



FUTUREEDGE
CHARTER ACADEMY

☎ (702) 636-2551

🏠 2341 Comstock Dr North Las Vegas, NV 89032



FUTUREEDGE
CHARTER ACADEMY

Parent & Scholar Handbook

2026-2027

Administration

Kristen Guthrie, Principal
Kimberly Scott, Professional School Counselor
Carlos Santana, Registrar
Darren Goodson, Dean of Students

Instructional Support

Mo Fasehun, Instructional Coach

Our Mission

Our **mission** is to reshape education for the future, blending Science, Technology, Engineering, Arts, and Mathematics (STEAM) with a focus on digital resources and skills such as those needed for AI Development. We provide a unique learning environment that emphasizes personalized instruction, hands-on projects, and real-world applications to fuel a passion for learning. Our goal is to equip students with the skills to become critical thinkers, problem solvers, and ethical leaders in the global community. Discover the future of education with us, where innovation meets purpose.

Our **vision** is to be a global leader in engineering and technology education, recognized for our unwavering commitment to excellence, equity, and innovation. We envision a future where every student has access to high-quality educational opportunities that empower them to thrive in an increasingly interconnected world. By embracing diversity, embracing change, and embracing collaboration, we strive to inspire the next generation of innovators, problem-solvers, and leaders who will shape a brighter tomorrow for all.

Our values are:

- **Innovation:** Our academy champions a culture of innovation, urging students to unleash their creativity, tackle challenges head-on, and explore groundbreaking ideas for a brighter future.
- **Collaboration for Success:** At FuturEdge, collaboration is key. We foster an inclusive environment where diverse thoughts are celebrated, encouraging teamwork that leads to groundbreaking solutions.
- **Pursuing Excellence:** Our commitment to excellence is unwavering. We have high standards in academics, personal development, and ethical behavior, ensuring our students are prepared for success.
- **Building Resilience:** We empower students by teaching perseverance and adaptability through a growth mindset. This prepares them to navigate and thrive in a dynamic world.
- **Strengthening Community:** Our academy is a community hub, bringing together students, families, educators, and partners in a supportive network. Together, we create impactful learning experiences and forge lasting bonds.

Motto:

"Unleashing Potential, Illuminating Futures"

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A MESSAGE FROM THE PRINCIPAL

Dear Parents and Guardians,

We are thrilled to introduce you to FutureEdge Charter Academy, a groundbreaking new educational opportunity for your child. As a tuition-free public charter school for grades K-8, we are dedicated to creating the school of tomorrow and today and providing a top-notch education accessible to all families. We strive to create a nurturing and innovative environment where every student can thrive academically and personally.

We are a launchpad for your child's future, integrating a robust curriculum emphasizing Science, Technology, Engineering, Arts, and Mathematics (STEAM) alongside essential real-world skills. Our specialized programs include Robotics, Performing Arts, STEAM & PLTW (Project Lead The Way), and the Network for Teaching Entrepreneurship (NFTE). These programs equip your child with the knowledge and skills needed to excel in the rapidly evolving job market.

Our commitment to excellence is recognized through our Nevada Governor's Designation for our STEM program and a national STEM designation from the National Institute of STEM Education. Additionally, we are excited to incorporate cutting-edge technology such as AI and Virtual Reality into our curriculum, ensuring our students can use the tools that will shape the future. At FutureEdge, we are designing the school of tomorrow to empower your children for the careers of tomorrow.

We believe in providing personalized instruction with a low student-to-teacher ratio, ensuring each child receives the attention and support needed to succeed. Our hands-on projects and real-world applications foster an engaging and dynamic learning experience that is free from bullying and safe for all. Join us in shaping the future and allowing your child to thrive in a supportive and forward-thinking community.

This handbook contains vital information about our school's policies, procedures, and expectations. It is a comprehensive guide to help you navigate the school year smoothly. Please familiarize yourself with its contents and utilize it as a reference throughout the year.

This handbook has been created to comprehensively understand the policies and guidelines implemented at FutureEdge Charter Academy. Please note that wherein it states "Parent(s)," this also includes the student(s) Legal Guardian in this handbook. Please thoroughly read the handbook and discuss the relevant information with your student. After reviewing the handbook, please complete the receipt form provided, acknowledging that you have reviewed the handbook's contents. Please return the completed form to your student's homeroom teacher. By ensuring you are well-informed about our school's policies and guidelines, we can create a connected and progressive school environment for all!

Remember, together, we can achieve greatness as we "Dare to Lead!"

Sincerely,

Kristen Guthrie!

Kristen "KC" Guthrie, Principal

PARENT-STAFF-SCHOOL COMMUNICATION (Class Dojo, FACEBOOK, INSTAGRAM & MORE!)

In alignment with national environmental preservation efforts, FuturEdge Charter Academy (hereinafter referred to as “FuturEdge Academy” or “the school”) is a “green” school and sends communication via email to parents or posts information on our website. **Please make sure your email address is on file and always keep it current if it should change.** If you don’t have an email address, please create one and submit it to your scholar’s school office. Please know that you can use several free email platforms to ensure proper communication is always maintained with the school. In Appendix A of this handbook, you will find instructions on creating a free Google email.

Our website is <https://www.futureedgeacademy.org/>. Please visit it for helpful information about extracurricular activities, important dates, and special announcements.

Parents are encouraged to communicate with teachers via our business email platform. When communicating with any staff members at the school regarding a scholar, please include the name of the scholar and teacher. All staff members must reply to your communication within 48 hours of receipt. If you require a quicker response than 48 hours, please contact the office and leave a telephone message with the office staff for the respective staff member.

SCHOOL CONTACT AND HOURS INFORMATION

FuturEdge Charter Academy

2341 Comstock Dr.
North Las Vegas, NV 89032
Main Office: (702) 636-2551

School Office Hours: 7:30am – 4:00pm
Elementary School (Grades K-5) Student Hours: 8:00am – 3:00pm (breakfast begins at 7:30am)
Middle School (Grades 6-8) Student Hours: 8:00am – 3:00pm (breakfast begins at 7:30am)

Due to communication policies for educators, parents are encouraged to communicate with a teacher via something other than cellular text. All communication should be done via telephone, Class Dojo, or email. Your adherence to this communication process is greatly appreciated.

Our FuturEdge Academy [Facebook](#) and [Instagram](#) accounts will also be used to communicate important dates and events and share exciting visuals of the “FuturEdge Academy Story.” Family members should “like” our Facebook page and follow us on Instagram to stay in the loop! Messages sent via the Class Dojo app will inform staff and parents about whole school events, notifications, etc.

Please see below for links to our Social Media and instructions on how to sign up for Class Dojo.

<https://www.facebook.com/futureedgeacademy>

<https://www.instagram.com/futureedgeacademy/>

Class Dojo Instructions for Parent/Guardian and Professor Communication



Please sign up for Class Dojo to receive all important school communication.

Below you will find the email contact information for FuturEdge Academy staff members.

Administration

Ms. Kristen "KC" Guthrie, Principal
kristen.guthrie@futuresedgeacademy.org

Office Staff

Carlos Santana, Registrar
carlos.santana@futuresedgeacademy.org

Instructional Coach

Mo Fasehun
mo.fasehun@futuresedgeacademy.org

Dean of Students

Darren Goodson
darren.goodson@futuresedgeacademy.org

Professional School Counselor

Kimberly Scott
kimberly.scott@futuresedgeacademy.org

NOTICE OF NONDISCRIMINATION

It is the policy of the FuturEdge Academy not to discriminate based on sex, race, national origin, creed, age, or religion in any of the programs or practices in the school system. FuturEdge Academy and its Board of Directors are committed to this policy. Please visit the FuturEdge Academy website to review our non-discrimination policy.

Inquiries regarding grievances should be addressed to:

Kristen Guthrie
kristen.guthrie@futuresedgeacademy.org
(702) 636-2551

ENROLLMENT, RENEWAL AND WITHDRAWALS

Enrollment Process

Applications for enrollment may be submitted online through the school website in the "Enrollment" Section; upon receipt, parents will be contacted and invited to a "School Tour," where the parent and scholar can meet the staff and become familiar with the school. If the parent has decided that the school is a good fit for the scholar, the parent may move on to the next step. If the scholar has previously attended a school in the United States, a records request form will be filled out and sent to the school to retrieve said records. Suppose the scholar is new to the United States or has not been enrolled in a public or private school. In that case, the parent will request documents to verify identity age and remain in compliance with state and federal recordkeeping regulations. Suppose the grade level for which the scholar applied is at capacity. In that case, the scholar will be placed on a waiting list, which they will remain on until a vacancy becomes available or the parent withdraws the scholar's application. For more details about our enrollment process, please visit our school website's "Enrollment" Section.

Annual Re-Enrollment Process

Parents must participate in a renewal enrollment process at the end of every school year to reserve their spot for the following school year. Suppose a parent needs to follow the re-enrollment instructions communicated by school administration within 30 days of the information and request being sent home. In that case, they will have been considered to have forfeited their slot, which will be given to scholars on the waiting list, if applicable. The school reserves the right to refuse any requests for renewal in cases where the scholar has demonstrated gross misconduct or other extreme activities that may cause severe harm to others.

Withdrawal Process

While life changes such as location moves and other circumstances arise, if a parent/guardian or scholar has an issue with the school that needs to be addressed, we wholeheartedly encourage you to contact the administration via email outlining your concerns and challenges. We care about keeping our community of scholars and families together and thus strive to maintain a strong bridge of collaboration and communication. If a parent wishes to withdraw their scholar from the school, they must fill out a withdrawal form with FuturEdge Academy and have the new school send a request for records to FuturEdge Academy. If the scholar has an outstanding balance or electronic device loaned by the school in their possession, the records will be on hold until said balance is paid in full and the device returned. If a scholar withdraws from the school and wishes to return, they must go through the enrollment process again.

