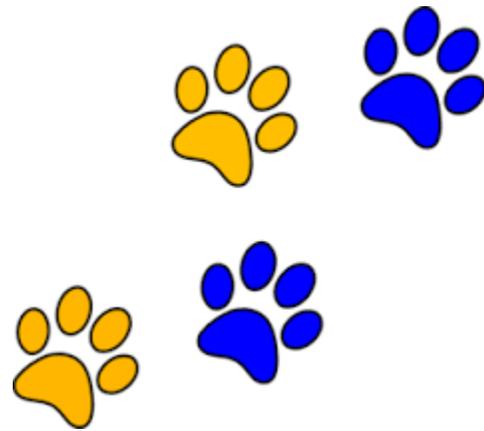


# Gerlach K-12



**Student and Parent Handbook**  
**2018-2019 School Year**



Revised 1-17-19

## Welcome

### Introduction

Gerlach K-12 is an accredited school for Kindergarten through twelfth grade students in the Washoe County School District (WCSD). Gerlach K-12 partners with North Star Online School to offer students a blended learning environment that includes classroom based instruction along with quality online education with a flexible schedule under the guidance of local, caring, highly-qualified teachers. Gerlach also offers Gifted and Talented, Honors, Advanced Placement, dual-credit courses, and even the potential of graduating ahead of schedule. Gerlach K-12 is a public school and full-time students attend tuition-free. All Gerlach K-12 graduates, in partnership with North Star Online School, will receive a diploma from the Washoe County School District and be invited to participate in the North Star/Gerlach K-12 graduation ceremony.

## Gerlach K-12 Mission and Vision

### Our Mission

*We empower independent learners with a blended approach to education, including an individualized and flexible online learning experience, supported by local teaching staff; a traditional approach to educational foundations; and experienced based learning opportunities, to ultimately prepare students for college and career readiness.*

### Our Vision

To create an educational system where all students achieve academic success, develop personal and civic responsibility, and achieve career and/or college readiness to become productive members of society in the 21<sup>st</sup> Century.

### Contact Information

#### **Gerlach K-12 Contact Information:**

555 E. Sunset Blvd.  
Gerlach, NV 89412

**Phone:** 775.557.2326

**Fax:** 775.557.2587

**Hours:** Monday – Thursday, 8:00 am to 4:00 pm  
Closed during Holidays

**WCSD Website:** <http://www.washoeschools.net>

**Gerlach K-12 Website:** <http://www.washoeschools.net/gerlach>

## A note from our staff...

We are ALL here to help you reach your educational goals. The staff maintains high expectations for student attendance and academic rigor. We expect you to maintain the same high expectations of yourself.

The Gerlach Student and Parent Handbook contains valuable information to help guide you on your journey through face to face and online curriculum. Please take the time to read the handbook and familiarize yourself with procedures and expectations at Gerlach. Student success is difficult to define but it is always greater when procedures and rules are understood and followed.

We hope this will be a great year for ALL of our students! The educators at Gerlach have a passion for teaching and helping ALL students reach their goals and fulfill their dreams. We look forward to working with every student, as well as parents.

Sincerely,

Gerlach K-12  
Administration, Teachers & Staff

## Nondiscrimination Policy

Gerlach K-12 is committed to a policy of educational and workplace equality. Gerlach does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of ethnic group identification, race, color, national origin, ancestry, sex, sexual orientation, religion, physical or mental disability, or age in the admission to, participation in, or receipt of the services under any of North Star's educational programs and activities, or in its employment practices.

This statement is in accordance with the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Individuals with Disabilities Education Improvement Act of 2004.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents/legal guardians (also may be referred to as "Caretakers" ) and students over eighteen (18) years of age and emancipated minors (Eligible Students) certain rights regarding the student's educational records. These rights include the ability to review and correct educational records and the protection of a student's educational records and "personally identifiable information" from unauthorized disclosure.

FERPA rights are extended to both the custodial and non-custodial parent unless the school is provided with a judicial court order, state statute, or legally binding document that specifically revokes a non-custodial parent's FERPA rights.

The school also complies with the Protection of Pupil Rights Amendment (see Appendix 5 – Protection of Pupil Rights Amendment (PPRA) Notification) and the Children's Online Privacy Protection Act of 1998 ("COPPA") (see Appendix 3 – Privacy Policy).

## Communication

### Gerlach Expectations

Gerlach offers a unique opportunity for students to learn coursework through a combination of classroom experiences and using an online platform. Students are expected to complete all assignments, work hard and maintain ongoing communication with teachers. WCSD dress code standards are enforced and excellent student behavior is required when students are on campus.

