

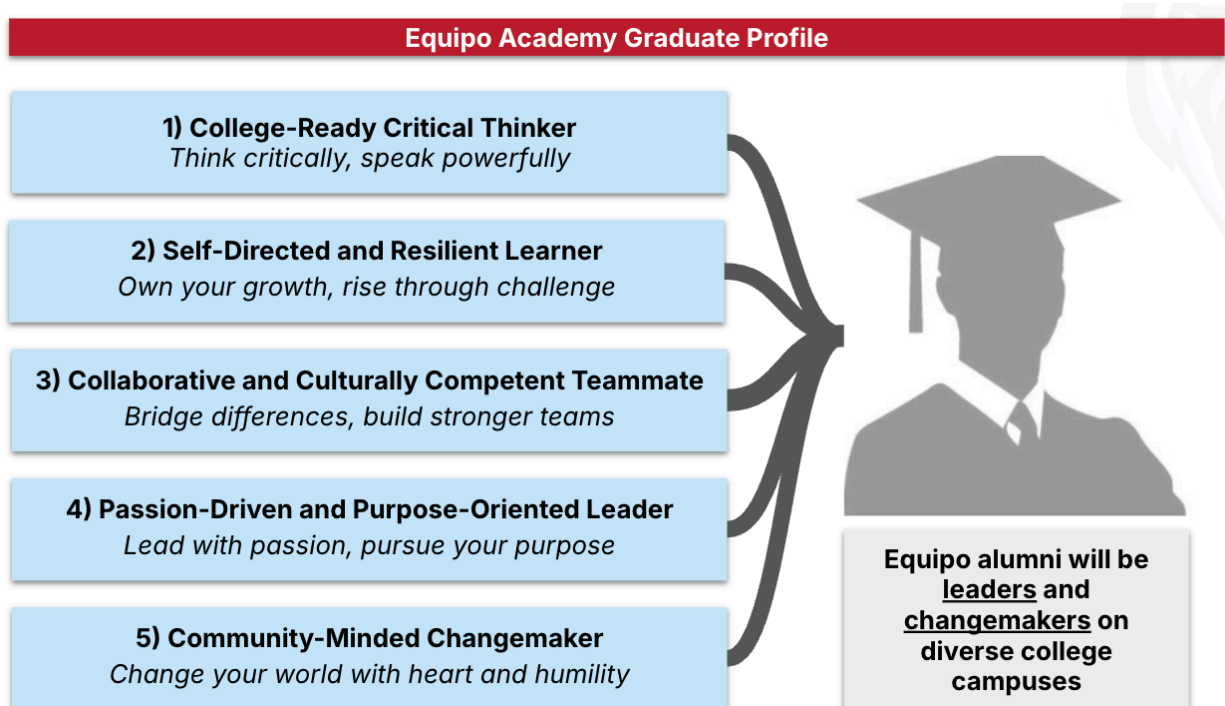
Family and Student Handbook, 2026-2027



Revised on July 31, 2026

Welcome to Equipo Academy! We opened in 2015 in East Las Vegas, and enroll students in grades 6-12. Our mission is to empower students to meet high expectations, excel to and through college, and become leaders and changemakers in East Las Vegas. Our students are developing into the profile shown below:

¡Bienvenidos a Equipo Academy! Abrimos en 2015 en el Este de Las Vegas y matriculamos a estudiantes de 6.º a 12.º grado. Nuestra misión es capacitar a los estudiantes para que cumplan con altas expectativas, sobresalgan en la universidad y se conviertan en líderes y creadores de cambios en el Este de Las Vegas. Nuestros estudiantes se están desarrollando según el perfil que se muestra a continuación:



Rights of Students with Diverse Learning Needs

Equipo Academy believes that all students can go to and through the college of their dreams. We are committed to full inclusion for students with IEPs and students who are emergent and experienced bilinguals. Students with IEPs receive a copy of their rights at each annual IEP; additional copies are available through our Special Education case managers or the front office. Equipo's EL Bill of Rights is posted on our website:

<https://equipoacademy.org/students/spcsa-compliance/>

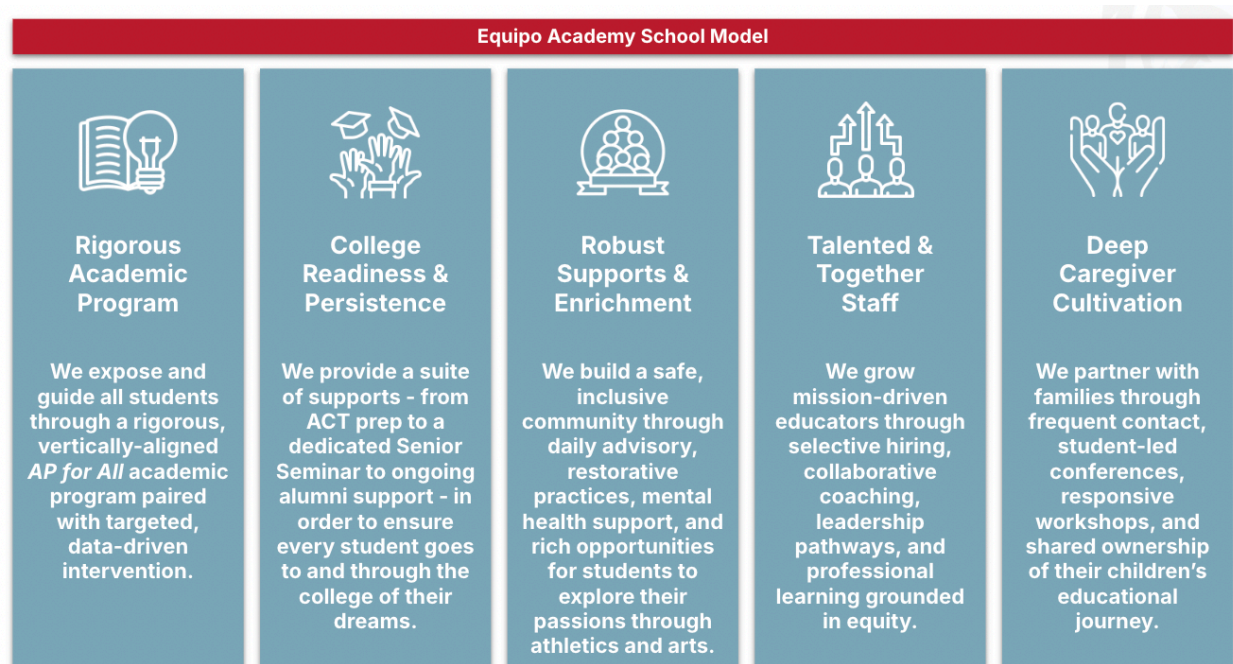
Equipo Academy cree que todos los estudiantes pueden acceder y completar sus estudios universitarios soñados. Nos comprometemos a la plena inclusión de los estudiantes con IEP y de los estudiantes bilingües, tanto principiantes como experimentados. Los estudiantes con IEP reciben una copia de sus derechos en cada

IEP anual; pueden obtener copias adicionales a través de nuestros coordinadores de casos de Educación Especial o en la oficina principal. La Declaración de Derechos de los Estudiantes de Inglés como Segundo Idioma de Equipo está publicada en nuestro sitio web:

<https://equipoacademy.org/students/spcsa-compliance/>

Our school has successfully graduated each class of seniors with 100% college acceptance, and that success is built on the following foundations:

Nuestra escuela ha graduado exitosamente a cada clase de estudiantes de último año con un 100% de aceptación a la universidad, y ese éxito se basa en los siguientes cimientos:



Each year, our students, families, and staff sign a contract called a Commitment to Excellence. These commitment signings happen in one-on-one meetings with a homeroom advisor.