ARRIVAL PROCEDURES

Drop-Off Procedures

Teachers will be on duty at 7:45 am. The South gate entrance will open at 7:30 am for elementary school arrival for breakfast in the cafeteria. Scholars **CANNOT** be dropped off at 7:30 am. If they must be dropped off before 7:30 am, they must be registered for the school's Morning Care program. If a scholar is dropped off after 7:30 am, the scholar cannot leave the school campus until after dismissal. If any scholar leaves campus, the scholar will be referred to the administration as leaving campus and may incur disciplinary action. The South gate entrance will be closed for elementary drop-off at 8:00 am.

Car Riders

Car rider scholars will arrive using the gate at the South parking lot entrance of the school. Cars will proceed along the car loop lane as far as possible before dropping off their scholar. Once scholars enter the building, they will be directed to the cafeteria for breakfast or the holding areas if they are not eating breakfast. Please follow the staff's directions at all times.

Walkers:

Scholars will arrive using the walker's gate at the North Parking lot entrance. Scholars entering the North gate will enter the school through the front doors. Scholars will be directed to the cafeteria or the holding areas designated by the school site administration team. FuturEdge Charter Academy is not liable for scholar supervision when walking to/from school.

Late Arrivals/Tardies to School

A scholar is tardy when they are not inside a classroom in their seat by the time class starts at 8:00 AM. Scholars arriving at school after their designated start time are expected to report to the main office for a



tardy pass. Student tardiness seriously disrupts the educational process and is **NOT EXCUSABLE**. Per Nevada Revised statutes 392.040:

- A. **Elementary School** - A student who is not physically present in the classroom at the start of the instructional day is marked tardy and must arrive before 11:00 a.m.
- B. **Middle School** - A student enrolled in grades six through eight who is not physically present in the classroom at the start of the instructional period but reports to the school after that time is to be marked tardy. If the student misses more than thirty (30) minutes of the instructional period, the student will be counted absent.

Tardies to Class

If a scholar is in attendance in school, they will be considered delinquent in class if they are not in their assigned seat when the tardy bell rings. Consequences will be designated as appropriate for students with repeat tardies.

Once the bell rings, any remaining scholars will be redirected toward a tardy station or assigned adult. The scholar will be given a "TARDY DEMERIT," which will also serve as the pass into class.

At the end of each quarter, scholars who have ZERO tardies each period will participate in a school-wide reward activity already scheduled by the PBIS team.



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Arrival Map



DISMISSAL PROCEDURES

Early Dismissals

The early release of scholars causes disruption to the academic performance of all scholars and may create safety and security concerns. The latest that scholars can be picked up without a note from a doctor is at 3:00 p.m. **No scholar shall be released within the final 60 minutes of the school day unless authorized by an administrator for emergencies only.** Scholars and their families are urged to arrange doctor, dental, and other appointments at hours that do not conflict with school time.

Parents/Legal Guardians needing to sign their children out of school early must have a completed **Emergency Contact Form** on file and must present a **valid form of picture ID** (driver's license, military ID, etc.). If a scholar must be signed out of school early by an adult other than a parent or legal guardian, the adult must be listed in the AUTHORIZATION FOR RELEASE OF scholar FROM SCHOOL section on the bottom reverse side of the EMERGENCY CONTACT FORM or the EMERGENCY CONTACT SECTION of the Online Registration and must also present a **valid form of picture ID**. If any of the above is not available, the scholar will **not** be released from school early. Persons listed under EMERGENCY CONTACT are only authorized to be contacted in the event that a parent/legal guardian cannot be reached. It is the responsibility of the Parents/Legal Guardians to update the school if any changes occur after the EMERGENCY CONTACT FORM has been submitted. Changes to the EMERGENCY CONTACT FORM must be done by completing a new EMERGENCY CONTACT FORM.

In the case of emergencies where a parent, guardian or emergency contact is not available to check out a student, a 1-time emergency pick up can be arranged the day of the emergency or up to 1 business day before. Only the parent or guardian can authorize a 1-time pick up through the front office. **A valid form of picture ID** (driver's license, military ID, etc.), full name of the authorized adult, and access to on file email address is required.

In the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency scholar Data Form the individual(s) to whom the scholar may be released during the school day.

Car Loop Dismissal

Please note that depending on traffic patterns and other circumstances, dismissal processes may change throughout the year. All changes will be communicated through Class Dojo.

Car Pick Lane Pick Up

- All car pickup parents should enter through the north gate (front gate closer to Carey Ave, see above) and follow one way traffic flow around the school. **Parents should be making a left turn into the school.** Cars will not be allowed to make a right turn into the school.
- There are 2 lanes for pick up. The inner lane (closest to the school building) is designated for K-5 student pick up. The outer lane (closest to the parking spots) is designated for Middle School student pick up.
- **Grades K-5 pickup** - Parents will drive on the inside lane around the building and pick up students by the exit in the back of the building. If you have siblings, make sure to pick up at this exit.



- **Middle School Pick Up** - Parents will drive on the outside lane around the building and pick up students by the Middle School pick up exit doors. If middle school students have siblings, they should exit the building at the K-5 pick up doors and meet their siblings there.
- Please have your car rider tag on your front dash when entering the car lane. This will expedite the dismissal process.
- **IMPORTANT:** Parents using the Car Pick Up option cannot park and cannot exit their vehicles.
 - Students will be brought out to your car.

Walkers Option

- **All students who are designated walkers must have a walker form filed with the front office to be released as a walker.**
 - Students in grades K-2 are NOT allowed to walk or bike to or from school without being accompanied by an adult or an older sibling (upon administrative approval) and will only be released to parents/ guardians, emergency contacts, or siblings enrolled in the school.
 - Students in grades 3-8 must have this form completed and signed by a parent/guardian before they are released from campus at dismissal.
- Students who walk home or walk to their parents will be dismissed out the back dismissal doors of the school.
- Parents who pick up walkers can wait for them outside the gate at Walker Exit (Gate).
- Parent walkers cannot stand in front of Pick Up Areas for Middle School or K-5.
- If your student is a walker and has not been picked up by 3:45 PM, please come into the main office for assistance.

Pearson Center and Boys and Girls Club

- Students who participate in an afterschool program, such as the Pearson Center or the Boys and Girls Club need to report to the cafeteria
- Those students will be picked up by staff members from the appropriate program.
- The Pearson center afterschool program does not begin until the 2nd week of school.
- Those who attend this program must be picked up during the first week of school.

Safety Precautions

The safety of our scholars is our number one priority. While our goal is to dismiss the students as quickly and efficiently as possible, their safety will not be compromised in order to achieve this goal. Parents should drive slowly while they are in the car loop, they should refrain from using their cell phones or other electronic devices. Staff has been assigned to arrival and dismissal duty to both facilitate the process but also ensure student safety. It is imperative that parents/drivers follow the instructions of staff members at all times.



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Dismissal Map



BEFORE/AFTERCARE

The FuturEdge Academy Morning Care program extends our commitment to excellence in educational standards. We will provide your students with a safe and caring environment before transitioning into their regular academic day.

Before School Care:

Morning Care is a program the school provides for all enrolled students K-8. It operates from 6:30 AM to 8:00 AM and offers early morning supervision. The fee for Morning Care is \$100.00 a month with a \$20.00 registration fee for the first month; all fees are due by the first day the student attends the program. We do not accept cash, check, or direct credit card payments. All payments will be made through the FuturEdge Paypal account and can be accessed using the following QR code:



After Care:

The school does NOT provide aftercare. Aftercare arrangements may be made through the *Pearson Community Center* (Across the street) or the *Andre Agassi Boys & Girls Clubs of Southern Nevada*:

Pearson Community Center Center

Address: 1625 W Carey Ave, North Las Vegas, NV 89032

Phone: (702) 455-1220

Andre Agassi Boys & Girls Clubs of Southern Nevada

Address: 800 N M.L.K. Blvd, Las Vegas, NV 89106

Phone: (702) 638-1120

- **Please note that scholars not picked up by 3:30 PM will be sent to the front office to wait for parents.** Multiple occurrences of students not picked up by 3:30 PM may lead to a required parent conference to ensure that this does not occur again as supervision is not assigned during this time.

UNAUTHORIZED USE OF THE BUILDING

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, an adviser, or a coach. Any student using the building without authorization and supervision will be referred to the local authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school assumes no responsibility for students outside of school hours.

ATTENDANCE

Student attendance is a means of improving student performance and critical in maintaining and raising student achievement. Together, the school's staff, students, parents and the community must make every effort to lessen the loss of instructional time to students.

Attendance policies are based on state law and Rules and Regulations established by the Nevada Department of Education. Scholars need to be in school everyday in order for them to achieve proficiency in their studies. The importance of daily attendance cannot be overemphasized. Regular attendance at school is of utmost importance to the learning process. Frequent absenteeism weakens the scholar's interest in learning and his/her scholastic achievement. Scholars involved in multiple extracurricular activities are advised to keep track of time lost from class to ensure that extracurricular absences do not interfere with their academic responsibilities.

Scholars are to be counted in attendance if they are physically present in class by 11:00am each school day, **or** on a school approved field trip. Scholars must attend at least one full day of school during the first week in order to secure their seat at the school. If a scholar does not attend a minimum of one full day of school during the first week of school, they will be withdrawn and their seat will be given to the next scholar on the waiting list.