Success at Gerlach is a cooperative partnership among student, parents/guardians, teachers, and staff. Students will have daily access to a computer, high speed internet and a printer, on campus.

### Athletic Policy

To be eligible to participate in athletics, the student must meet the following qualifications:

- ❖ Student must be currently enrolled in at least **four** classes, earning a minimum of two units of credit from previous semester.
- ❖ Student must have maintained a minimum 2.0 GPA in academics the previous semester using a 4.0 grading system.
- ❖ Students who fail to obtain a 2.0 GPA in academics the previous semester will be declared ineligible for the first nine-week grading period.
- ❖ Students who receive a failing grade in academics at the three week check will be on probation for one week. On Friday of the probationary week, if a failing grade remains, the student will be declared ineligible the following Monday through Sunday.
- ❖ Attend a minimum of four classes or 220 minutes of school on event days to be eligible to play.

### Parent Involvement Policy

*Parents are an integral partner in the success of their students. Parents/caregivers are the home coach/educator and should expect to spend time in supporting the student in coursework. Parent involvement on a daily basis, is working with your student to make sure they are completing all scheduled lessons, checking attendance and progress, working with the teachers in classes where your student may be struggling, and regularly communicating with the school.*

### Gerlach Attendance

Focus on attendance is based on \*NRS 392.122, procedure 5113, and providing access to the curriculum. Since Gerlach students receive a combination face to face classroom instruction and online curriculum, they must meet the following attendance requirements. The policy requires 90% attendance in each class, each semester in order for a student to receive credit. Due to the fact that Gerlach high school students receive instruction in all core classes via online curriculum, the following policy requires students to meet online attendance as measured by the *progress made in each class every week*. In order to be counted as attending classes for the week, Gerlach students must login and demonstrate progress in each class every week. Progress is demonstrated by:

- ❖ Completing online assignments and/or taking tests;
- ❖ Participating in Live Lessons; or
- ❖ Communicating with a teacher regarding the student's progress in each course.

Students who have not logged in and completed assignments or tests in their classes by Wednesday will receive a webmail from Gerlach/North Star content area teachers.

It is expected that parents ensure students' participation in district and state mandated testing and plan vacations to coincide with the Washoe County School District, Gerlach Calendar, so students do not fall behind in coursework.

## Notification of Change of Address

Parents are requested to notify Gerlach K-12 within 24 hours of any changes to phone numbers, email address, and/or physical address for parents and students.

## Student Conduct

### Conduct Policy-WCSD 5131

It is expected that all students of the Washoe County School District will conduct themselves in a proper and exemplary manner. The Superintendent, administrative staff, principals, and teachers are expected to develop general rules of conduct for the welfare and safety of all students.

Laws, rules and regulations are made in order to protect our rights and freedoms as individuals. We all need to realize that in order to enjoy privileges in our society, we need to also accept our responsibilities and duties as a contributing member. All Gerlach students are expected to respect school rules, policies and the law, as well as respect the rights of others.

The following rules and regulations will provide students and their parents with specific information that will help each student make personal decisions about conduct. These rules apply on the Gerlach campus, any WCSD activity, District property and certain situations off campus.

### Electronic Mail and Real-Time Conferencing

Students will conduct themselves as is expected in an educational setting during all live sessions and webmail correspondences.

- ❖ Polite and appropriate language is expected at all times.
- ❖ Abusive messages are prohibited.
- ❖ Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of intent to harass. If told by a person to stop sending messages, the sender must stop.
- ❖ Students should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. Private information may not be posted about another person.

Students who do not conduct themselves appropriately during live sessions while using real-time chat features, including video conferencing, will be dismissed from the session. If the behavior is not corrected by the following session disciplinary actions will take place.

The use of computer network technology resources shall be consistent with all Washoe County School District policies and regulations.

### Academic Integrity Policy

Cheating and plagiarism both involve taking information from another and presenting it as one's own. Gerlach teachers and staff take a definite stand against both cheating and plagiarism and support strong disciplinary measures.

If the validity of a student's work is questioned, the student will need to provide feedback to validate that they are the ones completing the work. When questioning the validity of a student's work, teachers may do any of the following:

- ✓ Teachers may use an online program, such as Check My Work, to run a plagiarism report on a student's assignment.
- ✓ Teachers may speak to the student regarding the assignment or test in question. The student should be able to articulate in his/her own words what has been learned in the assignment and be able to answer questions about the content posed by the teacher.
- ✓ Teachers may do a comparison of the student's writing examples. The writing submission in question will be compared to previous work submitted by the student.
- ✓ The student may be asked to retake the test or resubmit an assignment in a proctored setting.