Cada año, nuestros estudiantes, familias y personal firman un contrato llamado Compromiso con la Excelencia. Estos compromisos se firman en reuniones individuales con un tutor de aula.

COMMITMENT TO EXCELLENCE

All students, families, and teachers commit to these high expectations at Equipo Academy.

By upholding these expectations, every student will work to and through the college of their dreams and become leaders and changemakers in the East Las Vegas community.

STUDENT EXPECTATIONS

- **I will work every day as a scholar to prepare for, apply to, enroll in, and graduate from a four-year college. This will be my mission and my responsibility to earn an Equipo Academy High School diploma.**
- I will arrive on-time, prepared, and ready to learn each morning, and I will stay until dismissal every afternoon.
I will power off and store my phone and any other distractions at the first bell, 8:00 am, to the last.
- I will participate in every lesson and I will complete each classroom assignment to the highest expectations. At every opportunity, I will raise my hand to ask and answer questions both to learn and to help my peers learn, too.
- I will complete all assigned homework and I will be a voracious reader who always has great books to read. I will read at home 30 mins each day. I will contact my teachers through REMIND or CANVAS anytime I need assistance with homework or reading outside the school day.
- I will respect my team and I will never speak or act in a way that hurts anyone at any time, and I will respect others' beliefs and identities.
- I will remember that I am responsible for my own choices. I will always tell the truth and never make excuses. When I struggle to meet a team expectation, I will fix the problem and restore my relationships with my team.
- I will work, think, and behave in the best way I know how, and I will do **my part to help** me and all of my classmates get to and through the colleges of our dreams.

Behavioral Rules and Consequences

Our students and families sign Non-Negotiables each year that emphasize the most important rules on our campus.

Nuestros estudiantes y familias firman cada año los No Negociables que enfatizan las reglas más importantes de nuestro campus.

Non-Negotiables:

- 1) I am joining for the **entire** school year. I understand the school year calendar and I commit to be at school from the first day to the last. I will never give up or ask to leave Equipo Academy during the year.
- 2) **I will not miss a class for any reason other than illness or true emergency.** If absent, I will notify the attendance office. **I will not exceed 9 absences per semester for any reason, or I may not be promoted.**
- 3) I will have my charged device, a “good fit” book, a fully functioning pencil or pen with me **at all times.**
If I finish work or I do not know what to do, I will happily read to meet or exceed my ambitious reading goals.
- 4) I will act and I will speak respectfully towards all of my team and my school, and I will follow all instructions the **first time** I am asked. I will never argue, talk back, whine, drag my feet, curse, or morph into a tiny baby.
- 5) I will be in Scholar Code in classrooms and hallways. **I am here to focus on my learning and goals,** not on obstacles or distractions. I will always work without distracting myself or others.
- 6) I will always be where teachers expect me to be, and have a pass in hand. **I will be seated and working before the bell rings** each period, and ask permission before leaving any classroom.
- 7) **I will never damage or steal** classroom supplies, borrowed materials, school property, etc. **I will respect** my team members belongings.

- 8) **I will not bring** any items onto school property that are banned or dangerous such as alcohol, drugs, weapons, or other illegal substances.
- 9) **I will keep our school safe** by not promoting or bringing gang related activities or affiliations onto campus.
- 10) **My phone will always be off and in my bag** from the first bell to the last. In my own time, I will only use technology to empower myself and others. I will never post, follow, or like content that brings harm to others.
- 11) **I will participate in an extracurricular activity** such as an **art, sport, volunteer activity, class, or lesson outside of the school day**. This will help me build a resume to get into a great college and it will be exciting!
- 12) The weekly progress report will be the most important document to me. **I will set goals for my progress report, share these reports with my family, get a parent/guardian signature and return them on time.**
- 13) **I will keep my hands and feet to myself.** I will not touch any other person aggressively, jokingly, romantically, mysteriously, or otherwise. I understand there are no exceptions to this expectation.
- 14) **If my family or I have concerns or questions, we will contact the teachers directly through REMIND or CANVAS.** We realize the teachers are here to help us, and they will always be our first contact for any issues.

Restorative Discipline Policy

LiveSchool

In Equipo Academy classrooms, student behavior is tracked on an app called LiveSchool. If a scholar has a behavior problem, the teacher will point out what needs to be fixed and mark the problem on the app. Each mark costs students points on the next progress report, and multiple marks in a class over the course of a week may lead to a phone call home and behavior classes to help students improve. The app is reset each Friday when we print reports from the week before.

Minor Behavior Consequences

After a signal to fix a problem, teachers move through several steps at Equipo Academy.

- 1st problem: Lose points, given choices to improve.
- 2nd problem: Lose points, given direction to move and improve.
- 3rd problem: Lose points and teacher meets at the door or side table to talk to student.
- 4th problem: Lose points, sent to Buddy Classroom to work on a solution with automatic consequences.

Students with minor problems outside of the classroom may also be assigned to a behavior discussion or class at lunch or scholar hour

The Bench

The Bench is similar to an in-school suspension but designed to help students solve problems without missing any regular instruction. The Bench may be used by school administrators when a student is repeatedly referred to a buddy classroom or dean.

The first time a student is placed on the Bench they will attend Bench classes for 5 days during free periods (ie. scholar hour). The focus of these classes will be relearning the behaviors that the student has forgotten. All Bench classes take place during lunch and Scholar Hour.

After a student has been on the Bench once, any future times that a student is placed on Bench they will also sit separately from peers in all classes and free periods. They will speak and work only with teachers and family to fix their problems. These students will present a plan to improve their behavior to a group of peers in order to earn back Equipo Academy privileges.

Major Problem-Solving at the School Level

Dean's Problems

Equipo Academy staff will identify and discuss with students specific problems that are considered severe enough that they automatically lead to a student being placed on

Bench, ISS, or OSS and losing points equivalent to five behavior marks. Some of these major problems that our Dean handles include:

- Dishonesty: Forging a signature. Lying or twisting the truth in an answer. Deliberately omitting key facts or truths when speaking to someone. Telling parents and teachers different versions of an event.
- Cheating: Talking during a silent, graded assignment. Copying another person's work. Giving someone a paper or answers to copy. Changing a name on a paper. Turning in an older assignment with a new date.
- Exclusion: Intentionally leaving other teammates out of a group activity. Making a teammate feel as if they are not an important part of Equipo Academy. Gossip or notes in any form about other students.
- Inaction: Knowing about a major problem and saying or do nothing to prevent it. Allowing a teammate to be hurt in any way by not speaking out. Failing to report bullying or intimidation in any form.
- Disrespect to Team Property: Misusing team equipment. Not following directions when using team technology. Harming or neglecting team materials.

School Discipline Problems

When a student makes a choice that threatens the safety, property, or values of our team, or directly counters school or district policies, we consider that choice to be a school discipline problem. Any major problems that involve drugs, weapons, harassment, violence, school technology or cheating on a major assessment will be immediately referred to school administrators and the governing body of Equipo Academy to follow charter and state policies. After a student has served any major school consequence, they will then need to also earn back privileges through the Bench.

Suspension and Expulsion

If a student is suspended or expelled from Equipo Academy, the board of trustees of the school district or the governing body of the charter school or university school for the profoundly gifted in which the student is enrolled shall provide, on the same day that the student is suspended or expelled, a notice of the policy for appealing the suspension or expulsion pursuant to NRS 392.4671. A notice provided must:

- a. Include information regarding the timelines for appealing the suspension or expulsion;
- b. Be written clearly and in a manner that allows a student and parent or legal guardian to understand each provision of the policy; and
- c. Be provided in as many languages as possible, to the extent practicable.

The student and/or parent/guardian has five school days to file an appeal pursuant to the policy adopted by the board of trustees of the school district or the governing body of the charter school or university school for profoundly gifted pupils.