Excused Absences

An excused absence is still considered an absence but makes the scholar eligible to make-up work within the parameters established for make-up work (see make-up work policy). Excused absences are counted when determining eligibility for course credit, field trip approval, and attendance awards. Absences are considered excused when:

1. Scholar illness: Scholars missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the scholar has been absent from school as well as the reason for the absences. If a scholar is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a scholar is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the main office.
3. Death in the family.
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service must be observed.
5. Educational enrichment activity that is not a school-sponsored event, as determined and approved by the administration. The scholar must receive advance written permission from the administration. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions.
8. Other individual scholar absences beyond the control of the parent/guardian or scholar, as determined and approved by the administration. The principal shall require documentation related to the condition.

Written notes from a parent, guardian, or doctor's office is required for all absences. ***Up to three absences may be excused with a note from the parent*** explaining the nature of the illness. A doctor's note is necessary for all other absences to be excused. Written excuses stating the reason for absences must be signed and dated by the parent or guardian and filed with the school the first day the scholar returns.

Unexcused Absences

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any scholar who has been absent from school will be marked unexcused absence until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school events, program or sporting activity.
2. Absences due to scholars providing day care services for siblings or other family members.
3. Absences due to illness of others.
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted).

Excessive Absences

A scholar accumulating **ten** or more unexcused absences may have quarterly, semester and/or final grade(s) withheld and/or fail a course pending an administrative review and completion of assigned interventions by the Attendance Review Committee.

Attendance Law

According to Nevada Law (NRS 392.040) states: except as otherwise provided by law, each parent, custodial parent, guardian or other person in the State of Nevada having control or charge of any child between the ages of 7 and 18 years shall send the child to a public school during all the time the public school is in session in the school district in which the child resides unless the child has graduated from high school.

The following are legal reasons for excusing a scholar from attending school:

- Personal Illness - scholars are excused who are sick and whose attendance would be detrimental to their health and the health of other scholars. A physician's statement may be required.
- Death in Immediate Family - scholars may be excused for three days in the event of a death in their immediate families including mother, father, stepparent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
- Family Illness- scholars having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the scholar's assistance.
- Religious Holiday - scholars are excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
- Personal - scholars absent for a good cause (doctor/dental appointment which cannot be scheduled at other times, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.
- Approved School - Sponsored Activities - scholars shall be marked present when participating in a school sponsored activity away from the school building.

EXTENDED FAMILY VACATIONS

Because of our rigorous academic expectations, extended vacations are highly discouraged by the school during the school year. Parents planning to take their child on a trip **must notify the principal or main office at least two weeks before departure**. The student's absence will be an excused absence if approved by the principal. Lengthy trips are discouraged and may be cause for withdrawal. It becomes the student's responsibility, with the help of the parents, to make arrangements with each teacher for any missed assignments and to complete all assigned work upon his/her return to school. Uncompleted assignments will receive no credit.

MAKE UP WORK POLICY

Attendance is an integral part of the teaching and learning process. In the event that a scholar is absent from class, the following guidelines should be followed to arrange for make-up work:

1. Scholars/parents should message each teacher via school communication systems (Google Classroom, email, or Class Dojo) within **48 hours** of returning to school from an excused absence to make arrangements to make up **assignments**. Teachers of scholars in fifth grade or younger will give scholars their missed work upon return to submit the assignment within the deadline.
2. Make-up work will not be given to scholars at the end of the quarter to increase their grade; however, teachers MAY provide extra credit assignments that will provide evidence that the scholars are mastering the standards taught during the quarter. **Requesting makeup work is the scholar's and parent's responsibility**. While they are absent/suspended, scholars should work on their assigned digital platforms and teachers and administrators will make every effort to provide work as it is assigned.

MASTER CALENDAR 2026-2027

The school calendar is subject to change. Appropriate notice will be sent to parents if any changes occur. In case of emergencies such as inclement weather, the school will refer to decisions of the local school district; however, ultimately decisions will be up to the school leadership team and Governing Board.

[CalendarLink](#)

DAILY SCHEDULE

Grades K-5

- Breakfast starts at 7:30 am and ends at 7:55am.
- Dismissal starts at 3:00 pm and ends at 3:15 pm.

Grades 6-8

- Breakfast starts at 7:30 am and ends at 7:55am.
- Dismissal starts at 3:00 pm and ends at 3:15 pm.

*****NOTE: Any student who arrives before 7:30am will be placed in the before care program and will be subject to before care fee.**

BELL SCHEDULE

Daily Schedule			
Period	Beginning	Ending	Minutes
1	8:00 AM	8:54 AM	54
2 minute Transition			
2	8:56 AM	9:50 AM	54
2 minute Transition			
3	9:52 AM	10:46 AM	54
2 minute Transition			
4	10:48 AM	11:42 AM	54
2 minute Transition			
5	11:44 AM	12:20 PM	36
2 minute Transition			
Lunch	12:20 PM	12:50 PM	30
2 minute Transition			
5	12:50 PM	1:08 PM	18
2 minute Transition			
6	1:10 PM	2:04 PM	54
2 minute Transition			
7	2:06 PM	3:00 PM	54
Dismissal			

LUNCH SCHEDULE

Kindergarten - 2nd Grade: 11:00 AM - 11:30 AM

3rd - 5th Grade - 11:30 AM - 12:00 PM

Middle School - 12:20 PM - 12:50 PM

CAFETERIA PROCEDURES

FuturEdge Charter Academy is approved as a Community Eligibility Provision School under the School Breakfast Program (SBP), National School Lunch Program (NSLP). All student(s) enrolled at **FuturEdge Charter Academy** have the opportunity to eat breakfast after the bell and lunch in the cafeteria at no cost to the household.

Any student(s) enrolled at FuturEdge Charter Academy are not required to complete a meal application for the 2026-2027 school year.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

School lunchtime should be an opportunity to encourage a healthy lifestyle, promote socialization that will affect early behaviors.

Cafeteria Expectations - Appropriate etiquette is required during meal times:

- Students are responsible for cleaning up their area after finishing their breakfast/lunch
- Students must dispose their own trash upon finishing breakfast/lunch
- Students are not allowed to throw food/objects
- Students must ask the staff member on lunch duty for permission to use the restroom during breakfast/lunch
- Students must remain seated at all times during breakfast/lunch, except if disposing of trash or going to/returning from the restroom
- Students must wait to be dismissed from the cafeteria

Lunch From Home

Some scholars prefer to bring lunch from home. Please follow these guidelines for home-made lunches:

- Lunch should be nutritious and have low sugar content.
- Canned or glass bottled soft drinks, or other sugary drinks are NOT permitted.
- All lunch boxes should be clearly marked with the scholar's name.
- No large family size chip bags or other food items are permitted.
- No chocolate, candy, etc. allowed during lunch.
- **Scholars and staff members are NOT permitted to warm up any lunches for scholars.**
- Lunches should not have any peanut-containing products to protect scholars with allergies.
- **Food deliveries are NOT permitted! NO EXCEPTIONS.** Any delivery to the school will be **rejected**.
- If a student forgets to bring lunch, parents may drop off their lunch prior to their lunch period. Note: **No restaurant foods will be allowed for drop off.** (Refer to page 44 of this handbook)

Cafeteria Procedures

Below you will find the procedures for entering and exiting the cafeteria:

- All students enter the cafeteria through the outside double doors and line up to get their lunch.
- Once the students are seated they must remain seated.
- Students will ask for permission to use the restroom.
- Students will dispose of their garbage in the garbage cans around the cafeteria.
- Students will be dismissed by Administration.

Depending on the weather, students may be released to go outside and hang out in the picnic table area for the latter part of their lunch. Students are to remain in that area at all times and await the bell to go to their next class. No music can be played during that time via speakers because it will disturb the other classes. Students are allowed to use their cell phones during lunch and while outside in the picnic table area.

HALLWAY ETIQUETTE AND TRANSITIONS (GRADES 6-8)

Students will have two (2) minutes to transition in between class periods. It is the expectation for students to transition in between classes or from one destination to another in a timely and orderly fashion. Students are not permitted to run in the hallway.

STUDENT DISCIPLINE AND PBIS

The school strives to promote a quality educational experience by promoting excellence without excuses in our daily lives. Our goal is to provide our students with an environment conducive to learning;

therefore, it is expected for our students to display appropriate behavior on a daily basis. Just like we do for instruction, the school follows a detailed and structured three-tier behavioral intervention plan aligned to state guidelines for a Multi-Tiered System of Supports (MTSS) and leveraging national research on the Positive Behavior and Intervention Supports (PBIS) framework. A PBIS overview and set of guidelines at the end of this document but the key takeaway for the entire team should be that all behavior strategies must start and end with a genuine desire to support, guide, and model behavior for scholars framed as positively as possible.

The following positive behavior management plan will be implemented in an effort to maintain an orderly learning environment and to redirect students' inappropriate behavior. We will continue to have high expectations of our students' academic progress and behavior. The purpose of these guidelines of conduct is to ensure that the educational process, the primary function of the school, may continue effectively. Students are expected to comply with these guidelines while attending school or while participating as a spectator or a participant at a school activity. Handbook rules will be explained to students at the beginning of each school year or on the first week of attendance for new students. Parents/guardians are requested to cooperate with school officials to ensure that the school is a source of pride to the community and to the students. Parents/guardians who do not understand or are in disagreement with actions taken by school personnel are encouraged to visit the school and discuss their opinion. Good discipline is essential for an orderly, functioning school system.

Parental involvement in this process will play an integral part in our students' overall success.

Please take the time to discuss the components of this plan with your child. Teachers will keep parents abreast of inappropriate behavior of students. Parents may be asked to meet with administrators to develop a plan for a child's behavioral success.

