance rule:*

Any absence that is not verified by a parent/guardian within the three days after the student returns to school counts against the 90%.

Any Domestic absence counts against the 90%. A Domestic absence is any absence beyond the 10 per year (elementary/middle school) or 5 per semester (high school) Circumstance absences. Absences that are within the parent's/guardian's control also count as Domestic absences.

Examples of Domestic absences are listed below:

Staying home to care for siblings

Didn't feel like coming to school

Excessive transportation issues

Sleeping in too late

At the elementary level, missed instruction is recorded when the student does not attend the entire A.M. or P.M. session, but does attend 2/3 of the session. At the elementary level, if a student attends less than 2/3 of the A.M. or P.M. session, s/he will be recorded as absent. At the secondary level, missed instruction is recorded when the student is late or leaves at any time during the class period.

Make-up work must be provided for any absence, but it is the student's responsibility to request the make-up work in advance or on the first day s/he returns to class. Because it is impossible to make-up some in-class assignments, coursework of a similar nature may be assigned. It is the student's responsibility to turn in all make-up class work at the designated deadline. Failure to complete the make-up work within the designated deadline will result in no credit received for the make-up work.

If your child has failed to meet the 90% requirement, you may ask for a review of the absences. Please note that in order for any absence to be considered for review, the make-up work must have been completed per District policy. The principal or his/her designee will review the absences and notify the parent/guardian of the decision. Students who attend less than 90% of the year or course will be retained or not earn credit.

If you have any questions regarding the attendance policy, contact your child's school. Attendance is a shared responsibility and concern of students and parents/guardians with the assistance and support of school staff and the community.

If a student is going to be absent from school, please let us know as soon as possible. If your student will have a planned absence, such as for family travel, we can prepare his/her lessons to take along to ensure that he/she does not get behind.

If an unplanned absence occurs, please call the school office at (775) 544-5565 as soon as possible, between the hours of 9am and 3pm. Students who will be absent due to a prolonged illness can have arrangements made for homework and class assignments. Please call the school office for details.

Delayed Start and School Closures

Occasionally, it is necessary to have a delayed start to school (no more than 2 hours delay) or to cancel school altogether on a particular day due to weather or other issues that might make travel to school dangerous. In general, St. Nicholas Orthodox Academy follows Washoe County guidelines for delayed starts and closures, but there may be exceptions to this general rule. Here are our specific guidelines:

1. If Washoe County schools have a delayed start or a closure due to snow and/or ice, we will also have a delayed start or a closure. This is to ensure everyone's safety, so that students, parents, and staff are not traveling in dangerous conditions.
2. If Washoe County schools have a delayed start or a closure due to other issues (such as flooding in some areas or electrical outages), we will usually follow suit and also have a delayed start or closure. However, if the issue causing the delayed start or closure of Washoe schools is not widespread, we may have a normal school day.
3. The Executive Director or other staff member will alert all families via text messaging as soon as we know that we will have a delayed start or a closure.
4. Should we need to end the school day early (due to incoming weather conditions, power outage, or any other reason), the Executive Director or other staff member will notify parents via text messaging and request that the parent or designee pick up their child(ren).
5. We realize that individual circumstances vary greatly, and that parents must use their best judgment on what is safe for themselves and their children. Therefore, if travel to school would pose a safety risk to your family (for example, if you have localized flooding in your area), please let us know and we will gladly grant an excused tardy or absence. When in doubt, please err on the side of extra caution, as your safety and your child(ren)'s safety is of the utmost importance.

Grading

Each teacher is responsible for setting the regulations and policies for grading in each class. Final exams, given at the end of fall and spring semesters, factor into the students' grades, as do participation, homework, and class assignments. St Nicholas Orthodox Academy employs a standard grading policy as follows:

Grades K-1

- **E:** Excellent
- **VG:** Very Good
- **G:** Good
- **S:** Satisfactory
- **U:** Unsatisfactory
- **N:** Needs Improvement

If a student is at risk for receiving a grade of "U" or "N," the classroom teacher will meet with the parent(s) to determine a course of action to help the student remediate and avoid receiving a poor final grade.

Grades 2-12

- **A:** Outstanding achievement or above 90%
- **B:** Outstanding achievement or above 80%
- **C:** Satisfactory or above 70%
- **D:** Unsatisfactory or above 60%
- **F:** Failing or below 60%
- **I:** ******Incomplete (only for exceptional circumstances)
- **P:** Pass

***The Incomplete grades will be changed to an "F" if work is not satisfactorily completed by an agreed upon deadline.*

If a student is at risk for receiving a grade of "D" or "F," the classroom teacher will meet with the parent(s) to determine a course of action to help the student remediate and avoid receiving a poor final grade.

Attire / Dress Code

Dress Code for Everyone

Modesty is key for everyone – boys and girls, men and women. An appearance that draws unnecessary attention to oneself or creates a distraction from learning is inappropriate. Rather, appearance should reflect Christian modesty, refinement, self-discipline, and appropriateness.

Students, teachers, and staff are expected to be dressed appropriately when on campus or at an off-campus fieldtrip or event.

Dress code violations may result in any of the following:

1. Giving the student a warning
2. Asking a parent to return to school with appropriate clothing
3. Asking a parent to retrieve the student from school for the remainder of the day, or
4. Other disciplinary action for repeat offenses

Hair must be clean and combed. It may not create a distraction. Hair dye is permitted, and natural colors are recommended. Bright hair dye colors are permitted in small amounts if the appearance is subtle. Any hair that creates a distraction is not permitted.

All clothing must be free of offensive logos. Offensive logos include inappropriate language, drug/alcohol/tobacco references, celebrities, and anything else that promotes a worldly lifestyle. Logos that indicate a clothing item was expensive are also not allowed, as they create social class distinctions. The Academy logo is always welcomed.