Not later than five school days after receiving notification of the appeal of a suspension or expulsion, the board of trustees or the school district or the governing body of the charter school or university school for profoundly gifted pupils must schedule a hearing.

The pupil who is suspended or expelled or is being considered for suspension or expulsion:

- a. Must be provided education services to prevent the pupil from losing academic credit during the period of suspension or expulsion; and
- b. May be considered for temporary alternative placement, if, in the judgment of the principal after consideration of the seriousness of the acts which were the basis for the discipline of the pupil:
 - i. The temporary alternative placement will serve as the least restrictive environment possible, pursuant to NRS 392.4673; and
 - ii. The pupil does not pose a serious threat to the safety of the school.

Restorative Justice for Students with Disabilities

Students with IEPs are held to the same expectations for behavior. If a student with an IEP is on Bench or suspended, they are eligible to continue receiving their required services.

Changes to Appeals Process

- If a student is suspended or expelled from a public school, the board of trustees of the school district or the governing body of the charter school or university school for the profoundly gifted in which the student is enrolled shall provide, on the same day that the student is suspended or expelled, a notice of the policy for appealing the suspension or expulsion pursuant to NRS 392.4671. A notice provided must:
 - a) Include information regarding the timelines for appealing the suspension or expulsion;
 - b) Be written clearly and in a manner that allows a student and parent or legal guardian to understand each provision of the policy; and
 - c) Be provided in as many languages as possible, to the extent practicable.
- The student and/or parent/guardian has five school days to file an appeal pursuant to the policy adopted by the board of trustees of the school district or the governing body of the charter school or university school for profoundly gifted pupils.
- Not later than five school days after receiving notification of the appeal of a suspension or expulsion, the board of trustees or the school district or the governing body of the charter school or university school for profoundly gifted pupils must schedule a hearing.
- The pupil who is suspended or expelled or is being considered for suspension or expulsion:
 - a) Must be provided education services to prevent the pupil from losing academic credit during the period of suspension or expulsion; and
 - b) May be considered for temporary alternative placement, if, in the judgment of the principal after consideration of the seriousness of the acts which were the basis for the discipline of the pupil:
 - The temporary alternative placement will serve as the least restrictive environment possible, pursuant to NRS 392.4676; and
 - The pupil does not pose a serious threat to the safety of the school.

Equipo Academy's schedule and calendar are available on our website at: <https://equipoacademy.org/students/academic-calendar/>

Calendar provided to all families at the start of each school year!

Student Schedule 2026-2027

MONDAY, TUESDAY, FRIDAY SCHEDULE

MIDDLE SCHOOL				LOWER HIGH SCHOOL				UPPER HIGH SCHOOL			
CLASS	START	END	TIME	CLASS	START	END	TIME	CLASS	START	END	TIME
ADV/RZ	8:00 AM	8:30 AM	30	ADV/RZ	8:00 AM	8:30 AM	30	ADV/RZ	8:00 AM	8:30 AM	30
PER 1	8:35 AM	9:30 AM	55	PER 1	8:35 AM	9:30 AM	55	PER 1	8:35 AM	9:30 AM	55
PER 2	9:35 AM	10:30 AM	55	PER 2	9:35 AM	10:30 AM	55	PER 2	9:35 AM	10:30 AM	55
LUNCH	10:30 AM	11:00 AM	30	PER 3	10:35 AM	11:30 AM	55	PER 3	10:35 AM	11:30 AM	55
PER 3	11:05 AM	12:00 PM	55	LUNCH	11:30 AM	12:00 PM	30	PER 4	11:35 AM	12:30 PM	55
PER 4	12:05 PM	1:00 PM	55	PER 4	12:05 PM	1:00 PM	55	LUNCH	12:30 PM	1:00 PM	30
PER 5	1:05 PM	2:00 PM	55	PER 5	1:05 PM	2:00 PM	55	PER 5	1:05 PM	2:00 PM	55
PER 6	2:05 PM	3:00 PM	55	PER 6	2:05 PM	3:00 PM	55	PER 6	2:05 PM	3:00 PM	55

WEDNESDAY/THURSDAY BLOCK SCHEDULE

MIDDLE SCHOOL				LOWER HIGH SCHOOL				UPPER HIGH SCHOOL			
CLASS	START	END	TIME	CLASS	START	END	TIME	CLASS	START	END	TIME
ADV/RZ	8:00 AM	8:45 AM	45	ADV/RZ	8:00 AM	8:45 AM	45	ADV/RZ	8:00 AM	8:45 AM	45
PER 1/2	8:50 AM	10:20 AM	90	PER 1/2	8:50 AM	10:20 AM	90	PER 1/2	8:50 AM	10:20 AM	90
LUNCH	10:20 AM	10:50 AM	30	PER 3/4	10:25 AM	11:10 AM	45	PER 3/4	10:25 AM	11:55 AM	90
PER 3/4	10:55 AM	12:25 PM	90	LUNCH	11:10 AM	11:40 AM	30	LUNCH	11:55 AM	12:25 PM	30
PER 5/6	12:30 PM	2:00 PM	90	PER 3/4	11:45 AM	12:25 PM	40	PER 5/6	12:30 PM	2:00 PM	90
				PER 5/6	12:30 PM	2:00 PM	90				

2026-2027 Equipo Academy Team Calendar

First Day of Classes: August 10, 2026 Last Day of Classes: May 21, 2027

August	September	October	November	December	January
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30
30 31					31

February	March	April	May	June	
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	
1 2 3 4 5 6	1 2 3 4 5 6	1 2 3	1	1 2 3 4 5	
7 8 9 10 11 12 13	7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	
14 15 16 17 18 19 20	14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	
21 22 23 24 25 26 27	21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	
28	28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30	
			30 31		

OCT 19-30*	Fall Break (w/ NV Day) Fall PD for Staff: OCT 26-30
DEC 21-JAN 8*	Winter Break Jan PD for Staff: JAN 4-8
MAR 15-26*	Spring Break March PD for Staff: MAR 22-26

All-Team Family Events		Student Events		Team Trips	Assessment Days	No School	
AUG 7 Commitment Signings	APR 22 AANHPI Festival	AUG 10 Yeti Orientation All students on campus from 8-3		Field trip dates to be determined.	MAP Testing AUG 26 and 27 JAN 27 and 28 MAY	SEP 7 Labor Day	JAN 18 MLK, Jr., Day
AUG 13 Open House	MAY 7 Fine Arts Showcase		MAR 5 Midnight Book BBQ	Expectations for field trips:		SEP 21 Yom Kippur	FEB 15 Presidents' Day
SEPT 24 Latinx Heritage Festival	MAY Sports Banquet			Passing all classes	ACT OCT 13: District ACT APR __: State ACT	OCT 30 (Fall Break) Nevada Day	MAR 10 Eid
DEC 11 Fine Arts Showcase	MAY 14 Senior Signing Day	OCT 9 Fall Fest	MAY Prom	Restoring all mistakes	WIDA FEB 1: WIDA Testing Begins	NOV 3 Election Day	MAR 26 (Spring Break) Good Friday
JAN 22 Color Wars and Yeti Awards	MAY 19 8th Grade Promotion	NOV 25 College Day (Early Release at 12 p.m.)		Reading at home and tracking books in beanstack	APR 26-MAY 7 State SBAC Testing	NOV 11 Veterans' Day	MAY 24 (Summer) Memorial Day
FEB 25 Soul Food Social	MAY 2027 EA Graduation	DEC 18 Career Day (Early Release at 12 p.m.)	MAY 21 Last Day of Classes (Early Release at 12 p.m.)		MAY 3-14 AP Testing	NOV 26-27 Thanksgiving	JUN 18 (Summer) Juneteenth

Arrival and Dismissal

Morning Arrival (7:00 a.m. to 8:00 a.m.)