I. PBIS Vision - We strive to create a positive school environment where faculty, staff and students are courteous and respectful to themselves and others, leaders in building, motivated to learn, and safe at all times.

II. Positive Behavioral Intervention and Supports (PBIS) - Positive Behavior Interventions & Support (PBIS) provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. The goal is to create a positive social culture in which prosocial behaviors are explicitly taught and reinforced, and all adults respond to the occurrence of problem behavior in a consistent manner.

The school is a Positive Behavior Intervention Support school. We will be utilizing a behavioral management program that reinforces appropriate behaviors both socially and academically promoting student success. PBIS complements classroom management. Students are rewarded with points for embracing "**THE R.I.S.E Matrix**" – demonstrating positive and appropriate behaviors and encouraging positive decision-making skills. Also, Points can be earned on a daily basis and, in turn, used for different prizes and exciting PBIS incentives and rewards.

Who is involved in the PBIS Process? School-wide PBIS requires a collaborative team consisting of:

All school personnel to include:

- Administration, Teachers, Counselors, Paraprofessionals and Cafeteria Staff, Front Office Personnel
- Special Education personnel such as Support Facilitators, Lead Teachers, etc.
- Parents
- School Visitors

What is a School-wide PBIS Plan? The school-wide PBIS Plan includes the following steps.

1. Expectations are clearly and positively defined.
2. Behavioral expectations are taught to all students and staff.
3. Appropriate behaviors are acknowledged.
4. Behavioral errors are proactively corrected.
5. A database for keeping records and making decisions .
6. Data-based monitoring and adaptations to the plan are regularly conducted.

DISCIPLINARY PROCEDURES AND THE STUDENT CODE OF CONDUCT

The school will align to the local school district's Code of Student Conduct. A student may be disciplined at any level depending upon the frequency and/or severity of the act of misconduct. A behavior referral will be completed for each violation of the Code of Conduct, regardless of the level of the violation, and recorded electronically in the school's Student Information System, to which parents have access.

Discipline records for violations of the Student Code of Conduct which result in a long-term suspension, expulsion, or permanent expulsion and will be a part of the student's permanent education record and included in any student file properly requested by the parent to be transferred to a subsequent school. Corporal punishment is prohibited as a means of discipline. The disciplinary procedures shall work in tandem with the Safe Schools Student Discipline Policy following Student Code of Conduct.

Teachers may issue after school detention at their discretion as long as parents receive at least 48 hours advance notice. Detention may only be assigned upon a scholar's third offense in alignment to the demerit categories outlined within the discipline and behavior section of this plan.

Administrator-Facilitated Detention

An administrator may also assign an "Administrative Detention" for the following reasons:

Uniform Violations
• Any time a scholar has his or her first three (3) uniform violations, an Administrative Detention Hall is assigned. • After six (3) uniform violations, a single day of ISS is assigned. • After nine (5) uniform violations, a single day of OSS. • Scholars start back at zero after the ninth.
Major Infractions

- Any time a scholar has a major infraction and is referred to an administrator without a reflection hall being first assigned at the classroom level (e.g. fighting, bullying, etc.)
- 3 Major Infraction can and will result in a student being placed in an alternative virtual setting.

***The Principal has the authority to modify the disciplinary actions taken.**

SUSPENSION & EXPULSION POLICY

Suspension is a disciplinary sanction that orders the temporary removal of a student from a class or all classes for a prescribed period of time, not to exceed ten (10) school days at any one time. The student shall be remanded to the custody of the student's parent and/or guardian with specific homework assignments for the student to complete. The Principal or Principal's Designee shall make a good faith effort to employ parental assistance or alternative consequences for misconduct prior to suspending a student, except in emergencies, or disruptive conditions, or incidents involving a serious breach of misconduct. Students receiving out-of-school suspension must be assigned schoolwork that will cover content and skills taught during the duration of the suspension. Students are given one day for each absence to complete makeup work unless unusual circumstances indicate an extension.

Expulsion is defined as removal from school for an offense so serious that future attendance is not recommended. Students involved in the following crimes are subject to expulsion and prosecution to the fullest extent of the law:

- Arson-The willful burning of school property
- Assault and/or Battery on a School Employee-Physical abuse and/or threats of physical abuse directed at a school employee.
- Drugs/Alcoholic Beverages-Use, possession, and/or distribution and/or illicit substance or any substance represented to such.
- Immoral Conduct-Contact as it pertains to sexual behavior between individuals.
- Weapons-Possession, use, transmittal, or concealment of ANY operable or inoperable weapon. Items that may cause bodily injury or death. BB and pellet guns, pocket knives, and fireworks are weapons. The Gun Free Schools Act (NRS 392.466) specifies expulsion requirements based on type of weapon, and/or circumstances surrounding the infraction.

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 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 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 392.4673; and the pupil does not pose a serious threat to the safety of the school.

BULLYING AND HARASSMENT

The School prohibits any and all acts of harassment, bullying and intimidation (including cyberbullying) of students at school. Bullying is equally prohibited without regard to its subject matter or motivating animus. The school also prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. Bullying means any written, verbal, or physical act or any electronic communication (including "cyberbullying" as defined by state law) that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more students; or
2. Adversely affecting the ability of a student to participate in or benefit from the school's educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; or
3. Having an actual and substantial detrimental effect on a student's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs on or off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school. Bullying that does not occur "at school," as defined above, including bullying that occurs over the internet (cyber-bullying), that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with the student code of conduct and applicable law. Please see additional information in the "Security" section of this handbook for information about reporting suspicious or dangerous activity via the FortifyFL website or process.

SCHOLAR DRESS CODE

Uniforms will help us ensure mutual respect for all while providing a focused, comfortable, disciplined learning environment. Parents and guardians are responsible for the appropriate fitting of all clothing so that it is appropriately sized to the individual. Uniforms must be worn throughout the entire academic day including after-school clubs, tutoring, detention, and field trips.

FuturEdge Academy scholars are required to wear appropriate clothing according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program and principals will enforce adherence to this policy by those under their jurisdiction. School administrators have final authority to decide if clothing complies with the school's rules. When it is determined that a scholar's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. Any student out of dress code will be moved to the front office or similar waiting room until a parent/guardian can provide the proper uniform. School administration will try to provide access to a digital device for the scholar (if he/she does not have one already assigned) to complete classwork while waiting for the appropriate uniform. The student will not be permitted to attend or participate in classes or transition time until they are in the proper uniform.

In addition, the scholar will receive a disciplinary consequence for violating the school's dress code policy, to be treated as disruptive behavior in violation of the Code of Scholar Conduct. However, policy violations shall not carry over on the scholar's discipline record to subsequent years. This policy shall apply to scholars at all times when they attend school or any school sponsored event. The Principal or his/her designee may exercise discretion and permit exceptions to this policy for extracurricular activities. This policy shall be applicable in its entirety, except where a specific section may be directed toward a select group of scholars. All persons subject to this policy shall comply with all sections of it. Wearing apparel, which tends to identify association with secret societies as prohibited by Nevada statutes, shall not be worn. Cleanliness of the physical person consistent with the maintenance of good health and to avoid offensiveness to others is mandatory.

Uniforms must be purchased directly from ibiley.com.

Elementary School (Grades K-5) Uniform Requirements

- Bottoms: Bottoms shall consist of khaki pants. Leggings, and jeggings are **not** considered khaki pants. **Rips, decorations/designs, chains, or colors other than khaki are not permitted.** Undergarments must not be visible when wearing the school uniform.
- Khaki shorts or skirts may be worn in place of khaki pants during hot days. Skirts, walking shorts, slacks, skorts, or jumpers that **are above the knee will not be permitted.** Pants/appropriate-length shorts/skirts/skorts shall be worn so that the waistband is worn at the waist and not below the waist. Athletic shorts, including, spandex-style "bicycle" shorts, cut-off jeans, or pants, cut-off sweatpants, short shorts, running shorts, and see-through boxer type shorts are not permitted.
- Shirts: All scholars must wear a **purple** logoed school uniform shirt.

Middle School (Grades 6-8) Uniform



- Bottoms: Bottoms shall consist of khaki pants. Leggings, and jeggings are **not** considered khaki pants. **Rips, decorations/designs, chains, or colors other than black are not permitted.** Undergarments must not be visible when wearing the school uniform.
- Khaki shorts may be worn in place of black pants during hot days. Shorts that **are above the knee will not be permitted.** Pants/appropriate-length shorts shall be worn so that the waistband is worn at the waist and not below the waist. Athletic shorts, including, spandex-style “bicycle” shorts, cut-off jeans, or pants, cut-off sweatpants, short shorts, running shorts, and see-through boxer type shorts are not permitted.
- Shirts: All scholars must wear a **blue** logoed school uniform shirt.