All students must wear clean, safe shoes. Athletic shoes are recommended so that our students may enjoy recess time. Snow boots, rain boots, or other weather-appropriate shoes are permitted, but we recommend bringing other shoes to wear inside for comfort.

Students who wear shoes other than athletic shoes to school are encouraged to keep a pair of athletic shoes at school for hikes or other activities that require good walking shoes.

During rainy, snowy, or cold weather, students should bring appropriate outerwear (jackets, hats, scarves, gloves, etc.) so that they may be able to go outdoors during the school day.

Jewelry is permitted if it is not over-done and is not distracting. Students are encouraged to wear crosses, watches, and purity rings. Pierced ears are allowed, but facial and other piercings are not. All jewelry must be tasteful, non-distracting, and non-offensive (e.g., jewelry with occult or anti-Christian symbols is not allowed).

No body piercings, facial piercings, or piercings of any kind besides the ears are allowed. Tattoos are not permitted. Students who already have piercings or tattoos should speak with the Executive Director. Students who already have these may be admitted to the Academy, but they will be asked to remove piercings and to keep tattoos covered while at school.

For Physical Education classes, students wear loose-fitting sweat or athletic pants or knee-length shorts (basketball style). Students must wear loose-fitting Academy T-shirts or T-shirts without offensive logos. Athletic shoes are mandatory. In cooler weather, students may wear sweatshirts or hoodies over their T-shirts. In very cold weather, students may need to wear jackets, and in rain or snow, boots may be worn instead of athletic shoes.

Dress Code for Women and Girls

Girls and women may wear skirts, dresses, or jumpers that are no shorter than the bottom of the knee when sitting down or standing. They may also wear culottes, skorts, or split skirts, as long as they are below the knee and not tight fitting. Palazzo pants and other dress pants are also acceptable, but they should not be too tight fitting. Newer black jeans and jeans with designs on them can be worn as

dress pants. Girls and women may wear mid-thigh tunics over tighter pants or leggings, as long as the tunic is loose fitting around the hips and not overly sheer. Leggings worn under tunics must be fully opaque. Slits in skirts must be no higher than the top of the knee, or they should be worn over leggings. Skirts with transparent fabrics should be lined or a slip must be worn. Skirts may be worn just above the knee, if tights or leggings that come below the knee are also worn. If skirts are worn mid-thigh, the leggings underneath must be fully opaque and not sheer, and they must come to below the knee.

Girls and women wear polo shirts, blouses, sweaters, or dressy T-shirts. Tight, low-cut, or see-through shirts are not allowed. All shirts must have sleeves that lap over the shoulder. Midriffs should be covered at all times.

Girls and women are encouraged to wear shorts or leggings underneath skirts, dresses, or jumpers for modesty, and also for warmth in cooler weather.

Make-up is permitted for adults and high school girls only. It should be minimal, conservative, and natural in appearance. Nail polish is permitted, but artificial nail tips are not permitted. Nails must not create a distraction.

High heels are not permitted for students, although a small heel may be worn if it doesn't interfere with the student's ability to walk. Open-toe shoes are permitted, as long as there is a back-strap for safety.

Girls and women may wear headscarves during Chapel services, if head coverings are part of their home parish's traditions. For questions on head coverings for women, students and parents are encouraged to speak with their parish priest.

Dress Code for Boys and Men

Boys and men wear collared shirts (polo or button-down) with slacks or black jeans. Vests, cardigans, and pullover sweaters are permitted. Only the top button of a shirt may be left unbuttoned.

Boys and men may not wear hats or caps indoors.

Boys and men should wear closed-toe shoes or sandals with a back-strap for safety.

Casual Fridays

On Fridays, students and staff may dress more casually. Jeans are permitted if they are not overly tight. Tight jeans may be worn under tunics. If jeans are torn, they may be worn only if leggings or tights are worn underneath. Boys may wear shirts that are not collared. Graphic T-shirts are permitted, as long as they are non-offensive.

If you have any questions about the dress code, or if you need assistance in obtaining appropriate clothing, please contact the Executive Director. We are here to help!

NOTE: Clergy are exempted from the dress code. They are permitted to wear appropriate clergy attire at any time while on the Academy campus or at Academy events.

Technology Policies

Cell Phones

Cell phone usage is not acceptable during class time. Cell phones need to be turned off during school hours. If a student must call his/her parent or make another urgent phone call, he/she should get permission to use the school's phone. Cell phones may be left in the office during school hours and retrieved at dismissal time.

Exceptions to the no cell phones rule can be made by the Classroom Teacher if, for example, the student has an app with the Orthodox Study Bible, daily Scripture readings, or prayer book on his/her phone, which he/she is using at an appropriate time in lieu of a physical book. Smart phones may also be used to do research for school assignments.

Computer Use

St. Nicholas Orthodox Academy provides computer resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these resources in a manner consistent with the mission of the school, existing school policies and the policies of our Internet providers, as well as all Federal, State, and local laws. The following policies apply specifically to the use of computers, the Internet, and other technology at Saint Nicholas Orthodox Academy:

- The computer resources are to support the educational process and facilitate the operation of the school. Therefore, students should not use computers for commercial purposes or for excessive personal use.
- Students should not deliberately waste printer ink, paper, or other school technology resources. Teacher permission is always required to print documents.
- Use of technology equipment should not disturb others. Headphones or ear buds should be used for sound.

- Staff permission is necessary any time students are to access the Internet. School staff will monitor students' Internet use.