If it is determined that the work has been plagiarized or the student has cheated, the student will receive a zero on the first offense with the opportunity for revision at the teacher's discretion. On the second offense the student will receive a zero with no opportunity for revision or resubmission. On the third offense the student and parent may be required to attend a conference with the teacher(s) and administration regarding further disciplinary action.

### Administrative Disciplinary Action

The action taken will be determined by administration and/or school police and will depend on a number of factors including, but not limited to; state law, school district regulations, the nature of the offense and the student's disciplinary record.

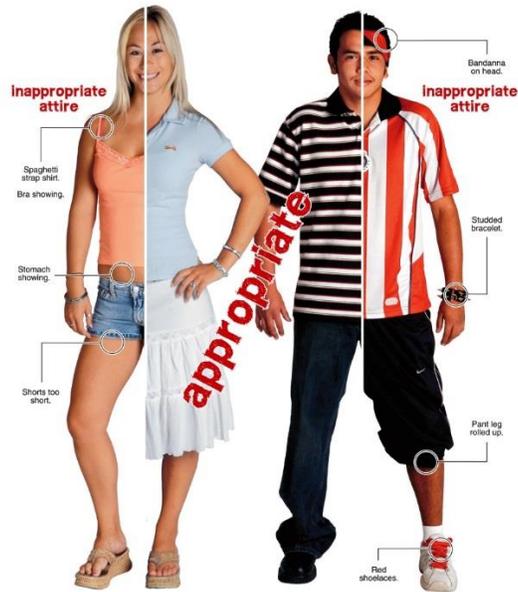
### Dress Code

The United States Supreme Court rendered a decision in 2000 that school administrators can establish policies prohibiting conduct, which materially and substantially interferes with the educational process. This includes, but is not limited to, inappropriate clothing or attire. The Court noted that it is a highly appropriate function of public school education to prohibit offensive language or clothing in public discourse. The First Amendment does not prevent schools from establishing guidelines to prevent the undermining of their basic educational mission.

The primary responsibility for dress and grooming rests solely with our students and their parents and/or legal guardians. However, the school district does reserve their right to establish a comprehensive dress code with limitations for students which addresses what clothing they may wear and how they may wear that clothing. School authorities have the professional responsibility and legal sanction to enforce student dress requirements, and within this authority, the right to request that students change their attire to conform to the Washoe County School District School Dress Code. The following requirements are not intended to silence expressive conduct, but instead constitute an attempt to maintain a productive and safe learning environment.

As specific in WCSD administrative regulations (5132), "the dress or grooming of all students must not present potential health or safety problems or cause distractions." While on campus, students must adhere to the Dress Code Policy for the comfort and safety of themselves and others.

The illustration below contains examples of appropriate and inappropriate attire.



## Bullying/Harassment

### Discrimination and Harassment/Sexual Harassment:

- Notice of this policy and procedure shall be posted in prominent locations in all District buildings and shall include information about how to obtain these materials.
- The District prohibits the discrimination, harassment, or sexual harassment of any person on the basis of actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability and/or religious preference by any individual and/or any employee or student on District property, while on District business, or at any school sponsored event, regardless of location.
- The District prohibits retaliation against any person who has made a report of alleged discrimination, harassment or sexual harassment; or against any employee or student who has testified, assisted, or participated in the investigation of a report. Such retaliation is a violation of law and will lead to disciplinary or other appropriate action against the offender.
- The District will provide regular training regarding harassment, sexual harassment, and intimidation to all employees. Similar training will be given to all students that have, at the sole discretion of the District, attained a suitable age or grade level.
- The District prohibits bullying including cyber bullying and provided students, parents, and teachers with resources, mechanisms for reporting, and training to ensure a safe and respectful environment conducive to learning.

## Grading

Students will be graded for academic achievement, citizenship and participation in class. These grades will be expressed in letter form:

- A Superior
- B Above Average
- C Average

D	Below Average
F	Fail
I	Incomplete
NM	No Mark

Incomplete is a temporary grade and must be made up within three school weeks after the grades have been issued. Failure to make up incompletes may result in a failing semester grade. No Mark is reserved for special circumstances.