We expect every team member to be on campus and ready to work on time every day.

Each morning students will:

- Leave home prepared with all materials and dressed appropriately.
- Warmly thank family for ride or classmate for walking together.
- Quietly enter back entrance and greet staff.
- Take homework and required class materials to advisories.
- Read silently or complete a do now before advisory starts.

Students may not be on campus before 7:00 a.m. and will need to be picked up if they are on campus earlier. Students not seated in Advisory reading at 8:00 a.m. will be considered tardy for that day.

Afternoon Dismissal

(3:00 p.m. to 3:15 p.m. on Mondays, Tuesdays, and Fridays)

(2:00 p.m. to 2:15 p.m. on Wednesdays and Thursdays)

At the end of the day, we want every team member to get home quickly and safely.

Each evening students will:

- Collect returned papers, homework, and personal items from classrooms.
- Say goodbye to staff or guests.
- Quietly exit the campus.
- If riding home, wait outside the back door until ride has arrived.
- If walking/biking home, immediately begin going directly home.

Students must be picked up by 3:15 p.m. on Mondays, Tuesdays, and Fridays, and by 4:15 p.m. on Wednesdays and Thursdays. In the event of an emergency that will affect a student's normal pick-up routine, a parent or legal guardian must contact the Equipo Academy office to get information to the student.

Enrollment, Attendance, Retention/Promotion/Graduation

Enrollment

Equipo Academy is a public charter school, and there is no fee or required donation to enroll. Equipo Academy follows a lottery to enroll students. The guidelines for that lottery are available at our front office.

Absences

Students are expected to be at school every day. To encourage attendance, students earn points to attend trips and privileges each time they are on time for a class.

Absences lead to point deductions unless a student or family contacts our operations staff in advance for the following reasons:

- Student is ill and will see a doctor or has seen the school nurse
- A real family emergency has been communicated to Equipo Academy staff
- Absence is prearranged and approved by school administrators

To avoid losing points for an absence, call the Equipo Academy office at 702-907-0432 before 7:30 a.m. and pick up assignments from the office between 2:00 p.m. and 4:00 p.m. All missed assignments must be completed. Deadlines for major projects and assignments given before a student's absence will only be extended in extraordinary circumstances. Family conferences will be scheduled for unreturned attendance letters and school referrals will be filed for multiple absences in a semester.

Students who are absent 9 or more times during a semester risk losing credit.

Tardies

The main entrance to the school is open for students by 7:00 a.m. and students are expected to have used the restrooms, walked to advisory, and taken a seat to start reading before 8:00 a.m. Staff will call home anytime a student is tardy, unless a parent contacted the office in advance. All teachers will mark a student's unexcused, tardy arrival to any class and multiple tardies will lead to loss of privileges and attendance referrals to the Truancy Board. Family conferences will be scheduled for unreturned tardy letters and school referrals may be filed for multiple tardies in a semester.

Students who arrive at school after 8:00 a.m. must turn in their backpacks and carry their materials for the day unless a family member can sign the student in.

Retention/Promotion/Graduation

Students can be retained due to absences or lack of credits. Students can make up missing credits in summer school, but must have those credits prior to the start of the following school year in order to be promoted to the next grade level. Students must meet all graduation requirements, including the additional requirements of Equipo's College Access Program.

Promotion Requirements

To earn promotion to the next grade, students must earn credit for each core academic course they take with a minimum 70 percent grade average and have a total of six credits for the year. Core academic courses include any required math, English, science, social studies, and world language courses for the student's current grade. Similar to attendance expectations for traditional public schools in Clark County, a student will not receive credit in any course for which they have less than 90 percent attendance.

To ensure all students are on track to receive course credit and earn promotion to the next grade level, teachers, grade-levels, and departmental teams will be expected to monitor assignments, progress grades, and assessment results to identify struggling students and quickly provide interventions. Whenever a student is in danger of failing a course, teachers will be expected to inform both the administrator responsible for their department and the family of the student. The administrator and teacher will then convene an academic conference with the student and family to establish a coordinated plan for the student to receive the necessary interventions as well as a timetable for progress checks and follow-up conversations to ensure success for the student. A copy of this plan will additionally be provided to the school principal who will oversee the accountability for the interventions.

If a student fails to earn a minimum 70 percent grade average in one of their core academic classes, they may enroll in a summer school program to receive intensive small group tutoring in the subject and earn the missing credit. Research has found that summer learning loss disproportionately impacts students with low academic achievement and that effectively designed summer programming can potentially overcome these losses and increase achievement on future state assessments. The most effective summer programs include high-quality instruction, academic content that is aligned with the school-year content, strong attendance and participation. To better position a student who has failed a core academic class for future success, Equipo Academy will run a summer school program based on these core components. A participating student must earn a 70 percent grade average for the summer and have zero unexcused absences during the program to earn the missing credit and be

promoted to the next grade level. A maximum of 1.0 core academic credits may be earned this way. A similar summer credit-retrieval option will be offered for students needing an elective credit.

If a student fails to pass TWO or more of their core academic classes or has fewer than five total credits for the year, they will automatically be retained the following year. In the event a student fails an elective class but still has six total credits and 70 percent or better core subject averages, they may continue to the next grade level but a family meeting will be convened and the student will be strongly encouraged to make-up the credit through a summer program, credit recovery program, or (for certain arts and sports) extracurricular course credit. Failure to do so could leave a student in a situation where they are ultimately unable to graduate due to missing required credits.

A student must pass all core academic courses and fulfill all credit requirements for a diploma to participate in graduation and receive an Equipo Academy Charter School Diploma. In the event that an extraordinary personal or family circumstance, mid-year school transfer, or other unique situation leads to a student being retained, a family may request the student will be referred to the Equipo Academy Promotion Committee where relevant data are considered and a recommendation to the school leader for a final determination on retention or promotion.

Available Courses

	Required Courses	Elective Courses
Middle School	Reading Writing Math Science History	Team sports Soccer Basketball Dance Photography Guitar
9th Grade	Pre-AP English I Pre-AP World History Modern Pre-AP Biology Algebra or Geometry Spanish (based on student's current level of Spanish)	Strength training Soccer Basketball Dance Advanced Dance Photography Graphic Design Multimedia Studies Guitar Yoga
10th Grade	Pre-AP English II Pre-AP Chemistry Geometry or Algebra II Spanish Health and Computers (to be taken during high school)	
11th Grade	English III or AP English Language Physics, AP Computer Science, or AP Biology Algebra II or Pre-Calculus AP U.S. History or U.S. History dual enrollment AP Spanish Language or AP Spanish Literature	Psychology AP African American Studies
12th Grade	English IV or dual credit English 101 AP Government or dual credit Political Science 101 and Economics Senior Seminar	

Code of Honor

Each year, Equipo students participate in an orientation session on academic integrity, and sign an honor code statement. Families sign that their student understands the expectations.

Cada año, los estudiantes de Equipo participan en una sesión de orientación sobre integridad académica y firman una declaración sobre el código de honor. Las familias firman que su estudiante comprende las expectativas.

Directions: Copy the following statement below on the space provided. Make sure you sign your name and put the date as well.

Honor Code Statement: I did not cheat or copy in any way on this assignment. I have neither given nor received any unauthorized aid on this assignment. I understand that if this assignment does not reflect my own hard work and effort, I will have to work on restoring my mistake the “EA Way.”

Student Signature _____

Date _____

I am confirming that my child and I understand the importance of academic integrity.

Estoy confirmando que mi hijo/a y yo entendemos el conducto académico.

Parent/Guardian Signature/Firma del Padre/Guardian: _____

Date/Fecha: _____

Students who display academic dishonesty will follow our restorative justice practices, and risk losing credit for the semester; please see progressive discipline steps below.