- Students may not:
 - Download, display, or share offensive messages or pictures

 - Harass, insult, or threaten others

 - Use, alter, create, or distribute a password not specifically issued to the student

 - Download school logo, publications, or other proprietary information without administrative permission

 - Access social media sites while on school grounds

 - Use the Internet or email to solicit or conspire about illegal activities

 - Copy copyrighted software, or otherwise violate copyright laws

 - Damage, change, or tamper with any part of the school's computer system, hardware or software

 - Add, delete, or alter files or install programs without the Administrator's permission

 - Engage in non-academic use of the computer system, such as game playing and chatting, without staff permission

 - Access or store illegal or explicit material or material that is potentially harmful to the user, the computer system or others

 - Reveal a personal phone number, name or address of one's self or another

- The computers, local hard drives, network drives, user accounts, personal drive space and their contents are all property of St. Nicholas Orthodox Academy (unless the student has brought a computer which he/she or his/her parent owns). Privacy of information on school property should not be expected.
- The academy is not responsible for a student's exposure to inappropriate or unacceptable material, and we cannot guarantee the accuracy or quality of any information found on the Internet. The school is not responsible for damages that may occur as a result of interruption of service or loss of data, or financial obligations that result from unauthorized or improper use of the network or the Internet.
- Students or faculty members who have discovered a possible violation of the Computer Use Policy should report it promptly to the Dean. The alleged violator will be referred to the proper authority for investigation, if indicated.
- **Before using any computer at St. Nicholas Orthodox Academy (whether owned by the Academy or by the student/parent), users must sign this handbook as evidence that the student has read, understands, and intends to comply with these policies, and all other related policies.**

Social Media Policies

Saint Nicholas Orthodox Academy's social media policy includes, but is not limited to: Facebook, Snapchat, Twitter, Linked In, Instagram, and YouTube.

In recognition of the fact that social media is prevalent in our society, we wish to embrace a policy that:

- Respects the right of the individual to freedom of expression;
- Respects the reputation of St. Nicholas Orthodox Academy (through the actions of its staff and students in public forums); and
- Respects the Orthodox world-view.

With these balanced precepts, this Social Media Policy is set forth.

- In order to maintain privacy, students are not permitted to connect with school staff on social media sites. The exception to this rule is the school website. Students are always welcomed and encouraged to communicate with school staff through this venue.
- Students must obtain permission before posting photos of school staff or other students.
- Posting of abusive, threatening, or defamatory material to social media, personal websites, or blogs is strictly prohibited.

Other Media Policies

At various times through the year, teachers may use films, short videos, or documentaries in the classroom for educational and enrichment purposes. Upon deciding to use a particular movie, the Orthodox worldview, age-appropriateness of the material, the connection of the content to the curriculum and lesson, as well as views and concerns of the parents, are always closely considered. The following is the Academy's policy regarding movies in the classroom:

Grades K-6

All movies will be restricted to those with a G or a PG rating. Any movies with a PG rating will require a signed parental consent form prior to the showing. All movies shown in the classroom will be approved by the Academy's administration.

Grades 7-8

Only movies with a rating of G, PG, PG-13, or PG-14 (television) will be shown. Any movie with a rating of PG-13 or PG-14 must have a signed parent permission form prior to showing. All movies must be approved by the school administration prior to showing.

Grades 9-12

Movies with a rating of G, PG, PG-13, PG-14, or M may be used in the classroom if:

1. The material is approved by the school administration; and

2. A signed parent permission form is returned to the teacher prior to showing PG-13, PG-14, or M media; and
3. The Classroom Teacher believes that there is a significant educational benefit to the class from the material to be used.

Academic Integrity

St. Nicholas Orthodox Academy is committed to developing students of character who demonstrate effort, respect, responsibility, perseverance and self-discipline.

- Students will not copy an idea, cut and paste online sources, or use references without quoting the source. Quotation marks must be used preceding and following any material that is quoted verbatim.
- If a student includes the ideas of another author, the student must indicate with footnotes or in a works cited page, even if he or she shares the same ideas as the author.
- Students will not fabricate data or information in order to complete an assignment or support an idea.
- Students will not copy another student's work, except in the case of an expressed group assignment or exam.
- Students will not engage in any activity that would be considered "cheating" on an assignment, such as sneaking notes into a test.

Snacks and Lunches

Simple and healthy lunches and snacks are encouraged. Please do not send sugary foods for lunches and snacks, although celebrating birthdays and other special events are exceptions to our low-sugar policy. A small dessert with lunch is fine.

A healthy mid-morning snack, such as cheese, yogurt, fruit or nuts will boost your child's metabolism before lunchtime. Sugary foods and drinks interfere with children's concentration, and therefore are strongly discouraged.

We prefer that students bring fast-worthy lunches and snacks on fast days according to the Ecclesiastical Calendar that their home parish follows. We realize that Orthodox Christians do not all follow the same rules of fasting and that fast days differ between the "old" and "new" calendars. Therefore, rather than provide a set of guidelines for all students, we ask that each student follow the rules of fasting given by their parish priest while at school. Parents and students are encouraged to ask their parish priest for any questions about fasting.

We keep some snacks on hand, should a child forget his/her lunch or need additional snacks. Please let us know if there are any of these foods you do NOT want your children to eat.

Kitchen and Lunchroom

Even though recent testing of our commercial well showed that the water is drinkable, we recommend that students and staff drink only water from home or bottled water. For everyone's convenience, there is a 5-gallon hot water dispenser in the bistro room. This water should also be used in the staff coffee pot and the Keurig.

If spills occur in the kitchen or lunchroom, students are expected to clean up after themselves. If there is a difficulty for any reason, staff of the Academy should be called upon to assist.