## Final Exams

Students in grades 9-12 are required to take their final exams in the Gerlach Lab. **Finals are mandatory. Students who do not take a final will fail the course regardless of their grade in the course.**

## Acceptable Items to Bring to Final Exams at Gerlach

Course Name	Acceptable Items To Bring To Final Exams	Proctor will provide
Math (All Courses)	1. Any TI or Casio handheld calculator, as well as, these online calculators: DreamCalc, Desmos.com and Meta-calculator.	2. Formula sheet and Scratch Paper
Foreign Language (All Courses)	Nothing allowed	Alt Key-code sheet
AP Biology A & B	Nothing allowed	Calculator, Periodic Table, Scratch Paper
AP Environmental Science A & B		Calculator and Scratch Paper
AP Physics A & B		Ruler
Earth Science A (Honors & Regular)		
Biology A & B		
Earth Science B (Honors & Regular)	Nothing allowed	
Earth Space Science A & B		
Honors Chemistry A & B	Nothing allowed	Periodic Table, Calculator, Formula Sheet, Scratch Paper
Physical Science A	Nothing allowed	
Physical Science B		Calculator, Formula Sheet, Scratch Paper
Physics A & B		Calculator, Formula Sheet, Scratch Paper
Psychology A & B	Nothing allowed	
Social Studies (All Courses)	Notes per teacher approval	
English (All Courses)	One side 8x11 page, review notes. For Lit Exam may use text.	
All Electives, All Technology Classes, PE, and Health	Nothing allowed	

## District and State Mandated Testing

Gerlach students are required to attend all state and district mandated exams on site. Families will be notified by mail at least one month prior to any mandated test. Gerlach staff will also notify families through email/webmail and ConnectEd messages of important dates and times for mandated testing on the Gerlach campus.

Passing the High School End of Course finals and required courses in reading/writing, science and math, is required for graduating students (currently embedded in the Connexus curriculum). Students in 10<sup>th</sup> grade are required to take the PSAT, and 11<sup>th</sup> grade students are encouraged to participate if they have not already done so; the district pays for 10<sup>th</sup> graders to test. Per Nevada Department of Education (NDE), all 11<sup>th</sup> grade students (and seniors who have not already done so) are required to take the ACT+ Writing Exam, as it is a graduation requirement.

## Gerlach Student Identification (ID)

Gerlach students may obtain a Gerlach K-12 Student ID card. Please allow 4-6 weeks for delivery, once the request is made. All high school students must have a picture ID to take final exams. In addition, high school students are required to have a picture ID to take District or State mandated tests. Acceptable forms of picture ID include a Nevada ID card, current school ID, passport, and driver's license.

## Middle School

### Course of Study

#### State of Nevada Middle School Promotion Policy

Pursuant to Nevada Law, the Nevada State Board of Education ruled that current seventh grade students must earn passing grades (A, B, C or D) in the following subjects during their seventh and/or eighth grade years to be promoted to high school:

- ✓ Three semesters of Mathematics = 1.5 Credits
- ✓ Three semesters of English or Reading = 1.5 Credits
- ✓ Two semesters of Science = 1.0 Credits
- ✓ Two semesters of Social Studies = 1.0 Credits

## High School

### Course of Study

The High School Course of Study is designed to provide all students with skills they need to be successful upon graduation from high school, especially in math and science. Research shows that whether students leave high school and enter the workplace, the military, or a college or university, they will need similar skills to meet the demands of their chosen path.

Every high school student is encouraged to challenge him/herself by taking the most rigorous and intellectually challenging course of study available. The High School Course of Study is a series of classes with a focus in math and science, and in which all students will be automatically enrolled. This course of study includes three years of science, four years of math (including Algebra 2) and six classes in the senior year (total 22.5 credits). Although the High School Course of Study does not change graduation requirements, it encourages students to make the most of the free public education offered them in high school, to prepare for success after high school.

To meet Nevada's academic standards in the core academic subjects, all high school students in Washoe County School District will be enrolled in the following four-year high school course of study:

<b>English</b>	4 years (4 credits)
<b>Mathematics</b> , including Algebra 1, Geometry or Formal Geometry, Algebra 2 or Algebra 2H and one math class beyond Algebra 2 at a minimum	4 years (4 credits)*
<b>Science</b> , including at least two laboratory sciences of which, one must be Biology and the other either a course in Physical Science, Chemistry or Physics	3 years (3 credits)*
<b>Physical Education/JROTC</b>	2 years (2 credits)
<b>Health/JROTC</b>	1 semester (1/2 credit)
<b>Computers</b>	1 semester (1/2 credit)
<b>Art, Humanities, CTE, or JROTC</b> (Level III or IV)	1 year (1 credit)
<b>Electives</b> to complete diploma credit requirements	

\*Exceeds the state graduation requirement of three (3) credits of mathematics and two (2) credits of science.