Los estudiantes que muestren deshonestidad académica seguirán nuestras prácticas de justicia restaurativa y correrán el riesgo de perder el crédito del semestre; consulte los pasos de disciplina progresiva a continuación.

"EA Way" Process: Academic Integrity		
1st Time (in any class)	2nd Time (in any class)	3rd Time (in any class)
- Student will receive a demerit on Live School w/text or call home to parent from teacher - Student meets w/the Dean, Behavior Coach, advisor, or Class Advisor to address mistake - Student attends tutoring to complete alternate assessment	- Student will receive a demerit on Live School and a ZERO on assessment - Parent Conference w/student, advisor or Class Advisor, and Dean of Students to introduce "EA Way" Learning Project	LOSS OF CREDIT FOR THAT CLASS Student receives a No Pass for that class and will need to make up that class in summer school If you are a SENIOR that puts at risk your college acceptances, graduation and diploma

Dress Code

All students must dress for college preparatory work each day wearing:

- A top from armpits to belly button with sleeves or straps changes: Any width sleeve/strap is now acceptable and shirt may end at belly button. States requirements in a clear and gender neutral, anatomically referenced language.
- A bottom starting at the hip bone and completely covering genitals, buttocks, and undergarments

All clothes must promote scholarly behavior and respect all people and identities.

Código de Vestimenta

Todos los estudiantes deben vestirse para las tareas preparatorias universitarias todos los días con:

- Una blusa desde las axilas hasta el ombligo, con mangas o tirantes que cambian: Se aceptan mangas o tirantes de cualquier ancho y la blusa puede terminar en el ombligo. Los requisitos se establecen en un lenguaje claro, neutral en cuanto al género y con referencias anatómicas.
- Una parte inferior que comience a la altura de la cadera y cubra completamente los genitales, los glúteos y la ropa interior.

Toda la ropa debe promover un comportamiento académico y respetar a todas las personas e identidades.

Equipo families are actively involved in their student's education, and commit to expectations each year.

Las familias de Equipo participan activamente en la educación de sus estudiantes y se comprometen con las expectativas cada año.

FAMILY EXPECTATIONS

- **We expect our child to prepare for, apply to, enroll in, and graduate from a four-year college.**
- We will ensure our child arrives on-time and prepared each morning and stays until dismissal each afternoon.
If they are tardy or make mistakes, our child will stay after school that same day to practice and fix their mistakes.
- We will create a family habit of reading 30 minutes each day and monitor the social media and technology our child uses. We will ensure they eat healthy meals and get a full night of sleep each evening so they are ready to learn.
- We will provide the time and space for our child to complete homework each night. We will always check our child's homework, let them contact the teacher if there is a problem, and return all letters and reports promptly.
- We will respect our team and never speak or act in a way that hurts anyone any time, and we will respect others' beliefs and identities.
- We will attend all family conferences and monthly events. We will celebrate our child's achievements and teach our child to solve problems. We will always work as partners with teachers to ensure our child is successful.
- We will help our child in the best way we know how, and we will do **our part to help** every child on our team get to and through the colleges of their dreams.

Families who are interested in volunteering should contact their student's teacher or the front office. Volunteers are required to pass a background check. Volunteers and families visiting the school must check in at the front office, sign in, and receive a visitor's badge. Visitors must also sign out when they leave.

Las familias interesadas en ser voluntarias deben contactar al profesor de su hijo/a o a la recepción. Los voluntarios deben pasar una verificación de antecedentes. Los voluntarios y las familias que visiten la escuela deben registrarse en la recepción, firmar su entrada y recibir una credencial de visitante. Los visitantes también deben firmar su salida.

Staff Communication and Complaint Policy

Families may contact teachers using Remind, and can get Remind codes from the teacher or the front office. Please note that while we will communicate with families through whatever means is best for the family, staff will ONLY communicate with students using the Remind app.

We are always willing to answer questions, give updates, or provide help for our students. When a concern arises, we ask that families first work with Equipo Academy teachers directly to solve the problem.

Las familias pueden contactar a los profesores mediante Remind y obtener códigos de Remind del profesor o de la recepción. Tengan en cuenta que, si bien nos comunicaremos con las familias por el medio que mejor les convenga, el personal SOLO se comunicará con los estudiantes mediante la aplicación Remind.

Siempre estamos dispuestos a responder preguntas, brindar actualizaciones y brindar ayuda a nuestros estudiantes. Si surge alguna inquietud, les pedimos a las familias que primero contacten directamente con los profesores de Equipo Academy para resolver el problema.

Family and Teacher Concerns

Student achievement is our bottom line. Any problem that interferes with learning is a concern and we will work with families to quickly resolve concerns. Families should bring concerns to a student's advisory teacher for general concerns or specific subject teacher for class concerns. This teacher will work directly with the family to resolve the problem.

If your student's advisor cannot resolve the issue, families can complete an incident report in the front office to share their concern. Families should not come to school and wait for a teacher or administrator unless an appointment has been scheduled. Teachers cannot leave the classroom when teaching and staff use free periods for meetings and prep work.

El rendimiento estudiantil es nuestra prioridad. Cualquier problema que interfiera con el aprendizaje es una preocupación y trabajaremos con las familias para resolverlo rápidamente. Las familias deben comunicar sus inquietudes al profesor asesor del estudiante si tienen inquietudes generales o al profesor de una asignatura específica si tienen inquietudes de la clase. Este profesor trabajará directamente con la familia para resolver el problema.

Si el asesor de su estudiante no puede resolver el problema, las familias pueden completar un informe de incidentes en la oficina principal para compartir su inquietud. Las familias no deben venir a la escuela a esperar a un profesor o administrador a menos que se haya programado una cita. Los profesores no pueden salir del aula durante la clase y el personal utiliza los períodos libres para reuniones y trabajo de preparación.

Governing Body

Equipo's governing body or board meets monthly. These meetings are open to the public and have space for public comment at the beginning and end. The calendar of meetings is posted on our website, and agendas and minutes are updated regularly. Please see the board information here:

<https://equipoacademy.org/students/governing-body/>

El consejo directivo o junta directiva del Equipo se reúne mensualmente. Estas reuniones son públicas y tienen espacio para comentarios al principio y al final. El calendario de reuniones se publica en nuestro sitio web, y las agendas y actas se actualizan periódicamente. Consulte la información de la junta aquí:

<https://equipoacademy.org/students/governing-body/>

FERPA, FOIL/Public Record Policies

Equipo follows all FERPA guidelines to protect the privacy of students, families, and academic records. Student information is kept in a secure location, and stored for five years. Papers with student information are shredded and destroyed by a certified company.

HEALTH AND WELFARE: STUDENTS**R-5150**

This regulation provides guidance in the management and administration of health services at Equipo Academy. It is in compliance with the uniform guidelines set forth in the NVSPCA policies and procedures for managing student health and safety. These policies and procedures are in accordance with the requirements of the Nevada Administrative Code (NAC), Nevada Revised Statutes (NRS), and the Nevada State Board of Nursing (NSBN).

I. Non-Serious Accidents and Illnesses

The school is responsible for the day-to-day management of student injuries and illnesses. Well-stocked, first aid emergency response kits must be readily available to all staff. Universal precautions are to be followed when handling blood and body Fluids.