The following "SNOA Kitchen Rules" are necessary in order to comply with Washoe County Health Department regulations:

1. All students and staff must wash their hands for at least 21 seconds prior to eating or preparing food (and other times also, according to the hand washing instructions posted in the restrooms).
2. There are two SNOA refrigerators. The one in the kitchen is for staff only. The one in the eating area is for students only. All food items in the student refrigerator must be marked with the student's name. Otherwise, individually wrapped items will be considered available to all students.
3. Students are not allowed to use washable plates, bowls, cups, or utensils. Disposable service items are provided for student use.
4. Students are not allowed to eat food prepared at SNOA. They must bring food from home, or eat individually packaged snacks/beverages provided by SNOA.
5. Students may use the toaster or microwave to reheat food from home or SNOA snacks (e.g., to toast a bagel brought from home, or to microwave an individual bag of popcorn provided by SNOA), but are not permitted to do any cooking (e.g., using the stove or oven). Students may use the Keurig to prepare hot beverages, but they may not use the coffee pot.

6. Staff members are not permitted to cook or otherwise prepare food for students.
7. When we have parties, food prepared at anyone's home is not permitted. Food must come from a restaurant (e.g., pizza parlor or fast food place) or a grocery store (e.g., packaged cupcakes).
8. Students are not allowed to share or swap food from home. Students residing in the same household are the exception to this rule.
9. Students are not allowed to share SNOA snacks (e.g., both students eating out of a bag of chips). Each student must have his/her own individually packaged snack.
10. Students are not allowed to use common condiment containers (e.g., ketchup squeeze bottle). They must use the individual packets of condiments provided, or bring condiments from home for their lunches.
11. Students are allowed to bring snack items and beverages from home and store them at SNOA on the snack shelf or in the student refrigerator. These items must be clearly labeled with the student's name, and only the student whose name is on the package can consume the food. Please be conscious of our limited refrigerator and shelf storage space when bringing snacks and beverages from home.
12. Please bring a refillable water bottle from home, to reduce the number of disposable cups that we use. Put your name on the water bottle. Only the student whose name is on the bottle can drink from it. If you do not have a water bottle, please put your name on your disposable cup so that you can reuse it throughout the day. Do not drink the tap water. Drink only the water from the water dispenser for the 5-gallon bottles of purified water.

Financial Information

Tuition for the 2018-2019 school year is \$6,000 for the first child. Additional children in the same family have tuition of \$5,800. Additional accommodations may occur, depending on circumstances. Tuition may be paid in 9 monthly installments, due the first week of the month. Parents may choose to pay tuition more quickly if they so desire. Partial and full scholarships are available, depending on each family's circumstances. Please speak with the Executive Director for more information on scholarships.

Most books and educational materials are provided by the school and are included in the tuition. Parents will be given a "supplies list" for each child prior to the start of school or during the first week of school. Supply lists vary by grade. Parents should ensure that their children have these items at the beginning of the school year, and they should replenish these items as necessary throughout the school year. If these purchases would cause a hardship for your family, please speak with the Executive Director about assistance.

As additional activities, field trips, and extracurricular programs are made available, information about the planned activity/field trip/extracurricular opportunity (and attendant cost) will be provided to parents, so you can make an informed choice for your child. If you would like your child to participate in a fieldtrip or other activity, but cannot afford the cost, please speak with the Executive Director.

Families who request financial assistance must complete our Financial Assistance Application Form, available in the administrative office.

Enrollment

Nevada law requires that students show proof of identity (e.g., a birth certificate) before enrollment. Furthermore, students are required to be enrolled under their legal name.

Parents will submit the following documents as part of the Admissions/Enrollment Packet:

- An application form (available on the school's website or from the office)

- Past academic records (transcript or report card from the last school attended)

- Vaccination records

- Copy of birth certificate

Entrance interviews will occur with the Parents and Executive Director. For a portion of the interview, children will also be present. This cooperative effort will enable us to better understand your child's academic, emotional, and spiritual needs, and to plan his/her educational program parameters to foster success!

On the day of the entrance interview, the parent(s)/guardian(s) will be given the following additional forms to complete. We will provide assistance if necessary in completing these forms:

- Emergency Medical Treatment Authorization

- Parent Permission to Give Occasional Over-the-Counter Medication

- Authorization of Medication for a Student at School (if applicable)

- Designations Form

More information on these additional forms is available in the Health Policies section of this Handbook.

Field Trips

We anticipate several field trips during the school year. Parents will be notified no later than one week in advance. Drivers are necessary, and fuel expenses are shared. Costs for the field trip are passed on to families and will be listed on permission slips. If pictures will be taken for promotional materials, photo waivers will also be provided. If you would like your child to attend a fieldtrip but cannot afford the costs, please speak with the Executive Director.

Parent Participation

Your involvement in your child's education is paramount to their success! Starting the day with a nutritious breakfast and getting a good night sleep helps your child be bright, alert, and ready to learn!

How can one even measure the commitments and sacrifices made to transport students, encourage them, and listen to their daily experiences? Your partnership with us in their achievements and successes is gratefully acknowledged. New ideas and suggestions are always welcome! Join us in providing your child with a rich learning experience.

Participation in a field trip or other school activity is helpful. Your input at Parent-Teacher gatherings is cordially requested!

Some of our families are receiving partial and full scholarships for their child(ren)'s education(s). In such cases, we are most appreciative if these families would look for other ways to give, such as volunteering on fieldtrips or in the classroom, or helping with cleaning and maintenance. If you have an ability that you would like to share, we will gratefully accept!

Testing

Testing will be offered when mandatory in the student's curriculum, and under State law. The State of Nevada requires testing to be done on both the Constitutions of the United States and of Nevada. These tests must be administered once in the elementary grades and once in the secondary grades.