Students will be enrolled in six (6) credits of classes during their senior year. Students may be granted exceptions on a limited, case-by-case basis.

Although every high school graduate may not continue formal education, every student can and should be prepared to do so. Entrance requirements and expectations are continually increasing at higher learning institutions including at University of Nevada, Reno, Truckee Meadows Community College, and other post-secondary institutions and programs, as well as for the Kenny Guinn Millennium Scholarship. Employers also expect highly skilled applicants. The High School Course of Study assists students in meeting the requirements and expectations.

### Advanced Placement Courses

Advanced Placement (AP) is one of many programs sponsored by the College Board. AP classes are college-level courses offered TO high school students AT their high school BY their own high school teachers. In May of each year, students in AP classes take a three-hour comprehensive exam that is written and scored by the College Board. High school and college instructors from around the nation score exams on a scale of 1-5. An exam score of 3 is generally considered “**qualifying**” and many colleges will give college credit for the course to students who earn 3, 4, or 5 on the exam. Some colleges only give credit for a 4 or 5 score; some waive a college requirement but do not award credit; some (including the military academies) allow AP students with high exam scores to be eligible to take the college’s own placement exams and thus earn credit or waivers. Some high school students begin college as sophomores as a result of passing several AP exams. Because each college (and often each department within a college or university) has its own AP policy, it is important for students to contact the admissions office at their post-secondary institution to determine what type of credit/waiver will be available. To quick-check a college’s AP policy, go to [www.collegeboard.com/ap/creditpolicy](http://www.collegeboard.com/ap/creditpolicy).

WCSD course titles which include the notation “AP” or “Advanced Placement” are year-long courses and ALL requirements must be met before the “AP” designation is awarded. Students register for AP courses during regular high school pre-registration each spring. Exams are given on a predetermined schedule in May of each year at an approximate cost of \$87 per exam. Students do not have to be enrolled in an AP course in order to take an AP Exam, but students in WCSD who are enrolled in a course with “AP” in the title are **required to take the exam in that course (per WCSD Board Policy 6501/BOT-P6501)**. Exam results are available to students and colleges in July following the exam.

FOR MORE INFORMATION: Contact your high school AP Coordinator or your high school counselor.

### Advanced Placement Exams

Students enrolled in an Advanced Placement course are required to take the AP exam for that course. Exam fees are approximately \$85.00 per exam. WCSD policy mandates that the AP designation be removed from the student transcript if the AP exam is not taken.

### Credit by Exam

In addition to college classes offered through Distance Education and Dual Credit (see below), qualified junior and senior high school students may register for other courses offered at UNR or TMCC, including certain correspondence and web-based courses. Students must complete an Application for Admission, will pay the usual costs for college courses, and will attend class on the college campus. Courses will appear on a college transcript, but not on the high school transcript. Students with at least two AP or IB courses may apply for the Early College Program (see below).

FOR MORE INFORMATION: Contact the Office for Prospective Students at UNR (784-4700), TMCC, or Sierra Nevada College. For information about correspondence or web-based programs, contact the Office of Independent Learning at UNR at 784-4652 or on the web at [www.dce.unr.edu/istudy](http://www.dce.unr.edu/istudy).

FOR MORE INFORMATION: For information about CBE, contact your high school counselor regarding application, fees, and deadlines. Additional information may also be found on the Extended Studies Office website at <https://www.washoeschools.net/Domain/78>. For information about CLEP and college placement exams, contact the admissions office at your intended college.

### Standard Diploma Graduation Requirements up Through 20121

Per NAC 389.035, in order for a student to successfully complete high school and be awarded a Standard Diploma from Washoe County School District, s/he must accumulate a total of 22.5 credits. Of the 22.5 credits, 16 are required and 6.5 are elective credits. The chart below illustrates the credits required.

<b>English</b>	4 credits
<b>Mathematics</b>	3 credits
<b>Science</b>	2 credits
<b>World History/World Geography</b>	1 credit
<b>American History</b>	1 credit
<b>American Government</b>	1 credit
<b>Arts/Humanities/Career &amp; Tech</b>	1 credit
<b>Physical Education/HSROTC</b>	2 credits
<b>Health Education/HSROTC</b>	.5 credit
<b>Computer Literacy</b>	.5 credit
<b>Required Credits Total</b>	<b>16 credits</b>
<b>Elective Credits Total</b>	<b>6.5 credits</b>
<b>Graduation Credits Total</b>	<b>22.5 credits</b>