- A. The school must follow the First Aid/Emergency Guidelines for School Personnel (PUB-648) if a student is not seriously ill or injured.
- B. The school must keep records regarding student health status and emergency phone numbers are current at all times.
- C. The school is not to send a student home without school personnel first establishing the availability of adequate supervision in the home to maintain student safety.
- D. School personnel should not transport sick or injured students.
Parents/Guardians are responsible for the transport and welfare of their students.
- E. The school nurse will provide continuing supervision and instruction to designated school personnel regarding first aid and emergency care.
- F. The school must contact the school nurse and/or the Health Services Department in accordance with PUB-648 guidelines.
- G. Designated, trained school health personnel must document all health office Events on student's Infinite Campus. If Infinite Campus is not available, downtime paper forms are to be utilized until Infinite Campus is available. Information from downtime forms must be entered into the Infinite Campus as soon as possible.

II. Serious Accidents and Illnesses

- A. In the event of a serious accident or illness requiring immediate medical care, the school must contact Emergency Medical Services (EMS). The school must follow PUB-648. The site administrator must be notified that EMS has been called. Administrative permission to call EMS is not required.
- B. School personnel must call the school nurse and/or the Health Services Department after contacting EMS.
- C. School personnel must notify the parent/guardian that EMS has been contacted. School personnel must make all efforts to locate and notify the parent/guardian. Efforts must continue until the parent/guardian has been reached.
- E. School personnel must provide printed copies of demographic data and health information to EMS personnel. School personnel should check the student for a medical alert identification tag prior to EMS arrival.
- F. In the event that EMS transports the student, and in the absence of a parent/guardian, a responsible school employee must accompany the student to the hospital (either by following in separate vehicle or by riding in the EMS vehicle) and remain with the student until the parent/guardian or delegate arrives or until responsibility for student welfare has been assumed by an agency, such as a hospital or protective service.
- G. School personnel are not permitted to sign the EMS Release of Medical Assistance form. School personnel must inform the parent/guardian that a refusal and/or transfer of care may only be signed by the parent/guardian in person at the District site.
- H. Serious student injuries or accidents are to be reported to the Risk Management Department and fully documented in the student's Infinite Campus.
- I. Emergency telephone numbers for commonly called departments/agencies are to be posted near each health office telephone.
- J. In an emergency, the procedures in this section must be followed, including situations involving students whose parents/guardians object to medical care. This may include religious objection and do not resuscitate (DNR) requests.

III. Medication During School Hours

The following provisions apply to both prescription and non-prescription medication.

A. If appropriate, parents/guardians should make every effort to provide medications at home to avoid the necessity of medicating students during school hours.

B. With the permission of a parent/guardian, students in Grades 6 through 12 may self-medicate except for controlled substances. The list of controlled substances will be consistent with the current listing provided by the Nevada State Board of Pharmacy. All controlled substances must be kept in a secured, locked location at all times. The controlled substance list shall be maintained in the health office. Students in Grades 6 through 12 may possess medication on District property. Medication must be properly labeled at all times. Students must be able to provide, upon request, written evidence that their parents/guardians have authorized self-medication. If the medication requires a prescription, students must also provide the appropriate medical documentation authorizing their use of prescription medication.

1. The student's medication must be kept in the labeled container, which includes the first and last name (name) of the student to take the medication; the name, dosage, route, and time or frequency of the medication; the name of the licensed prescribing practitioner; and the instructions for administration. Under no circumstances may a student provide medication to any other Student.

2. All students who do not have written parent/guardian permission to self-medicate or who are taking controlled substances must follow the requirements listed below.

3. Students in Pre-Kindergarten through Grade 5 may not self-administer medication with the exception of emergency medication outlined in Section IV.

C. When medication is required to be administered during the school day, trained District personnel will assist students to take their medication.

1. No NVSPCA employee may assist students to take medication that has not been prescribed or ordered by a licensed prescribing practitioner. This prohibition applies to prescription and over-the-counter medications.

2. Any parent/guardian requesting that NVSPCA personnel assist their student with medication must provide to the school health office a signed

Parent/Guardian Request for Medication Assistance form (CCF-643). For prescription medications, the pharmacy label represents the licensed prescribing practitioner's order. For over-the-counter medication, a copy of the prescription or order from a licensed prescribing practitioner is required. This must include the first and last name (name) of the student to take the medication; the name, dosage, route, and time or frequency of the medication; the name of licensed prescribing practitioner; and the instructions for administration.

- D. The site administrator must designate at least two NVSPCA personnel to assist as health office backups in the absence of the school health assistant who will provide care, including assisting students to take their medication. All NVSPCA personnel designated to assist students with health care needs and/or medication must be trained yearly by the school nurse to perform this activity in a safe and effective manner consistent with NSBN regulations.
- E. Medications must be stored in a locked location. Exception: A student's prescribed epinephrine shall be stored in the health office in a secure location which will remain unlocked during the regular school day. The medication shall be kept at all times in a labeled container, which includes the name of the student to take the medication; the name, dosage, route, and time or frequency of the medication; the name of the licensed prescribing practitioner; and the instructions for administration.
- F. Students requiring care for diabetes and/or insulin administration must have a current signed order/treatment plan by a licensed prescribing practitioner, parent/guardian written permission with acceptance of the licensed prescribing practitioner order, and an emergency protocol during the school day. The parent/guardian is required to provide medication, supplies, and equipment necessary for the student's care.
- G. If the student's condition requires that medication be immediately available at all times, the student may personally maintain possession of the medication. The student's health record must contain a signed, licensed prescribing practitioners statement reflecting this need and that the student is capable of self-administration of the medication while at school. The medication will be kept at all times in a labeled container, which includes the name of the student to receive the medication; the name, dosage, route, and time or frequency of the medication; the name of the licensed prescribing practitioner; and the instructions for administration. The school is not liable for the loss or misuse of such

medication. Under no circumstances may a student provide medication to any other student.

H. In the event the parent/guardian has not completed the CCF-643 form, and if the parent/guardian determines that it is imperative that their student receive prescribed medication, trained NVSPCA personnel will assist the student with the medication upon written or verbal request of the parent/guardian for a period not to exceed two days. Exception: Over-the-counter medications will not be given without a prescription or order from a licensed prescribing practitioner.

I. A separate CCF-643 form is required for each medication.

J. Any change from the current medication requires a new CCF-643 form signed by the parent/guardian and a new prescription or order from the licensed prescribing Practitioner.

IV. Emergency Medication

A. Self-Administered emergency medications for asthma, anaphylaxis, or diabetes is permissible under the following guidelines as stated in NRS 392.425.

1. The parent/guardian must submit a written request that the student is permitted to carry and self-administer their medication.

2. The licensed prescribing practitioner must provide a signed, written statement/order/treatment plan pursuant to which the student will manage their asthma, anaphylaxis, or diabetes if the student experiences an asthmatic attack, anaphylactic shock, or diabetic episode while at school. The licensed practitioner order or pharmacy label on the medication bottle is required to include the licensed prescribing practitioner name; name of the student to receive the medication; name of the medication; and the dosage, route, and time or frequency of the medication.

3. A signed statement from the parent/guardian indicating that the parent/guardian:

- a. Grants permission for the student to self-administer medication while the student is on the grounds of a public school.

- b. Acknowledges receipt of, and agrees to, NVSPCA protocols.

- c. Affirms the protocols have been explained to the student who will self-administer the medication and the student has agreed to comply with the

Protocols.

d. Acknowledges having explained to the student who will self-administer the medication the proper procedures for the handling and disposal of needles, medical devices, and other medical waste.

4. The parent/guardian acknowledges in writing that under Nevada law no additional NVSPCA duties are created and that the NVSPCA, its agents, schools, and employees are immune from liability for injury to the student as a result of any self-administration of the medication or failure of the student to self-administer the medication.

5. The procedures for self-administration of medication may be revoked by the NVSPCA if the student fails to comply with health and safety protocols.

B. Pursuant to Section IV (A) of NVSPCA Regulation 5150, administration of emergency medication by a trained school staff member is authorized if the student exhibits signs/symptoms of anaphylaxis and is unable to self-administer the medication. The NVSPCA assumes no liability for any failure to properly recognize the signs/symptoms or any decision not to administer the medication.