Furthermore, the State of Nevada requires that students pass the High School Proficiency Exam (HSPE) in order to graduate from high school, especially if they plan to enter college. This test will be offered to our age-appropriate students four times: twice during 11th grade, and twice during 12th grade. Once a student passes this test, he/she does not need to take it again.

Discipline

If a child misbehaves at school, school personnel will use reasonable disciplinary techniques (e.g., loss of privileges or time out), but will not employ corporal punishment. Furthermore, staff will not yell at a child or berate him/her for their behavior. If a child's misbehavior is serious enough, or if staff is not able to curtail an unacceptable behavior, a parent/guardian may be called to retrieve the child from school.

We expect that children will act like children, and it is the responsibility of the parent(s) and the school to work together to correct behavior when necessary. However, certain behaviors may result in expulsion from school. Examples of behaviors that may result in expulsion include: alcohol, tobacco or illicit drug use; bullying; harassment; cheating; bringing anything deemed a weapon to school; or vandalism. Please note that reselling or giving alcohol, tobacco, illicit drugs or medications to a person for whom they were not originally prescribed is a violation of our policy.

Fire, Tornado, and Earthquake Drills

Simulated fire drills will occur once a month and will sometimes be supervised by our local Fire Chief. A copy of our fire drill procedures and escape route will be posted in each classroom. Each classroom will also have a suitable fire extinguisher available, and upstairs rooms are all equipped with portable escape ladders that can easily be secured for escape through a window. Fire drill reports will be kept in the administrative office. In the event of an actual fire or other emergency requiring evacuation of the school, parents will be notified as soon as possible where to pick up their students.

Simulated tornado and earthquake drills will occur, approximately every other month. Logs of these drills will also be kept in the administrative office. In the event of an actual tornado or earthquake, parents will be notified, and if necessary will be asked to retrieve their child(ren) from school.

If evacuation of school property is deemed necessary because of a natural disaster or other emergency, staff will take students to our designated "safe place" (Burger Me in the southeast corner of Summit Mall). Parents will be called and asked to retrieve their child(ren) there.

Student Boundaries

Because our site is so large (14+ acres), it is necessary to have a set of boundary rules so that we can account for all our children and keep everyone safe. Students must remain in the “remodeled” portion of the main school building at all times, unless they need to be in the multi-purpose room and are escorted there by a staff member.

Students are allowed to take hikes on the property or onto adjacent properties ONLY if accompanied by a staff member.

Please be respectful and not loiter around staff housing. Unoccupied buildings may be unsafe and are off-limits at all times.

Currently, our landscaping and walkways are being remodeled. Students are not permitted in any “construction zone” areas. Classroom teachers will explain the “boundaries” for each grade level to their students. As our remodeling is completed phase by phase, those boundaries will likely change.

Middle and High School Students (6th Grade through 12th Grade)

Students who leave the school building for any reason must inform a staff member of where they are going, and must remain in that area unless they update a staff member as to their whereabouts.

Off-campus: High School (9th Grade and above) students have “off campus” privileges and may leave at lunchtime or other longer breaks. However, they must let their Classroom Teacher know they are leaving and where they are going, and they must return on time for their next class or other scheduled activity.

Elementary (5th Grade and under) Students

Students must be accompanied by a staff member at all times if they are outside the remodeled area of the main building.

Sexual Misconduct Policy

The Academy has a “zero tolerance” policy on this matter. This includes all staff, all volunteers, and all students.

All employees receive thorough background checks, preferably prior to their start date, or shortly thereafter. They are fingerprinted, and the fingerprints are then run through both the local law enforcement database and the national FBI database. While some prior legal problems that show up on a background check may be overlooked (e.g., a youthful minor offense that took place decades ago), crimes against children (e.g., child abuse, child neglect, or sexual misconduct with a child) are NEVER overlooked. Anyone with a history of a crime against a child/children may not be employed at the Academy, even if their job would not involve direct interaction with children.

All staff members receive training annually on Sexual Harassment and Sexual Misconduct.

The Academy pledges to not have unsupervised students or to have any student alone with a staff member. The Academy pledges that every effort will be made to have at least two (2) adults present, when one student is alone.

All reports of sexual harassment/misconduct (against a student, staff member, or volunteer) are taken seriously. Any student who becomes aware of any such offense is strongly encouraged to speak with the Executive Director immediately. Any staff member who becomes aware of any such offense is REQUIRED to speak with the Executive Director IMMEDIATELY.

For further information, please contact the administrative office of the Academy and request our full Sexual Harassment Policy. Please know that all inquiries will be treated with the utmost respect, confidence, and responsiveness.

Bullying

Each person is a unique creation of God, made in His image. Therefore, treating others disrespectfully is wrong, and bullying is absolutely unacceptable.

Bullying can be defined as “unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” Bullying may be physical, verbal, or non-verbal (such as gestures or shunning).

The Academy has a “zero tolerance” for bullying. In order for the Academy to be a “bully-free zone,” incidents of bullying should be reported immediately, or as soon as possible, to an adult staff member. If bullying continues, it should be brought to the attention of the Executive Director.

Zero-Tolerance Policy

The Academy believes that all students have the right to a safe and healthy school environment, and that we have an obligation to promote mutual respect, tolerance, and acceptance.

The Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Academy expects students and/or staff to immediately report incidents of bullying to the Classroom Teacher or Executive Director. Staff witnessing such acts shall take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or to and from a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure intimidation, harassment, and bullying do not occur on the school campus, the Academy will provide staff development training in prevention and cultivate acceptance and understanding in all students and staff to build our capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of intimidation, harassment, or bullying. Students who perpetuate such behaviors are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Academy has adopted a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school, or on a school-sponsored activity, during lunch periods and recess, whether on or off campus.