## Standard Diploma Graduation Requirements 2022+

<b>English</b>	4 credits
<b>Mathematics</b>	3 credits
<b>Science</b>	2 credits
<b>World History/World Geography</b>	1 credit
<b>American History</b>	1 credit
<b>American Government</b>	1 credit
<b>Arts/Humanities/Career &amp; Tech</b>	1 credit
<b>Physical Education/HSROTC</b>	2 credits
<b>Health Education/HSROTC</b>	.5 credit
<b>Computer Literacy</b>	.5 credit
Required Credits Total	16 credits
Elective Credits Total	6 credits
Flex Credit Total	1 credit
<b>Graduation Credits Total</b>	<b>23 credits</b>

**\*\*Flex Credits can be a 2<sup>nd</sup> or 3<sup>rd</sup> year CTE completer course in one program of student, or a 4<sup>th</sup> year of math (including Algebra 2 or higher), or a 3<sup>rd</sup> year of science, or a 4<sup>th</sup> year of social studies.**

\*\*In addition to the minimum credits earned, all students must participate in the College and Career Readiness assessment, the ACT+ Writing.

Any student not meeting graduation requirements by the end of his/her fourth year of high school may:

1. Contract to complete requirements by the end of the summer following graduation of his/her class.
2. Re-enroll, with permission, at Gerlach as a fifth-year student.
3. Select an alternative means of obtaining a diploma such as an Adult Diploma from Washoe High School or earning a GED.

## Advanced Diploma

To earn an Advanced Diploma from a Washoe County high school, graduates must have met all of the requirements of a Standard Diploma and must have met the following additional requirements:

- a minimum of 18 required credits and 6 elective credits for a total of 24 credits;
- one additional credit of science (total 3 credits of science);
- one additional credit of math (total 4 credits of math);
- a minimum GPA of 3.25 weighted or unweighted on a 4.0 scale for all units of credit applicable toward graduation.

There will be no application process. All students who are qualified to receive an Advanced Diploma will have the Advanced Diploma seal affixed to the diploma.

## Honors Diploma

In order to earn an Honors Diploma from a Washoe County high school, students must have met all of the requirements of a Standard Diploma (above) and must have met the following additional requirements (WCSD Administrative Regulation 5127):

1. a minimum of 20 required credits and 4 elective credits for a total of 24 credits;
2. eight credits must be earned in English, social studies, math, science, and/or world language from among those courses which are designated as honors;
3. one additional credit of science (total of 3 credits of science); science credits must include two credits in Biology, Chemistry (Chemistry lab is considered as part of the chemistry course and will not be counted as a separate honors course), or Physics;
4. four credits of math must include Algebra 1 or above;
5. two credits in the same world language;
6. minimum GPA requirement of 3.4 weighted or unweighted;
7. no course failures during the last two years, unless the course is repeated to remove the "F" from the transcript. U is not considered for this purpose.

Please note: Students who took Algebra 1a 1b and 2a 2b have met two of the four years required for mathematics.

Students who earn an Honors Diploma will have both "Advanced" and "Honors" seals affixed to the diploma.

## Fifth Year Seniors

Students who have not earned sufficient credits for graduation in their fourth year, may apply to the Administrator/Counselor to become a fifth-year student at North Star, providing that the student has not reached his/her nineteenth birthday during or prior to his fifth year of enrollment and has six or fewer credits remaining to be earned toward graduation. Applications must be submitted prior to June 30<sup>th</sup> to be considered.

A student who will not have enough credits required to graduate with his/her class may still earn a Washoe Innovations High School diploma by contracting with the Administrator or Counselor to complete the requirements/credits by the end of the summer following graduation or by enrolling the following year as a fifth-year student.

## College Admissions Test

As part of the admissions process students who plan to attend a college, university, or community college will take one or both of the college entrance exams (SAT Reasoning and/or ACT). High scores on one or more sections of these exams may allow the student to waive a beginning college course and earn initial placement in a higher level course. SAT Subject Test scores may also be used for admissions and/or enhanced placement.

FOR MORE INFORMATION: Register on the web for SAT Reasoning and SAT Subject tests at [www.collegeboard.com](http://www.collegeboard.com) and for ACT at [www.act.org](http://www.act.org), or contact your counselor for registration materials and/or additional information.

### Concurrent Enrollment at Post Secondary Institutions

In addition to college classes offered through Distance Education and Dual Credit (see below), qualified junior and senior high school students may register for other courses offered at UNR or TMCC, including certain correspondence and web-based courses. Students must complete an Application for Admission, will pay the usual costs for college courses, and will attend class on the college campus. Courses will appear on a college transcript, but not on the high school transcript. Students with at least two AP or IB courses may apply for the Early College Program (see below).