C. Stock epinephrine and naloxone are available at all school sites in accordance with NRS 386.870 and NRS 453C.040.

1. In addition to epinephrine prescribed for a specific student, each school must maintain at least two doses of auto-injectable epinephrine at the school for use with regard to any student who the school nurse or trained school health personnel reasonably believes is experiencing anaphylaxis on school premises. Each school must maintain doses of naloxone to use with regard to any person in which a trained school personnel reasonably believes is experiencing possible overdose to opioids during the school day. If a dose is used or expires, additional doses shall be obtained from the Health Services Department.

2. Epinephrine and naloxone, not specific to any particular student and/or adult, shall be stored in a designated, secure, unlocked location, clearly marked for easy access by the school nurse or trained school health personnel during regular school hours.

3. Only the school nurse or trained school health personnel may administer epinephrine and naloxone.

4. A public school, school district, or employee of a school NVSPCA is not liable for any error or omission concerning the acquisition, possession, provision, or administration of auto-injectable epinephrine or an opioid antagonist maintained at a public school pursuant to this section not resulting from gross negligence or reckless, willful, or wanton conduct of the school, school district, member, or employee as applicable, if auto-injectable epinephrine or an opioid antagonist is provided or administered during the rendering of emergency care or assistance during an emergency.

D. Proper disposal of medications, sharp items, inhaler canisters, cartridges, and liquids must be followed.

1. All school health offices must have a sharps container, which is accessible for student use. When not in use, the sharps container must be stored in a secured or locked location.

2. Disposal of sharp items and medications must be performed in accordance with procedures developed by the Health Services Department, manufacturer's recommendations, the Food and Drug Administration (FDA), the Occupational Safety and Health Administration (OSHA), the Nevada State Board of Health, and the Nevada State Board of Pharmacy.

V. Health and Safety

A. Health and safety accommodations may be needed for student attendance.

1. Any request for an accommodation that the school nurse or NVSPCA health administrator suspects may compromise the student's health or safety should be discussed with a licensed health care provider and clarified to determine safe attendance at school. An authorization for release of confidential information must be completed.

2. In order to assist students who need health and safety accommodations in the school setting, the following may be required:

a. Site administrator to consult with school nurse regarding issues of health and safety concerns and student attendance including, but not limited to, mobility and access needs.

b. School nurse assessment and facilitation.

c. Applicable relevant school staff, parent/guardian, and school nurse collaboration regarding the need for health/safety accommodations and/or additional information for safe attendance.

d. Licensed health care provider statement of health/safety accommodations, as needed.

B. Safeguards for Students Requiring a Health Procedure at School

Any qualified, trained NVSPCA employee is authorized to assist students with special health care needs or perform specific health procedures to enable students to attend school. Health procedures may include, but are not limited to, tracheostomy management, gastrostomy feedings, nebulizer treatments, blood glucose monitoring, diabetes care, urinary catheterization, seizure management, and epinephrine administration.

1. Parents/Guardians should make every effort to perform health care procedures outside of school hours to minimize loss of instructional time.

2. In order to maintain the safety of a student whose medical condition requires NVSPCA personnel to perform or assist with a health procedure during school hours, the following are required:

a. A signed medical order/written treatment plan, updated annually, provided by a licensed health care provider responsible for current medical management of the student, including the licensed prescribing practitioner's name and signature; name of the student; procedure; medication/dosage, if needed; route; and time or frequency of procedure must be provided by the parent/guardian for the student.

b. A signed statement from the parent/guardian indicating that the parent/guardian grants permission and accepts NVSPCA protocol prior to procedure administration. The parent/guardian must sign a new form for any change to a licensed practitioner's order for a medical procedure performed at school.

c. Related equipment and supplies needed to perform the health procedure are to be provided by the parent/guardian. The NVSPCA is not responsible for routine cleaning, maintenance, or repair of equipment. The NVSPCA is

not required to purchase medical equipment for an individual student.

d. School nurse facilitation and coordination of health procedures, including training and supervision of personnel, must be in compliance with NSBN regulations and advisory opinion and Health Services Department Procedures.

3. In order to maintain the safety of a student with a medical condition who independently performs a health procedure during school hours, the following may be required:

a. Parent/Guardian/Student request for independent procedure.

b. School nurse will conduct an assessment of the student's ability to be Independent.

c. Licensed health care provider statement of independence, as deemed appropriate by school nurse, based on Health Services Department Procedures.

4. All supplies and equipment needed for health procedures must be stored in a locked location. This includes supplies and equipment that pose a potential exposure risk, such as needles, lancets, or other sharp items.

VI. Contagious or Infectious Disease

A. In accordance with NRS 441A.190, through the chief nurse, the NVSPCA will communicate and collaborate with the Southern Nevada Health District in order to obtain guidance regarding the control of communicable and infectious diseases within schools including, but not limited to, reportable diseases, contact tracing, epidemic and/or pandemic issues, and bloodborne pathogens.

B. The principal, director, site administrator, or other person in charge of a school who knows of or suspects the presence of a communicable and/or infectious disease within the school must notify designated NVSPCA administrators in accordance with the District Communicable Disease Communication and Disinfection Protocol.

C. To prevent the spread of communicable and infectious diseases, a parent/guardian or person having custody of a student who has a communicable

or infectious disease shall not knowingly permit the student to attend school if the Board of School Trustees by regulation or procedure has determined that the communicable or infectious disease requires exclusion from school.

School Health Office Head Injury Policy

Scope of the Concussion Protocol: The Health office will assess any students reporting to them with any head injuries including:

- On the athletic field
- On school grounds
- Injuries reported by parents/ guardians

Injuries occurring at sports events with limitless sports will be monitored by their staff and protocol

Background: Individuals who work in the School Health Office are usually the first to respond when a student has a potential head injury. It is important that these individuals know how to identify if the injury requires immediate medical care and be a critical member of the concussion management team for those students who are returning to school after a head injury or concussion.

A **concussion** is a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells (CDC, 2019).

Here are some common considerations of head injuries:

- *Head wounds may bleed easily and form large bumps*
- *Small bumps to the head may not be serious, but head injuries from falls, physical activity, sports and violence are serious, even without visible signs of injury*
- *Symptoms of a head injury can occur immediately or develop slowly over time*
- *With a head injury, always suspect neck injury as well. Do NOT move or twist the back or neck*
- *Concussions have a more serious effect on a young, developing brain*
- *Concussions can result from a fall, or any time a student's head encounters a hard object (i.e. A floor, desk, another person, etc.)*
- *Most concussions occur without loss of consciousness*

HEAD INJURY Policy:

Identification:

1. Ask the injured student or witness:
 - a. Was there **ANY** kind of forceful blow to the head or to the body?
 - b. Was there **ANY** change in the student's behavior, thinking or physical functioning?