Student Code of Conduct on Bullying

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to an adult staff member.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Executive Director. The Academy prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Intervention Procedures

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation, harassment, and bullying at the beginning of the school year, as part of the Student Handbook.
- The school will make reasonable efforts to keep a report of intimidation, harassment, or bullying and the results of an investigation confidential.
- Any staff member who witnesses acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing intimidation, harassment or bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Policy for Conflict Resolution

The Academy believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, the Academy incorporates conflict resolution education and problem-solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The Academy will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior, and to resolve interpersonal and intergroup conflicts. The Academy has adopted a Student Code of Conduct to be followed by every student while on school grounds,

when traveling to and from school or a school-sponsored activity, and during lunch periods and recess, whether on or off campus.

Student Code of Conduct on Conflict Resolution

The Student Code of Conduct on Conflict Resolution includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict, may contact an adult staff member.
- Students involved in a dispute may be referred to a conflict resolution session with a trained adult mediator. Staff and mediators will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

Part 2:

Health Policies

Staff Training

All new full-time staff members are required to attend and complete a training program on CPR, AED use, and basic first aid within two weeks of their effective date of employment at St. Nicholas Orthodox Academy. Attendance is waived if a staff member provides the school with evidence of having completed such a program within one year prior to employment.

St. Nicholas Orthodox Academy does not have a school nurse at this time. Therefore, staff that has been trained in basic first aid may handle minor illnesses and injuries. Major illnesses and injuries that cannot be handled by someone with basic first aid training will result in the following:

1. A call to the parent or other person who has permission to pick up the child from school, so that the child may be taken for appropriate medical care.
2. If necessary, a staff member will call 911 and request emergency care by paramedics and/or transport to an urgent care facility or emergency room. If this should occur, the parent/guardian will be notified as soon as possible.

St. Nicholas Orthodox Academy requires that at least one adult who has been trained and certified in CPR, AED use, and basic first aid be present whenever children are present on campus or on a fieldtrip. These certifications are good for two years, and all full-time staff is required to maintain current certification. Certifications are kept in the administrative office and are available for parents to see upon request.

If a student becomes ill or is injured at school or on a school fieldtrip, a staff member will complete an Incident Report form. The Executive Director will review all incident reports. A copy of the report will be given to the parent/guardian, and a copy will be kept on file in the office.

Because the Academy does not have a school nurse, it is important that staff be able to consult with a nurse when necessary to answer non-emergency questions and offer referrals. The telephone number for the REMSA Nurse Health Line (775-858-1000) will be posted in classrooms, the administrative office, and the

lunchroom. This hotline can be used to consult with a Registered Nurse, 24 hours a day, 7 days a week.

According to NurseHealthLine.com, “REMSA’s Nurse Health Line is an Accredited Center of Excellence staffed with specially trained Registered Nurses (called nurse navigators) available 24 hours-per-day, 7 days-per-week to provide assessment, care recommendations and/or referral to the appropriate health care or community service. The public, regardless of insurance status, can call the REMSA Nurse Health Line directly at 775-858-1000 with non-emergency medical questions and concerns.”

All full-time staff members receive annual training on our Blood-Borne Pathogens and Universal Precautions protocols. For more information on these protocols and training, speak with the Executive Director.

Availability of Medical Supplies

The Academy maintains a basic first-aid kit that meets OSHA requirements, as well as some over-the-counter medications that can be given on an occasional basis. If your student is likely to need any other over-the-counter medication, or if he/she is likely to need a medication more often than just occasionally, you will need to provide it in accordance with the Academy's Dispensing Medications Policy.

The Academy also maintains a travel first-aid kit, which will be carried and available on all fieldtrips and off-campus events.

An AED is available on campus for use by staff that has been trained and certified in the use of an AED machine. All full-time staff members are required to receive this training and keep their certifications up-to-date.

Medical exam gloves are available and must be used by staff whenever they may come into contact with bodily fluids while treating a sick or injured child.

The Academy maintains some basic monitoring equipment on campus, including a "home" blood pressure unit, a pulse oximeter, and a thermometer.

Emergency Medical Treatment

All students enrolled at St. Nicholas Orthodox Academy are required to have an Emergency Medical Treatment Authorization Form on file, signed by the parent(s)/guardian(s) at the beginning of each school year. In the event of a medical emergency, this will allow staff to get appropriate medical treatment for a child, until such time as the parent(s)/guardian(s) can be reached. This form should be updated any time information on it (such as name of physician or insurance information) changes.

A copy of the Emergency Medical Treatment Authorization Form for each child attending a fieldtrip or other outside school event will be available should a medical emergency arise away from school. The lead staff member for the fieldtrip or other event will be responsible for safeguarding these forms while keeping them accessible in an emergency.

Immunizations

All students enrolled at St. Nicholas Orthodox Academy are required to have up-to-date immunization records on file at the beginning of each school year. All new admissions will have immunizations up-to-date prior to attending the first day of school. Because the Academy does not have a school nurse, the office will be unable to notify parents in advance of immunizations needing to be updated. It is the parents' responsibility to ensure that their children's immunizations are up-to-date and should ask their healthcare providers regarding any questions about immunizations. Students who are delinquent in obtaining their immunizations, after the first 30 days of school, will not be allowed to attend classes.

Please see **Appendix A** for current Nevada vaccination requirements for school children. If you have any questions about which vaccinations your child needs, please ask the Executive Director or your healthcare professional. We will update **Appendix A** whenever Nevada vaccination requirements or recommendations change.