FOR MORE INFORMATION: Contact the Office for Prospective Students at UNR (784-4700), TMCC, or Sierra Nevada College. For information about correspondence or web-based programs, contact the Office of Independent Learning at UNR at 784-4652 or on the web at [www.dce.unr.edu\istudy](http://www.dce.unr.edu\istudy).

### Distance Education (Electronic Delivery)

Through the Distance Education Program certain college classes are available to junior and senior high school students via Cable TV (UNR and TMCC) or on the web (UNR and TMCC). For Cable TV classes, a course may be offered at the same time to college students in a “live” setting on campus. Students should consult a Distance Education brochure or contact one of the offices listed below since the offerings are limited. Some Distance Education courses are offered for Dual Credit that may be applied to high school elective credit needed for high school graduation. Fees for courses will vary at the two institutions; fee reductions may be available to some students. Students interested in the Distance Education Program will need to complete appropriate registration forms.

FOR MORE INFORMATION: Contact the Office of Independent Learning at UNR (784-4652) for the web classes, the Office of Extended Studies at UNR (784-4046) for electronic distance education, or the Office of Distance Education at TMCC (673-7814) ([www.tmcc.edu\e-learning](http://www.tmcc.edu\e-learning)).

### Dual Credit

WCSD students may enroll in a course at Truckee Meadows Community College (TMCC), Sierra Nevada College (SNC), Western Nevada College (WNC), or University of Nevada, Reno (UNR) and receive both high school and college credit. Approval for credit at other secondary institutions has not been approved by the Board of Trustees.

FOR MORE INFORMATION: Contact your high school counselor.

### Early College

The Early College Program is a joint effort of the Washoe County School District and the University of Nevada, Reno. It provides seniors and juniors with the opportunity to take university courses while still in high school. You will receive admissions and registration assistance, as well as academic advising, to help you in selecting appropriate courses. You will experience significant financial savings – students participating in Early College will pay reduced university tuition. You will have access to the IGT – Knowledge Center, one of the largest research libraries in the State of Nevada, state of the art technology laboratories, and other student services. The courses you take will transfer to most colleges and universities. Qualifications for participation: High school junior or senior, graduating

on time, 3.25 cumulative GPA, taking at least two Advanced Placement (AP), Honors, or International Baccalaureate (IB) classes your junior or senior year, and approval from your parent, high school counselor & curriculum vice principal. Early College is not a dual credit program. Credit earned will become part of the student's university transcript, but is not recorded on the high school transcript unless the student also enrolls for Dual Credit. For dual credit information, contact your high school counselor. Participants must provide their own transportation to and from UNR and pay for books, fees, and supplies. Participants can take up to eight credits per semester. University courses for which high school AP or IB courses and exams are offered are not available through the Early College Program. FOR MORE INFORMATION: Contact the Office of Prospective Students at UNR, 682-5914.

## Title IX

Title IX guarantees equal access to courses and programs for both male and female students. Title IX further states that an institution may not provide any course or otherwise carry out any of its educational programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on such a basis, including health, physical education, industrial, business, vocational, technical, home economics, music, and adult education courses.

## Governor Guinn Millennium Scholarship

The Governor Guinn Millennium Scholarship (GGMS) initiative was enacted into law by the Nevada Legislature in 1999, creating the Millennium Scholarship trust fund to be administered by the State Treasurer. The Nevada System of Higher Education (NSHE) Board of Regents adopted policy guidelines for the administration of the scholarship.

For more information, please visit the following website:

[http://www.nevadatreasurer.gov/GGMS/How\\_to\\_Apply/](http://www.nevadatreasurer.gov/GGMS/How_to_Apply/)

## College Entrance Requirements

College entrance requirements vary. For information as to whether or not a course you wish to take will be accepted at a college or other school, it is strongly suggested that you contact the post-secondary institution(s) that you might be considering.

College bound students should choose courses which challenge them and which are designed to prepare them for the rigors of college study. Remember that some high school courses will meet a high school graduation requirement but MAY NOT be accepted as an academic credit by your post-secondary institution or by the NCAA. Some colleges accept weighted GPAs, some do not weight, and some have their own method of weighting grades. Your GPA in CORE COURSES (usually English, math, science, social studies, and world language), the strength of the curriculum you have chosen to take, college entrance examination scores (SAT and/or ACT), and extracurricular activities all contribute to your acceptance into college. Successful college students are usually those who have worked to their fullest potential during all of their high school years, developed good study habits, and been involved in their school and community