All Scholars

- Appropriate Sizes: Scholars shall wear clothing of appropriate size as determined by the principal or designee exercising his or her judgment. The size of shirts and pants shall be appropriate to the scholar’s body size and shall not be unduly oversized or undersized.
- Shoes/Footwear: All scholars shall wear closed toe shoes/footwear. **Crocs, slides, and sandals are not permitted. These types of shoes will be confiscated by the administration. Parents must come to school to pick up the confiscated footwear.** Platforms and shoes with wheels, steel-toed footwear, stiletto type footwear or excessive heel height may not be worn.
- Outer Garments: School appropriate jackets may be purchased from Ibiley Uniforms. Hoodies are not permitted. - **hoods must be OFF at all times while on school property.** The Dress Code Policy shall not prohibit scholars from wearing coats or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons and shall be the appropriate size for the scholar, shall not be overly baggy, nor violate any other provision of this Policy. Outer garments not purchased through Campus Club must be solid black and not include any branding. Inside the classroom, outer garments should be removed unless the classroom is cold.
- Unacceptable Attire: Scholars are **not allowed** to wear clothing, jewelry (including body piercing jewelry and “grills”), buttons, haircuts, tattoos, makeup, or other attire or markings, which are offensive, suggestive, disruptive, or indecent such as
 - Clothing associated with gangs.
 - Clothing that encourages the use of drugs, alcohol, or violence.
 - Clothing is associated with discrimination on the basis of age, color, disability, national origin, sexual orientations, marital status, race, religion, or sex.
 - Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or minidresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts or blouses tied at the midriff.
 - Clothing not properly fastened or with rips and/or tears.
 - Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, or sleepwear.
 - Clothing or footwear that is construed by the principal or designee as hazardous or dangerous to the health of the scholar or others.
 - Hats, headgear, or any head covering, except when approved by the principal.
- Friday’s Dress Code:
 - On Fridays, scholars may pay \$1.00 for a dress down day.
 - Dress Down Day
 - Scholars **must** wear a logoed uniform shirt.
 - The jeans must be appropriate and have no holes, rips, tears, or patched denim.

- **Fridays are not free dress days. Scholars must pay \$1.00 on paypal to be able to participate in the dress down day.**
- Spirit Days/Weeks
 - On certain days, the school will have themed Spirit Days and scholars and families will receive advance notice of the dates, themes, and dress code requirements for those days.
 - Spirit Day outfits must comply with all guidelines above regarding unacceptable attire.
 - On Spirit Days, students must either dress according to the Spirit theme or be in school uniform. **These are NOT dress down days.** Students will receive a dress code violation if not following school dress code or spirit day theme on Spirit Days.

IDENTIFICATION BADGES

Identification badges are provided to all students. ID badges must be worn at all times during regular school hours. If a badge is damaged or lost, students must notify their teacher immediately. Students will be provided with one free duplicate ID for a lost/stolen ID card, however will be subject to a \$5.00 replacement fee for any lost/stolen ID card thereafter. On the reverse side of the badge is contained specific information essential during crisis situations as mandated by state statute. It is important for students not to share their badge with others. ***Students who do not have their ID badges will be considered as being "out of uniform."***

MEDIA RELEASE

The school and its approved partners regularly take photographs, film footage, and other electronic media of various school activities for use in, among other things, educational, community outreach, website, athletic, artistic, advancement, and advertising efforts and promotion. This media may be captured on or off campus and will not always be pre-announced to students. Some of the media contains the name, image, likeness and/or voice of students. By enrolling at the school, all students and their parents (or legal guardians) grant the school and its approved partners permission to use this media, agree that they will not be financially remunerated for this media usage, and release the school and its approved partners from any claims or liability arising from the use of this media.

Parents who wish for their scholar not to be photographed must indicate so on the Media Release Form sent home with the students at the beginning of school year.

CLASSROOM MATERIALS

The school requests that all students are prepared for class. The lists linked [HERE](#) include school supplies needed for all grades to help parents and guardians ensure that their scholars have all the basic supplies needed to start school.

CLASSROOM/ BUILDING ETIQUETTE

1. Students must be in the classroom and seated when the morning bell rings. A bell signifies the end of the class, however dismissal is given by the teacher.
2. Students are responsible for the good condition of desks and of the classroom.
3. Students should practice care with all classroom-based technological devices. Any device damage will result in consequences including possible reimbursement for the device repair.
4. Students are not to handle classroom equipment, e.g. thermostat, blinds, windows, maps without the teacher's permission.
5. Eating or drinking is not allowed in the classroom without permission. Gum chewing is not permitted anywhere on the school's campus.
6. Each student must have a Hall Pass when out of class. An office summons is considered a Hall Pass. Passes must be returned to the teacher who issued the pass.
7. Students are allowed to use the restroom during class with a pass; however, they must return to class within a reasonable amount of time. If a student is feeling ill, they must first report to the nurse. Failure to do so may result in a truancy.
8. Students who, as a result of food or water fights or because of rain, arrive at a class with wet or soiled clothing may be asked to clean or dry themselves prior to entering the class.
9. Although electronic devices and headphones are permitted on campus, they may not be used in the classrooms, the hallways, or other study areas unless a teacher gives express permission.
10. Loitering: Students are not to loiter before or after school on neighboring streets, parking lots, parking structures, or shopping centers.
11. Littering: Students are encouraged to take pride in their campus and in the community - they must deposit all trash in proper containers.

CLASS SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

DIGITAL CURRICULUM, CLEVER, AND LEARNING PROGRAM REQUIREMENTS

CLEVER Student Instructional Program Sign-In Process (K-8)

As a true 21st-century technologically-advanced educational institution, the school utilizes a "Single Sign On" program and process called Clever. Clever ensures that scholars may easily sign into all of their respective and specific instructional and curricular programs with just one username and password.

iReady Digital Instruction and Universal Screener Program (K-8)

As part of the Tier 1 segment of our Multi-Tiered System of Supports (MTSS) program, the school uses iReady for reading and math in Grades K-8 as the progress monitoring system for FuturEdge Scholars.

All scholars take a monthly progress monitoring assessment at the beginning of each month. Results of the assessment will be used to group scholars accordingly for enrichment or support. Instructional Coaches will work with all teachers to interpret the data and group the scholars appropriately.

Grades K-8 Mathematics (Eureka)

Mathematics is key to many of our daily activities and routines; things like shopping, banking, cooking, and home repair. Furthermore, in today's increasingly technologically reliant society, more and more jobs require high levels of proficiency in mathematics and science. Unfortunately, studies conducted since the 1970s have shown that scholars in the United States perform significantly worse on mathematics assessments than their international peers.

The school utilizes **Eureka Math by Great Minds** for math instruction for grades K-8, and select High School mathematics courses. Eureka Math is the most widely used curriculum across the nation. Each teacher will have access to **Eureka Digital Suite** and will use this to assist in the process of collaborative planning and lesson preparation. Students will have access to their Eureka Math textbooks digitally.

Wit & Wisdom English Language Arts/Reading for Grades K-8

The school utilizes Great Minds Wit & Wisdom as our English Language Arts/Reading instructional program for Tier I instruction. This is a comprehensive program that focuses on the study of rich and engaging texts that are aimed at giving scholars a deep understanding of liberal arts and sciences which will equip scholars with the knowledge and skills required not only to master the state standards, but develop scholars to be successful readers, critical thinkers, and effective communicators who will become lifelong learners and will be prepared to enter and succeed in college. In addition, Wit & Wisdom integrates daily reading of complex text, writing, speaking, listening, grammar, and vocabulary study.

HOMEWORK

Homework should provide reinforcement and extension of class instruction and a basis for further study and preparation. Responsibility for homework should gradually increase for scholars. As scholars get older, homework assignments should recognize that more time and individual scholar initiative are expected in order to meet increased instructional demands. Homework assignments to exceptional scholars should reflect the special needs of such scholars. In general, homework assignments will be completed for the following day; however, long-range assignments and/or special projects should provide scholars with an opportunity to develop and refine research and independent study skills and the ability to work independently.

Homework Assignment Frequency/Quantity are aligned to the following minute averages per grade:

- K-5 Daily (5 days a week) 45 minutes // 6-8 Daily (5 days a week) 60 minutes

Note: The times above do not reflect the additional 30 minutes that are to be devoted to reading. Reading is recognized as a universal skill that relates to all subjects. Therefore, when specific homework assignments are not given, or when the homework assignment is completed in an expeditious manner, every scholar will read, minimally, for the amount of time specified.

GRADING PROCEDURES

Academic Grades are to reflect the scholar's academic progress based on the standards for the grade level/course in which the scholar is enrolled. The grade must not be based upon the scholar's effort and/or conduct. The grade must provide, for both scholars and parents, a clear indication of each scholar's academic

performance and content mastery as compared with norms which would be appropriate for the grade or subject. The academic grades of "A," "B," "C," "D," or "F," are not related to the scholar's effort, conduct, attendance or tardiness. The letter grade of "I" will be reserved for middle school use only. Grades in all subjects are to be based on the scholar's degree of mastery of the instructional objectives and competencies for the subject based on grade level standards. The determination of the specific grade a scholar receives must be based on the teacher's best judgment after careful consideration of all aspects of each scholar's performance during a grading period.

- A - (90-100%) indicates that the scholar has demonstrated outstanding progress in the subject and/or the skills area. The scholar consistently performs academically at a level which is considerably higher than that of the typical scholar in the same program or course. The scholar has mastered skills well above those required for successful completion of the instructional program and has demonstrated an understanding of and an ability to utilize the content of the program effectively. An "A" scholar will have achieved and exceeded all of the instructional objectives and competencies established for the subject/course during the grading period.
- B - (80-89%) indicates that the scholar has demonstrated above average but not outstanding progress in the academic area. The scholar consistently performs at a level above that which is expected of the typical scholar in the same program or subject. The scholar has mastered content skills beyond those required for successful completion of the instructional program. The "B" scholar will be progressing at a rate that will enable him/her to have achieved virtually all of the instructional objectives and competencies established for the subject being graded.
- C - (70-79%) indicates average progress. The scholar performs at an average level in terms of mastery of skills/performance standards and/or content of the program. The scholar's rate of progress permits mastery of more than the minimal instructional objectives and competencies of the program.
- D - (60-69%) indicates the lowest acceptable progress in the mastery of skills and other course content and indicates that improvement is needed to achieve a satisfactory level of academic performance. The scholar's rate of progress is such that the minimal instructional objectives and competencies for the program will be mastered.
- F - (0-59%) indicates failure. Scholars functioning at this level are not mastering the minimal objectives and competencies required in the regular instructional program. See the Report Card section for more guidelines on "F" grades.