Exemptions from immunizations are allowed for medical reasons or for religious reasons in the state of Nevada. You may elect not to immunize your child/children via the following ways:

1. Medical exemptions from obtaining immunizations are allowed. To claim an exemption for medical reasons, a student must have a statement signed by their physician who has examined the student and states that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. This exemption statement is valid for one year from the date signed by the physician.
2. Religious exemptions from obtaining immunizations are allowed. Parents who have religious objections that prevent them from obtaining immunizations for their children should notify the office in writing at the beginning of the school year, and each school year thereafter.

More information on the Nevada Statutes regarding immunizations can be found in **Appendix A**.

Allergies

At the beginning of each school year, the office will prepare a list of all students who have allergies (medications, foods, chemicals, and other substances) reported on their Parent Permission to Give Occasional Over-the-Counter Medication form and/or Emergency Medical Treatment Authorization form. The list will be distributed to all Academy staff members, and all staff members are required to familiarize themselves with the list. The list may be revised periodically if new allergies are reported. A copy of the allergy list will be available at all times in the office, classrooms, first aid cabinet, and lunch area.

Asthma Inhalers and Epinephrine Injections (e.g., EpiPen auto-injectors)

A student may possess and self-administer asthma medicine and/or rescue epinephrine on school property or at a school-related event, if the student has written permission from the student's parent and the student's physician (or other licensed health care provider).

The following requirements must be met prior to a student being allowed to carry his/her inhaler or auto-injector:

1. The parent has not requested that school personnel administer the student's asthma medication; and
2. The school receives an annual written authorization from the student's parent for the student to self-administer; and
3. The inhaler or auto-injector is properly labeled for that student; and
4. The student's physician (or other qualified healthcare provider) has assessed the student's knowledge and skills to safely possess and use his/her inhaler or auto-injector in a school setting.

If a student is keeping an asthma inhaler and/or epinephrine auto-injector in his/her possession, the parent/guardian will need to provide an additional inhaler or auto-injector to keep in the school office or first-aid cabinet, in case the student forgets or misplaces his/her medication.

Asthma inhalers and epinephrine injections will be taken on fieldtrips and other off-campus events, if students are transported there from the campus. If your student is likely to need any other medications on an EMERGENCY basis, please notify the office so that all other EMERGENCY medications will be available on fieldtrips and off-campus events.

Head Lice

St. Nicholas Orthodox Academy has a nit-free policy. If your child is sent home with head lice, the student must be checked by a qualified healthcare professional prior to readmission. Readmission is at the discretion of the Academy.

Dispensing Medications at School

All medications that need to be dispensed at school will be kept in a locked cabinet only accessible to Academy staff. Alternatively, medications that require refrigeration will be kept in a lockbox (only accessible to Academy staff) inside the refrigerator.

Any prescription or over the counter medication that must be administered during school hours should be accompanied by a written request from a parent/guardian. Herbals, supplements, homeopathic remedies, and naturopathic remedies are ALL considered to be medications, and fall under the Academy's policy on "Dispensing Medications at School." All medications must be in their original, properly labeled container. An Authorization of Medication for a Student at School form (available in the office) must be completed for each medication that needs to be administered at school.

In addition to the form, a written note from a physician is required in order for staff to administer a dosage other than what is stated on the medication label.

All prescription and nonprescription medicine must be in the original container with the original label and the student's name. The office will not accept medication in unlabeled bottles or zip lock bags.

If your child is to receive medication at school, he/she may be pulled out of class when medication should be administered. All medication, with the exception of rescue inhalers for asthma and epinephrine auto-injectors, must be turned in to the office and not carried in the student's possession or stored anywhere outside of the office. Students are never permitted to keep prescription or over-the-counter medications in their personal possession while on campus, including lunch boxes, personal bags, backpacks or lockers. Students may keep cough drops in their possession, but not cough syrup. All medications (prescription or over-the-counter) must be registered in the office for authorized use and safekeeping. Failure to do so will be considered an infraction of the Code of Conduct.

Academy staff can provide students with a limited supply of over-the-counter medications, provided a parent/guardian signs the Parent Permission to Give Occasional Over-the-Counter Medication form during annual re-enrollment. Please refer to this form for a complete list of available over-the-counter medications.

If your child's medication is stored in the Academy office or medication cabinet, it must be picked up before the last day of school. Any unused medication will be thrown away if not taken home.

NOTE: These rules for dispensing medications also apply for all other school events including school trips, activities, and/or athletic events.

Communicable Diseases/Conditions Exclusion from School

Please read and comply with the guidelines listed below regarding sending your child to school after an illness. If students come to school during an illness or return to school too soon after an illness-related absence, it is likely to perpetuate a cycle of contagious illnesses among our students. We appreciate your understanding and cooperation in protecting all of our students and staff from communicable or contagious diseases. Students need to be in optimal health for optimal learning.

To protect students and staff from communicable illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the office so that other students who might have been exposed to the disease may be alerted. Students should be symptom free for at least 24 hours before returning to school.

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases.

A student with **any of the following symptoms** must not attend school until such time as the student is free from symptoms listed below:

Temperature of 100.5 degrees Fahrenheit (38 degrees Celsius) or more. Student must be fever free for 24 hours, without fever reducing medication such as Tylenol, Motrin, or Advil before re-entry.

Vomiting or diarrhea. Student must be symptom free for **48 hours**, without medication, before re-entry. **Note: Our previous policy said 24 hours. However, the Washoe County Health Department asked us to revise this policy to mandate a 48-hour symptom-free period prior to returning to school following any gastrointestinal (GI) illness.**

Undetermined rash over any part of the body, which is accompanied by fever.

Red, draining eyes, with or without intense itching.

Open, draining lesions or wounds.

Lice or nits on the shaft of the hair.

For any infection requiring antibiotics, the antibiotics must be taken for a minimum of 24 hours prior to re-admittance to school.