If a student demonstrates **ANY** of the following Danger Concussion Signs or symptoms activate emergency medical services (EMS) **immediately:**

- a. Headache that gets worse and does not go away
- b. Repeated vomiting

- c. Unusual behavior, increased confusion, restlessness, agitation
 - d. Drowsiness or inability to wake up
 - e. Slurred speech
 - f. Weakness, numbness, tingling, decreased coordination
 - g. Convulsions or seizure like activity
 - h. Loss of consciousness
 - i. One pupil larger than the other
 - j. Colorless fluid coming from the ears or nose
 - k. Neck pain
2. Symptoms that may be reported by the student and require a referral to be seen by a healthcare provider:
- a. Difficulty thinking clearly
 - b. Difficulty concentrating or remembering
 - c. Feeling more slowed down, fatigued, tired
 - d. Feeling sluggish, hazy, foggy, or groggy
 - e. Irritable, sad, or nervous
 - f. More emotional than usual
 - g. Headache or pressure in the head
 - h. Nausea or vomiting
 - i. Balance problems or dizziness
 - j. Shows behavior or personality changes
 - k. Blurry or double vision
 - l. Sensitivity to light or noise
 - m. Does not feel right

Actions:

1. The student is removed from the activity immediately and brought to the Health office or notified the Health office to respond.
2. Activate EMS for any of the Concussion Danger Signs immediately.
3. Contact the parent/guardian in ALL cases of head injury.
4. Apply ice or ice pack as tolerated.
5. Use the Head Injury Observation Sheet to evaluate students for signs/symptoms of a head injury and record findings.
 - a. If the student does not pass the screening they are sent home, and the parent/guardian are encouraged to have the student seen by a healthcare provider.
 - b. When the parent/guardian arrives to pick student up, review the screening tool, and the policy with them, and send home. Additionally encourage the parent/guardian to share the screening with the healthcare provider.
 - c. Educate the parent/guardian that if **ANY** of the Concussion Danger Signs appear to call 9-1-1 **immediately**.
6. Observe for a minimum of 30 minutes before returning to class.
7. Observe for secondary injuries (e.g. bleeding, swelling, laceration, neck/shoulder injury) and any behavioral changes.
8. If symptoms at any time progress/worsen, activate EMS immediately.

9. If no signs/symptoms present, may return to class after 30-minute observation, but the student should not participate in any physical activities or sports on the day of the injury
 - a. Notify the parent/guardian, teacher, athletic department and educate that if any symptoms begin to appear to take the student to a healthcare provider and if any of the Concussion Danger Signs appears to take the student to the emergency room/call 9-1-1.
 - b. Send a copy of the head injury/ concussion observation sheets home to the parent/guardian with the student and to the teacher.
10. If at any time the student exhibits signs/symptoms during the initial visit, returns to the health office, or is notified by a school employee that the student's condition has changed, notify the parent/guardian of the student's condition, and recommend that the student be seen by a healthcare provider.
 - a. When the parent/guardian arrives to pick the student up, review the screening tool, with them and send with them a copy for the healthcare provider.
 - b. Educate the parent/guardian that if **ANY** of the Concussion Danger Signs appear to call 9-1-1 **immediately**.
11. Complete all screening tools and documentation in the EMR and store copies in the disability notebook.
12. Per school policy, complete an accident/injury incident report.
13. Notify the school nurse and operations manager immediately after care is given.

RETURN TO LEARN (RTL):

The effects of a concussion on a student's return to school experience are unique to each student. In most cases, a concussion will not significantly limit a student's participation in school. However, in some cases, a concussion can affect multiple aspects of a student's ability to participate, learn, and perform well in school. In turn, the experience of learning and engaging in academic activities that require concentration can cause a student's concussion symptoms to reappear or worsen. Given this connection and the way concussion effects can vary across students, academic adjustments need to be tailored to each student's specific circumstances.

RTL Pathway:

- Students who have sustained or suspected of having sustained a head injury, whether they are a student athlete or a non-student athlete, the following protocol to be used to complete the RTL pathway:
 1. A student returns to school once they are cleared by a licensed healthcare provider.
 - For all students who sustained the injury during a NIAA sanctioned activity, the student must be seen and cleared to return to school by a healthcare provider.
 - It is not required for all other students to receive clearance from a licensed healthcare provider, but it is encouraged.

- It is encouraged to notify the school health office staff of all student head injuries.
2. The school health office staff will receive notification and documentation associated with the injury (i.e. licensed healthcare provider letter). With communication through the Health office , between parents/student, school medical provider at regular intervals weekly.
 - If the student is turning the documentation in upon return to school complete the symptom monitoring questionnaire with the student. Date Completed: 1/1/26
 - If the documentation is turned in prior to the student returning to school, complete the symptom questionnaire as soon as reasonably practicable upon their return.
 - It is discouraged to have the student complete the questionnaire independently since they will be experiencing the effects from a head injury.
 3. After the documentation is reviewed, contact the family/guardian of the student for additional information.
 - If it is unlicensed personnel that is completing the symptom questionnaire with the student, the school nurse is encouraged to review all the documentation along with the symptom questionnaire.
 4. The concussion management team (CMT) will coordinate a concussion management plan with the student to review if/what accommodations would support the student in returning to learn.
 - This is a resource on what accommodations to consider based on what the student's symptom(s) is
https://www.cde.state.co.us/cokidswithbraininjury/building_blocks/fundamental
 - If the student is symptom free on the day they return to school, consider collaborating with the concussion management team as soon as reasonably possible.
 - A student who has experienced a head injury should not participate in physical education classes, or other classes that require physical exertion.
 - The following are members of the Concussion Management Team (CMT): school nurse, health aide, athletic trainer, athletic director/administrator, teacher, school counselor, physical education teacher, coach of each sport MS or HS homebound coordination leadership member.
 5. Once a concussion management plan has been created for the student, it is recommended that the symptom questionnaire be completed on a routine basis (i.e. weekly) to monitor student progress.
 - Consider working in four-week increments.
 - If the student's symptom(s) increase or change it is encouraged for them to be seen in the school health office
 - The school health office staff should refer to the Head Injury/ Concussion policy section for guidance.
 - If the student is not progressing, encourage the student to be seen by a licensed healthcare provider as soon as possible.
 - Student athletes will be working with the athletic lead person on the concussion management team on their return to play.

6. The CMT lead will share regular updates (i.e. weekly) on the student's progress with the CMT team and with the student's teachers.
 - It is individualized how soon a student can complete the Return to Learn
 - See resource section on sample forms to be used to support communication amongst the CMT team.
 - Middle/High School Symptom Management Tool
 - Teacher Concussion Academic Monitoring Tool
 - Consider placing a student on a 504 plan if it is taking them longer to complete the RTL pathway.
7. Once the student has completed the RTL pathway, the student should seek medical clearance to return to physical activity.
 - Important to note that a student's progress through the RTL pathway may not be linear.
 - All documentation related to concussion shall be entered into the EMR and all copies in the disability notebook.
8. At least once every 5 years review the policy and update the policy to reflect current best practices in the prevention and treatment of injuries to the head.
9. Each employee of the a public school who supports the academics or health, including, without limitation, mental or physical health, of a pupil who has sustained or is suspected of having sustained a head injury must annually complete training regarding the prevention and treatment of injuries to the head, which must include, without limitation, a review of the education information compiled pursuant to subsection 3 of NRS 385B.080. Each school shall maintain a record of the required training by each employee of the public school and provide such a record upon request.

Resources:

- CDC HEADS UP
 - Returning to School
 - Returning to Sports and Activities
 - Concussion Signs and Symptoms Checklist
 - Concussion Online Training
 - School Sports
- Clark County School District *First Aid & Emergency Guidelines for School Personnel* (2017)
- Colorado Department of Education Brain Injury Team
- Developing Concussion Policies: A Guide for School Districts (Oklahoma Department Health, 2021)
- National Athletic Trainers' Association Bridge Statement: Management of Sport-Related Concussion (2024)
- Nevada Interscholastic Activities Association (NIAA) Concussion Policy
 - This document has sample forms (i.e. healthcare provider release form)
- Remove/Reduce, Educate, Adjust/Accommodate, Pace (REAP) Concussion Guidance

LegalReference:AGONo.270

NRS Chapter: 441A. Communicable Diseases and 392.452

Cross Reference: Regulation 5114, Student Dismissal (Voluntary and Involuntary)

Review Responsibility: Student Services Division

Adopted: [5140: 7/12/62]

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4131 E Bonanza Road • LAS VEGAS, NEVADA 89110 • 702-907-0432