The weighted system calculates grade items as a percentage of a final grade worth 100%. The maximum points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them. All assignments are categorized and weighted when inputted into the school's grading system. The table below reflects the categories and weights for assignments at the school for the 2026-2027 school year:

Gradebook Categories and Weight Percentages (School-Wide)	
Summative Assessment = 40%	
This includes unit or chapter tests, major projects/essays, presentations, quizzes, final task per unit	
Formative Assessment = 30%	

This includes “Do nows,” exit tickets, checks for understanding, practice assessments, quizzes, entry tasks

Classwork = 20%

This includes all classwork and mastery demonstrated

Classroom Participation = 10%

Active participation in class and completion of minimum minutes/assignments in digital programs such as iStation or Lexia PowerUp

INFINITE CAMPUS

Parents and students are required to create/maintain an account on Infinite Campus to register in the school. It is also a beneficial tool that serves as a way to stay abreast of student attendance, grades, and academic progress. Information on accessing the Infinite Campus portal is available at the front office.

ACADEMIC INTEGRITY

Students are expected to complete all assignments with honesty and integrity. Classwork should be a true reflection of the student’s ability and effort. Any academic dishonesty will result in both academic and disciplinary penalties.

Forms of Academic Dishonesty include, but are not limited to:

- Plagiarism: use of another’s words or ideas without proper citation, whether it be improper copying from academic sources or copying the work of another.
- Cheating: use of improper or unauthorized materials or study aids including “cheat sheets” or electronic devices to supplement academic performance. At no time are cell phones or smartwatches allowed out during an exam.
- Facilitating Dishonesty: knowingly allowing one’s work to be copied by another or doing the work of another
- Inappropriate Collaboration: working together on a project or assignment without the instructor’s knowledge or permission
- Academic Misconduct: tampering with grades, tests, or other class materials; stealing or tampering with the work of another student.

Violations of the Academic Integrity Policy as it pertains to homework and/or minor assignments will be handled by the individual teacher and documented by the deans. In addition, such violations may result in the following consequences.

1. First offense of academic dishonesty on homework in any class, the following consequences include, but are not limited to:
 - a. Zero on the assignment
 - b. Parent notification by the teacher

- c. Reported to the Deans' Office
2. Second offense of academic dishonesty on homework in any class, the following consequences include, but are not limited to:
 - a. Zero on the assignment
 - b. Parent notification by the teacher
 - c. Reported to the Deans' Office
 - d. Detention
 - e. Parent conference with the Dean and student placed on an Academic Integrity Contract
3. Third offense of academic dishonesty on homework, the following consequences include, but are not limited to:
 - a. Zero on the assignment
 - b. Parent notification by the teacher
 - c. Reported to the Deans' Office
 - d. Suspension from school

Quizzes, tests and semester exams require an especially high level of attention to integrity. Actions that in non-testing environments would not normally be considered cheating are considered a violation in testing situations. All violations will result in a student receiving a zero on the quiz, test or semester exam and the student may also receive disciplinary consequences.

Academic dishonesty on quizzes, tests, and/or semester exams includes, but is not limited to:

- Communication (without teacher permission) to any student for any reason during the testing period. Borrowing a pen or asking about time, etc. are not acceptable explanations and will be considered violations.
- Accessing/viewing a cell phone, smart watch, or similar device during the testing period. To check time or view a test message, etc. are not acceptable explanations and will be considered violations.
- Using a calculator or other electronic device that has stored information, even if pertinent information is not accessed.
- Taking a picture of a quiz, test, or semester exam, even if the picture was not sent to anyone.

REPORT CARDS/PROGRESS REPORTS

Progress Reports

Progress reports will be disseminated to all scholars at the mid-grading period that will reflect earned grade/performance evaluation to this point. It is the teacher's responsibility to award a grade commensurate with the scholar's performance. Additionally, the teacher shall send a progress report to the parents of scholars whose performance shows a decline prior to the end of each grading period to inform the parents of their child's status.

Parent-Teacher progress report check-ins provide the opportunity to discuss and highlight each scholar's progress along with sharing their individual strengths and needs. Each quarter, students receive a progress report outlining their progress to-date for that quarter. The school designates a Parent-Teacher Progress Report Check-In week after progress reports are distributed.

Parents will be provided with the Calendly link for each teacher and will have the opportunity to schedule themselves in for their quarterly check-in during the designated Parent-Teacher Check-In Week during the allotted meeting times. Parents may also email their teacher to help with scheduling.

While this is for all parents, it is particularly important for scholars not performing well so that the teacher and parent may collaborate to help the scholar change the trajectory of a struggling grade. Teachers will contact home if a scholar has a “D” or lower on a progress report to schedule the progress report parent-teacher check-in; however, all parents are welcome to schedule their Progress Report Parent-Teacher Check-Ins regardless of students grade.

Report Cards

Report cards will be distributed at the end of the grading period - a Report Card Conference week will be held for students that receive lower than a “C” in any class.

Action Plans for Scholar Academic Performance

If ANY teacher sees that a scholar is struggling to succeed in their class, then a conference will be scheduled and an action plan will be created for parent review at the conference. This action plan is meant to avoid a scholar failing for the school year and should include: the teacher, the scholar, the parent, instructional coach(es), and the assistant principal. If a scholar is failing or is in danger of failing close to report card time, the parent will be contacted BEFORE report cards go home.

TEXTBOOKS

Given the school’s utilization of technology, most of the curriculum textbooks will be available to the students via their devices which they have access to in school; however, there are some courses that require physical textbooks. Textbooks are issued and used to facilitate knowledge transfer of our curriculum. Some normal wear and tear is to be expected. However, if the average yearly wear and tear of a textbook is exceeded, replacement cost will be assessed to be paid for by the scholar’s parents - please help us ensure all books are treated with care.

TECHNOLOGY USE

The school information systems are operated for the mutual benefit of all users. The use of technology at the school is a privilege, not a right. Users should not do nor attempt to do anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other scholars or work. The school’s network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers.

The school reserves the right to restrict or terminate any user’s access, without prior notice, if the user is suspected to be in violation of the acceptable use policy. The primary goal of any such action shall be to maintain computing availability and security for other users of the systems. Other disciplinary action may be imposed as stated in the SDOC Student Code of Conduct.

Government Laws

By using school technology and/or the internet, the scholar agrees to use computers in conformity with the laws of the United States and the State of Nevada. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, and/or unauthorized tampering with computer systems. Libel Laws – Publicly defaming people through the published material on the internet, email, etc.
2. Copyright Violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher.

STUDENT DEVICE USE AND REQUIREMENTS AND CELL PHONE POLICY

Upon signing the technology agreement in grades 3-8, each scholar in the aforementioned grade levels will be issued a school device to utilize throughout the school year while enrolled at the school while on school grounds. Families that need access to a device at home may ask the front office about the school’s device loan out process. A desktop computer may be available in each classroom in the event that a scholar has turned in their device for repair, but is NOT to be used on a regular basis as an exception to the scholar bringing their school-issued device to class.

The school will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home.

While generally discouraged, students are allowed to have cell phones, PDAs, iPods, and other electronic devices. **All electronic devices shall be completely turned off and not visible during academic hours and after school instructional/detention hours.** Any personal items that staff members judge to be unsafe, inappropriate for school, or interfering with students’ educational focus will be confiscated and held in the office or remain in the possession of the staff member until the parents retrieve them, and may be subject to search.

Scholars who decide to bring their devices to school may do so as long as they adhere to the following policies:

Cell phones are not allowed during school hours from 8:00 AM - 4:00 PM for elementary school and 9:30 AM - 4:00 PM for middle school. Students who are caught using their cell phones will have them confiscated by the teacher. Students who are habitually caught using their cell phones will have their phones confiscated by administration. Once a phone has been confiscated by administration it must be picked up by a parent or guardian. If a student refuses to turn in their cell phone, after being caught using it during school hours, they will be considered to be insubordinate and receive the appropriate consequences as per the Student Code of Conduct. We want to thank parents for working with the school on this policy to ensure students focus on learning during the day.

Disclaimer: The school shall not be responsible for any lost or damaged item that was brought onto campus or to a school event which was in the possession of the school staff due to a violation of this policy. Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the principal. The principal’s determination is final.

STUDENT EMAILS

Each scholar is provided with a unique email address. Student emails are intended for instructional purposes only. Students are responsible for checking their email on a regular basis to ensure they are abreast of the latest information for the school and their classes. If students are having trouble accessing their email, they should contact the main office for assistance or email their teacher. The login email and username is as follows:

- Navigate on the web to www.gmail.com
- Enter your student's Student ID- #####@futureedgeacademy.org
- Click "Next" / Enter your student's password (**welcome1**)

COVID-19 SAFETY AND POLICIES

In order to promote the health and safety of all students, faculty and staff, the school has implemented the following policies and protocols related to COVID-19 for the 2026-27 school year based on Center for Disease Control (CDC) guidelines. Because of the fluidity of the pandemic circumstances, the school may have to change, remove, or augment these policies. The school will continue to base its decisions on information and guidance provided by, among others, the World Health Organization, the CDC, as well as state and county health agencies.

The school will keep parents abreast of any updates to the Health and Safety Protocols as information becomes available.

Face Masks Optional

Masks are optional for all students and staff.

Hand Hygiene

The school will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer, tissues and disinfecting supplies. Students will be encouraged to practice hand hygiene along with respiratory etiquette, such as covering coughs and sneezes with a tissue. Frequent hand washing and use of hand sanitizer will be encouraged throughout the campus.