A note from the attending physician attesting that the child does not currently have signs or symptoms of a communicable disease, or to the disease's non-communicability in a school setting, may be deemed necessary for re-entry into school in some circumstances.

Injuries

Minor injuries will be given appropriate first-aid treatment by an authorized staff member. Treatment of minor cuts and abrasions will be limited to cleaning the wound and/or providing Band-Aids, with or without antibiotic ointment.

Treatment of other minor injuries will be limited to applying ice packs, applying pressure on a bleeding area, and/or immobilizing an injured area until the parent/guardian or paramedics arrive.

In the case of serious injuries or other emergencies, paramedics will be called and parents notified. In the event that a parent cannot be reached, someone listed on the child's emergency contact list will be notified. Authorization to provide emergency medical care is given or declined during the annual enrollment.

Any staff member treating a sick or injured child with bodily fluids (blood, vomit, urine, feces, or pus) present will wear medical exam gloves.

Incident Reports

Whenever a medication or first aid is administered because of an illness or injury that arises on the Academy campus or at an Academy off-campus function, the staff member who gave the medication or first aid will complete an Incident Report. The Executive Director will review every Incident Report within 24 hours of the incident, preferably the same day. A copy of the Incident Report will be kept on file in the office after the staff member and reviewer both sign it. A copy will be given to a parent or guardian as soon as is feasible, preferably when the student is picked up from school that day. An Incident Report that has been signed by a staff member, but has not yet been reviewed, may be given to a parent or guardian. It is very important for parents to know as soon as possible what medications and first aid their children have received.

Routine Medical Appointments

Medical and dental appointments should be scheduled before school, after school, or during the lunch break whenever possible. If it is not possible to schedule a medical or dental appointment outside of regular school hours, please let your child's teacher know as soon as possible.

Part 3:

Mandatory Reporting

Recognizing & Reporting Abuse and Neglect of Children and Adults with Disabilities

Most states, including Nevada, have reporting laws for known or suspected abuse or neglect of children, as well as adults with disabilities. The following information pertains to the abuse/neglect of children. For more information on reporting laws for known or suspected abuse or neglect of adults with disabilities, please contact the Executive Director.

In the state of Nevada, certain people are considered “mandatory reporters.” That is, they must report suspected abuse or neglect of children or disabled adults.

These “mandatory reporters” include:

1. A physician, dentist, dental hygienist, chiropractor, optometrist, podiatrist, medical examiner, resident, intern, professional or practical nurse, physician’s assistant, psychiatrist, psychologist, marriage and family therapist, alcohol or drug abuse counselor, athletic trainer, advanced emergency medical technician- ambulance or other person providing medical services licensed or certified in Nevada.
2. Any personnel of a hospital or similar institution engaged in the admission, examination, care or treatment of persons.
3. A coroner.
4. A **clergyman**, practitioner of Christian Science, or religious healer.
5. A social worker, **administrator**, **teacher**, librarian or counselor of a school.
6. Any person who maintains or is **employed by a facility or establishment that provides care for children**, children’s camp or other public or private facility, institution or agency furnishing care to a child.
7. Any person licensed to conduct a foster home.
8. Any officer or employee of a law enforcement agency or an adult or juvenile probation officer.

9. An attorney, unless he has acquired the knowledge of the abuse or neglect from a client who is or may be accused of the abuse or neglect.
10. Any person who maintains, is employed by or serves as a volunteer for an agency or service that advises persons regarding abuse or neglect of a child and refers them to persons and agencies where their requests and needs can be met.
11. Any person who is employed by or serves as a volunteer for an approved youth shelter.
12. Any adult person who is **employed by an entity that provides organized activities for children.**

Child abuse is defined in the Nevada Revised Statutes (NRS) 432B.020 as follows: “Abuse or neglect of a child means: Physical or mental injury of a non-accidental nature; sexual abuse or sexual exploitation; or negligent treatment or maltreatment caused or allowed by the person responsible for his welfare under circumstances which indicate that the child’s health or welfare is harmed or threatened with harm.”

In other words, abuse means the non-accidental commission of any act against a child that causes or creates a substantial risk of physical, emotional, or other serious injury to a child or the commission of a sex offense against a child or any sexual contact between a parent/caretaker/other adult and a child. Neglect includes the failure by a caretaker, either deliberately or through negligence or inability, to take actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, and other essential care.

Any staff member who suspects any abuse or neglect of a child or individual over 18 with a disability is required to report this suspicion immediately to the Executive Director. If the Executive Director determines that a report is mandatory, he/she will contact Child Protective Services (for individuals under 18) or Adult Protective Services (for individuals over 18). The staff member who first reported the abuse

or neglect will be present during the reporting to answer any questions that may arise.

According to Nevada Revised Statute 432B.121(1), persons are required by law to report as soon as reasonably practicable but not later than 24 hours after the person knows or has reasonable cause to believe that the child (under 18 years old) has been abused or neglected. Reports should be made to the local office of the Nevada Division of Child and Family Services, to any county agency authorized by the juvenile court to receive such reports, or to any police department or sheriff's office when there is reason to believe that a child under 18 years of age has been maltreated.

Anyone required to report, but who knowingly and willfully violates the provisions of NRS 432B.220, is guilty of a misdemeanor (NRS 432.B.240). Persons required to report may not invoke any of the privileges granted under Chapter 49 of NRS relating to patient or client confidentiality.

Appendix A

Current Nevada Vaccination Requirements

For more information on current Nevada vaccination requirements, exemption information, vaccination tracking system, etc., visit the following website:

<http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/nevada.aspx>

The handout on the following two pages is from this website:

http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Programs/SIP/Docs/MCV4%20NEW%207th%20Grade%20Requirement%20TB_signed.pdf