Cleaning and Disinfecting

Frequently touched surfaces, such as, but not limited to door handles, tables, desks will be cleaned and disinfected within the school day at least daily or between uses as much as possible. As drinking fountains have been replaced throughout our campus, students are encouraged to bring their own water bottles to be filled.

Reporting Requirements Exposure Response Management

The school has been designated a Director of Health Services who will be working with the school's administrative team to be responsible for responding to COVID-19 concerns. This individual has been trained in contact tracing and will coordinate documentation and tracking of possible exposures. Students and parents are expected to immediately report and COVID positive cases or exposures to the school's front office team at (702)636-2551.

Positive Test Guidelines:

- People with COVID-19 should be isolated for five days.
- If they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by five days of wearing a mask when around others to minimize the risk of infecting people they encounter.

Exposure Guidelines:

- Additionally, CDC is updating the recommended quarantine period for anyone in the general public who is exposed to COVID-19.
 - For unvaccinated people or more than six months out from their second mRNA dose (or more than two months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for five days followed by strict guideline mask use for an additional five days.
 - Alternatively, if a 5-day quarantine is not feasible, an exposed person must wear a well-fitting mask at all times when around others for ten days after exposure.
 - Individuals who have received their booster shot do not need to quarantine following exposure but should wear a mask ten days after the exposure.
 - For all those exposed, best practice would also include a test for SARS-CoV-2 at day five after exposure. If symptoms occur, individuals should immediately be quarantined until a negative test confirms symptoms are not attributable to COVID-19.”

HEALTH PROBLEMS

Should your scholars suffer from asthma, allergies, a heart condition, or any other potentially serious health condition, please be sure to indicate this on the health form distributed and collected at the beginning of the year. In addition, please make it a point to give your scholar's teachers a note describing the condition and the appropriate steps to take in an emergency involving the condition. Please be sure to complete the Health Information Card during registration and keep the school informed of any **changes of address or phone numbers, either at work or home.**

MEDICATIONS, ILLNESSES, & ACCIDENTS

The school shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program

Medications will only be dispensed to scholars when the proper documents have been completed and the medication submitted by a parent or guardian. Guidelines for medication will be given as the need arises per a doctor's request. **Medication may not be sent to school with scholars at any time.** This includes pain relievers, inhalers, eye drops, ointments, and any prescription medications.

Parents must bring in the medication in the original bottle, clearly labeled with your scholar's first and last name along with the Medication Administration Form. Absolutely no medication will be given to scholars without this completed and signed form.

If a child is hurt at school or becomes ill, we will do everything possible to make him/her comfortable. You will be called immediately and if you cannot be contacted, we will contact the person you have listed on your child's emergency contact card. Please make sure that your emergency contact card information is updated.

In the event of a serious or life-threatening emergency, the school will call 911 in addition to contacting the parent or an emergency contact. If your child contracts a contagious disease/illness (*i.e. flu, measles, COVID, etc.*) or head lice, please call the office so we may alert other persons that may have been exposed. A doctor's clearance note is required prior to readmitting to class any scholar who has contracted a contagious disease/illness.

MONEY/PAYMENT

All payments to the school (*i.e. activities, clubs, events, fees, etc.*) must be submitted via the FuturEdge Paypal account. For specific activities and events, a QR code or link will be provided to submit payment.

@PayableFuturEdge

In the event that money is sent to school with your scholar, please put it in an envelope with your scholar's name, teacher's name, and purpose. When paying by cashier's check or money order, separate by purpose (*i.e. fundraisers, field trips, pictures, etc.*). Each one has a separate account for our auditing and accounting purposes.

If a scholar brings money to school, the school is **NOT** responsible for any lost or stolen cash/change.

PARENT ENGAGEMENT

Parents and family members of students are vital contributors in the education of their children. Accordingly, they are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children belong. Moreover, they are to be kept informed of the academic progress their children make as a result of participation in these programs, for it is through mutual understanding and close cooperation between the school and home that a student's academic success improves. Two-way communication between the school and home, both verbal and written, provides a sound base for a good partnership to provide an effective educational program for all students. We encourage parents to become involved in their scholar's education. Below are ways that parents and families can engage at with the school and our academic program:

Entering the School

The following guidelines have been established to provide a safe, secure environment for parents, students, and staff. Visitors and volunteers are expected to review and honor these guidelines while on school grounds or volunteering for activities.

All parents, visitors, and volunteers must be processed through the office. A state identification or driver's license is needed for this process.

- All parents, visitors, and volunteers must sign in at the school office immediately upon entering the building and receive a "Visitor's Pass". Prior to leaving the building, they must sign out at the office. Parents may **not** walk directly to a student's classroom unless given permission by the office staff.
- Visitors must be escorted through the building by office personnel.

Conferences

All parents are required to attend two parent-teacher conferences within the school year (at least one parent-teacher conference per semester), as part of their school commitment. Conferences with teachers or the principal must be scheduled in advance so that there is no conflict with the teacher's instruction of scholars. If you call the school to request a conference, the office staff or teacher will call back as soon as possible to confirm a time that will be convenient to all parties. Teachers will make contact before winter break about the scholar's academic standing if the scholar is struggling in any academic areas. This will ensure that an action plan is in place to get the scholar back on track for promotion or graduation.

Visitors (Parents & Family by appointment only)

Parents are invited to visit the school during Open House, Parent Meetings, Showcase Nights, and Special Events (see school calendar for updates). There are many volunteer opportunities available for you in your scholar's classroom and on campus. To maintain the best learning conditions and make maximum use of instructional time, all parents and visitors **must have an appointment scheduled in order to meet with an administrator or teacher.**

Parents may call or come into the front office to make an appointment. ***If the administrator or teacher is unavailable, then they will get back with you within 48 hours to schedule an appointment unless there is a health or safety emergency.*** Teachers and administrators have specific times they can meet throughout the day. We value your concerns; therefore, we will strive to set an appointment where communication is effective and productive.

Volunteers

School parents are encouraged to volunteer at least 10 hours each school year. Parents, grandparents and guardians may earn these hours. There will be many volunteer opportunities for parents. Please contact the office staff to schedule volunteer times. All parent volunteers will need to go through a verified background check process.

Any individual interested in volunteering in FuturEdge Academy must:

- Show a current valid government-issued identification with a picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school

Fundraising at the School

The school, athletic teams, and the community partners will have several fundraisers. The success of these fundraising efforts is tied directly to family participation; therefore, your support and active participation are greatly appreciated.

Parent Teacher Scholar Organization

Our school is proud to have its own Parent Teacher Organization (PTO) chapter. This venue provides a forum for the exchange of ideas, discussion of issues, and formulation of solutions related to the school program. This gives parents an opportunity to support the scholars and programs and to have a voice in our school! The school joined the national parent teacher organization to provide the framework (bylaws, offices, and organization) necessary for successful implementation. The School Leadership Team members will be responsible for completing the PTO application and organizing the PTO startup.

The goal of such an assembly is a meeting of minds and hearts to uplift the school environment and to improve the categorical conditions that our scholars are experiencing. It is only in this opportune venue where parents and teachers freely sketch common goals and unite to conduct school-related activities, to initiate projects, and to aid in the implementation of school policies. The board for this group consists of a president, vice-president, secretary, and treasurer.

PETS

In order to minimize disruptions and to ensure sanitary conditions on our campus, please leave pets at home. Special permission may be granted for particular classroom lessons. Please do not bring your pet with you in the building to pick up your scholar.

SAFETY AND SECURITY

Emergency Operations Plan Scholar and employee safety is a primary concern at all times. The school's emergency plan was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. Our school has a site-specific plan to address all types of critical incidents. These plans address the individual needs of our school and provide guidelines for devising methods for communicating with the staff, scholars, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include emergency drills/active shooter drills, the evacuation of scholars/staff from the building(s), evacuation of the disabled and if necessary the relocation of scholars/staff from the school campus, lockdown procedures and holding/dismissing scholars during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from school;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

Fire Drills

Ten fire drills will take place during the school year according to our school policies. At the sound of the emergency bell, scholars must stop what they are doing and follow the teacher's instructions. Scholars must clear the building promptly by the prescribed route. Any scholar who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Scholars, teachers and staff must remain outside the building until permission is given to re-enter.

Lockdown Procedures

Lockdowns are utilized in response to an immediate threat posed to scholars and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed

intruders onsite. Scholars, faculty and staff will comply with all the procedures outlined in the school's plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.

Threat Assessments

The school has a mandated set of procedures for threat assessment. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with scholars who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a scholar poses a threat of violence or physical harm to him/herself or others is known, a Threat Assessment Team (TAT) shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Scholars determined to be at-risk for violence will be referred for mental health services. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Scholar Conduct.

Visitors

Due to legal regulations, scholars are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome with a pre-arranged appointment, and tours may be arranged with the principal to view the school. Classroom visits require a request with 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

SCHOOL CLOSINGS

A school calendar for the school year will be included on our school website, emailed to students/families, and provided as a physical copy to all students upon starting school. Emergency dismissals during adverse weather will be announced on local radio and television stations. You may also call the district, as we follow the district's policies in school closures.

As a school, we utilize a Class Dojo and emails as our notification system. If you receive a Class Dojo message or email regarding school closures, **it is not necessary to call the school**. The message or email will contain all necessary details about any early dismissals regarding inclement weather. Please ensure that all current telephone numbers and email addresses are provided to the office and you are registered to receive our school wide Class Dojo notifications. Please see the "Communication" section for the school's Class Dojo code.

SCHOOL EMERGENCIES

In the event of a power or phone outage, important announcements will be posted on the school's Facebook page, Instagram Page, and website. If there is an unexpected early dismissal, a Class Dojo message, phone call, and email may go out with details on dismissal. It is very important that you maintain updated contact information with the school at all times.

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

SCHOOL TELEPHONE USE

The school telephone is a business phone for use by the school staff. Scholars are not permitted to use the phone without consent of the teacher and the office staff. If a scholar needs to make arrangements to go home with a friend or an alternate means, the scholar must have a signed note from a parent, or the parent must email the Principal or Principal Designee a written request and attach a picture or a valid drivers license. Scholars will not be allowed to phone home to get permission to travel on field trips or ride home with other scholars.

SPECIAL EDUCATION/SECTION 504

The school ensures that all scholars suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the scholar meets the state's eligibility criteria and the parent/ guardian consents to initial placement. Scholars who are not eligible for specially designed instruction and related services in accordance with state eligibility categories but have a disability that substantially affects a major life activity may be eligible for accommodations pursuant to Section 504 of the Rehabilitation Act of 1973. As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's scholar service provider will help to answer your questions.

CELEBRATIONS

The school will recognize students' birthdays through the morning announcements. If parents are interested in making arrangements for a celebration in school or sending treats, an administrator must be notified and approval must be given.

STUDENT AWARDS AND RECOGNITIONS

Recognizing our scholars' success is an important part of academics. The purpose is to provide an academic, motivational, and morale boost that is needed to encourage scholars to continue to try their best and strive for excellence.

An awards ceremony will be held for every grade level at the end of the 1st, 2nd, and 3rd grading quarter at a time to be designated and communicated by the school's administrative team.

Quarterly Awards include, but are not limited to:

- Principal's Award (all As)
- Honor Roll (As and Bs)
- Perfect Attendance (for each quarter)
- Other awards for good citizenship and digital program usage

End of the Year Awards:

- Principal's Award (all As for the entire school year)
- Honor Roll (As and Bs for the entire school year)
- Perfect Attendance (for the entire school year)
- Citizenship Award (polite, considerate, no behavior incidents) - One scholar selected from each class/grade for the entire school year
- Most Improved - One scholar per class/grade will be selected for the most improved category
- Related Arts/Electives Awards - One scholar per subject per class/grade level
- Digital Diligence Award

SCHOOL ATHLETIC PROGRAMS

Many sports are offered through the athletic program at the school. Sport fees are required for every individual sport in which a scholar participates. Scholars must be picked up from all practices and games on time. Scholar athletes must maintain a passing grade in all classes and excellent behavior in class as a requirement for participation. Scholar athletes represent the school and should always act accordingly.

- Flag Football (3-8)
- Basketball (3-8)
- Soccer (3-8)

****Sports may vary depending on interest/participation.***

STUDENT RECORDS, FERPA, AND FREEDOM OF INFORMATION

The education records and personally identifiable information of scholars are protected by The Family Educational Rights and Privacy Act (FERPA) and the Nevada Statutes. These laws provide that without the prior consent of the parent, guardian or eligible scholar, a scholar's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of scholar records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders with notice prior to disclosure. Parents and eligible scholars are also provided the right to challenge the accuracy of their education records in accordance with State guidelines.

In accordance with Nevada's Public Records Act, found in NRS Chapter 239, FuturEdge is committed to transparency and the public's right to access certain public records. Members of the public have the right to request and inspect certain public records maintained by the school. Public records include documents, communications, and other materials that are made or received by the school while conducting public business, unless otherwise protected by the law. FuturEdge remains in full compliance with the Freedom of Information Act and ensures all public records are maintained, preserved, and disposed of in accordance with NRS Chapter 239. While public records may be made available upon request, personally identifiable student information is not subject to public disclosure without appropriate consent, as required by FERPA.

Under Nevada law, a governmental entity's books and records are considered public, unless declared by law to be confidential. A governmental entity's books and records include information and other documents created or accumulated in the course of conducting public business that document the activities and business of public employees. A public record is generally a documentary "record" and not simply a request for



information. If a record does not exist, there is generally no duty to create a record in response to a public records request. But when an agency has a computer program that can readily compile the requested information, the agency is not excused from its duty to produce and disclose the information. A record is not available to the public if it is declared by law to be confidential. A record may also be confidential if it is privileged or if a common-law balancing of the interests tests show that the public interest in disclosure is outweighed by other interests such as privacy, the ability of the agency to perform its function, or other substantial concerns. However, there is a strong presumption in favor of disclosure, so exemption, exception, or balancing tests must be narrowly construed.

All requests for public records should be sent to the school's office manager. The office manager shall ensure that, within five (5) business days from the date the school received the request, one of the following occurs:

1. The requester inspects the record or receives copies of the record, as requested;
2. If the school doesn't have legal custody of the record, written notice of that fact and the name and address of the governmental entity that has legal custody of the record, if known, is provided to the requester;
3. If the record has been destroyed under the school's records-retention schedule, written notice of that fact is provided to the requester;
4. If the school cannot provide the record by the end of the fifth (5th) business day after the initial request was received, written notice of that fact and a date and time on which the record will be available for the person to inspect or copy is provided to the requester; or
5. If when acknowledging receipt of the records request under this policy, the office manager knows that the school cannot provide the record within five (5) business days of the initial request, the acknowledgement shall also state and provide the date and time on which the records will be available for the requestor's copying or inspection.

Throughout this process, the school shall make a reasonable effort to assist the requestor to focus the request in such a manner as to maximize the likelihood the requester will be able to inspect, copy or receive a copy of the public book or record as soon as possible.

FIELD TRIPS

Field trips are an important component of our curriculum at the school, and they are extensions of the classrooms where we expect learning to continue. Teachers carefully plan field trips and select specific content to explore. Parents play an important role on field trips by facilitating learning in small groups, monitoring behavior, etc. All parent volunteers must undergo a background check as required by applicable state law in order to participate in a field trip. Scholars are required to wear their school uniform (unless otherwise stated) for all field trips.

Field trip permission slips will go home with scholars at least two weeks prior to the field trip. Parents should immediately sign and return the permission slip within 48 hours. A note will be sent home giving full details

including; the destination, the method of transportation, what the scholars need to bring, and the cost associated with the trip. Payment for field trips (if required) should be made at least three school days before the day of the trip.

The school requires written permission from a legal guardian, in advance, for scholars to be permitted to attend a field trip. Teachers will send permission slips home to allow ample time for parents to sign and return them. **Scholars who do not return their signed permission slips for field trips will not be allowed to telephone home for permission to travel.**

Field Trip Expectations

Scholars on Field Trip

- Must be in uniform.
- Follow all school rules and to represent our school with excellence while on the field trip.
- Always walk when entering and exiting the bus.
- Fill the back seats of the bus first, and do not skip seats.
- Sit with their back against the seat, on their bottom, and face forward at all times.
- Talk only in quiet voices with the person/people on your seat, so the driver can stay focused.
- Keep hands, feet, and objects to yourself.
- Raise their hand and wait for an adult to notice you for questions.
- When exiting the bus, wait for the teacher's directions and for people in the front seats to exit first.
- Thank the bus driver when exiting.

Volunteers on Field Trips

- A background check must be completed prior to chaperoning on a field trip.
- If you are assigned a group of scholars, introduce yourself to the scholars.
- Stay with your group and Class Dojo them to stay with you.
- Keep a close eye on the group and count them regularly.
- Keep scholars engaged and focused on the purpose of the field trip.
- Class Dojo the scholars of appropriate FuturEdge Academy behavior.
- Wear clothing appropriate for the field trip location.
- No cell phone usage on the field trip.
- Smoking is not permitted on the field trip.
- Younger siblings are not allowed on the field trip.
- Parents MUST provide their own transportation.

Please note that scholars must ride the school bus to and from field trips, even if a parent is accompanying the class as a chaperone and has driven their own vehicle. If properly signed out with the teacher, scholars may leave with their legal guardian from the field trip.

Behavior Requirements to Attend Field Trips - Scholars must be in Good Academic Standing with teachers and administration, or must gain approval otherwise.

FUNDRAISING

Fundraising by students is limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or



services. Student fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

No student, school organization, or member of the school staff may solicit funds in the name of the school from the public for any purpose without prior approval of the school principal. All approvals must be in writing using the approved forms and must be retained at the school for audit purposes.

DELIVERY OF ITEMS TO SCHOOL

The school encourages student accountability, however we understand that there may be a time that students need items delivered to the school by their parents (i.e. projects, homework, lunchboxes, etc.). In the event that a student needs an item delivered to the school, the item must be dropped off in the main office labeled with the student's name by an authorized parent, guardian, or emergency contact. Please note Food deliveries from UBER Eats, GrubHub, DoorDash, or any restaurant deliveries are NOT permitted! NO EXCEPTIONS. Any food delivery to the school will be **rejected**.

FuturEdge Charter Academy PARENT AND SCHOLAR HANDBOOK RECEIPT FORM

Date: _____

I, _____ (Parent Name), have read the contents of this Handbook, discussed the expectations with my child, and understand the responsibilities of the parent role at the FuturEdge Charter Academy.

I will keep this Handbook as a reference tool throughout the school year.

Scholar Name (Printed) _____

Parent Signature _____ Date _____

Scholar Signature _____ Date _____

Scholar Grade _____ Scholar Homeroom Teacher _____

Please date and sign this form and turn it into the office within two weeks of receiving the digital parent handbook.



PRINTED VERSION REQUEST FORM

Date: _____

I, _____ (Parent Name), formally request a printed copy of the Parent/Scholar Handbook for FuturEdge Charter Academy. I will keep this Handbook as a reference tool throughout the school year.

Parent Signature _____ Date _____

Scholar Name _____ ID# _____ Grade _____