## NCAA Eligibility

If you think you might be interested in college sports, you should know that the National Collegiate Athletic Association (NCAA) has very strict requirements you must fulfill in high school in order to participate in Division I or Division II intercollegiate athletics. The NCAA Eligibility Center must determine your initial eligibility status. A brief summary of NCAA requirements follows, but since regulations may change from year to year, interested students should consult the most current NCAA Guide for the College-Bound Student-Athlete or the NCAA website at:

<http://www.ncaa.org/student-athletes/future/want-play-college-sports>

1. Graduate from high school
2. Earn a grade point average (GPA) of at least 2.0 in a core curriculum of 16 designated academic subjects (14 for Division II). Note that:
  - a. Correspondence, independent study, and supervised curriculum courses may be used to meet the core-course requirement only under certain conditions. **CBE will not count toward the core-course requirement.**  
**Note:** It is the responsibility of the student and his/her family to assure any correspondence courses or independent study classes meet NCAA core requirements.
  - b. Courses at the proficiency level or in alternative education classes may not be used as core courses.
  - c. **Courses taken in the eighth grade may not be used to satisfy the core curriculum requirements, regardless of the course content or level.** All core course requirements must be completed prior to high school graduation.
3. Earn a combined score (CR+M) of at least 820 on the SAT or a sum of the four subject test scores of at least 68 on the ACT. These are minimum numbers and must be accompanied by a core course GPA of 2.5 or above. The lower the GPA (to a minimum of 2.00), the higher the SAT or ACT score must be. A 2.0 in the core courses requires at least a 1010 (CR+M) on the SAT or a sum score of at least 86 on the ACT.
4. Complete and return the NCAA Eligibility Center Form. This is usually done in your junior year. There is a fee to submit this form. The fee may be waived if you qualify for a fee waiver for the SAT or ACT.
5. Submit a separate transcript from EACH high school outside of WCSD that you have attended.
6. Know about recruiting rules. You may jeopardize your eligibility in a number of ways including number and type of contacts made with the college, accepting certain gifts, using drugs, accepting payment for using your athletic skill (for example in a TV commercial), etc.

For more details and guidance, talk with your counselor and your coach. To contact the NCAA write to P.O. Box 6222, Indianapolis, Indiana 46206-6222 or call (317)917-6222. The Eligibility Center number is (877) 262-1492 or go to the web address at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

## School Organization

Gerlach K-12's curriculum is provided in partnership with North Star Online School and Connections Learning. The following are important terms related to Connections Learning and Connexus®

- ❖ Caretaker – Depending on location, users in Connexus assigned the Caretaker role may be responsible for such tasks as; marking student attendance, tracking progress on student assessments, making changes to the student’s Planner and Scheduler, and making changes to the student’s account, which affects enrollment and withdrawal.
- ❖ Connexus® – The registered term that describes Connections Education's online education management system that —connects us.|| It is the virtual system that contains all resources necessary for its various types of users to complete their daily tasks and responsibilities.
- ❖ Course tree – The outline that appears adjacent to the lesson viewer. It lists all unit and lesson titles in each course and links to the associated content and assessments.
- ❖ Data View – An electronic form in Connexus used to gather, calculate, and display specific user information.
- ❖ Drop Box – The tool students and Learning Coaches use to submit portfolios electronically.
- ❖ Learning Coach – The Connections Education term used to describe the role that a parent/guardian plays in the student’s educational experience. The only difference between the Learning Coach and Caretaker role is the Caretaker’s authority to make decisions regarding enrollment and withdrawal.
- ❖ LiveLesson® session – Connections Education's virtual meeting space that allows teachers to create and lead interactive, real-time classes for employees to hold web-based meetings.
- ❖ Planner – The Connexus tool that is similar to an electronic date book, showing and providing access directly to a student’s scheduled lessons. Personal events can also be added to a student or household Planner.
- ❖ Portfolio – This type of assessment is sent to the teacher for grading. Some examples include written compositions, lab reports, essays, and book reports.
- ❖ Scheduler – The Connexus tool that Learning Coaches and teachers use to customize how lessons are distributed on a student's Planner.
- ❖ WebMail/WebMail message – This secure, internal electronic mail system within Connexus is used by school-based staff to communicate with students and Learning Coaches.
- ❖ Expectations for each key role (student, teacher, etc.)
  - Student: The student’s role in the (school) program is to learn to the best of his or her abilities. Therefore, students should expect to take age-appropriate, individual responsibility for their own learning by applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths –and at all times completing their own work and upholding the principles of the (school) Honor Code. Students are expected to maintain contact with their teachers and respond to teacher messages.
- ❖ Contacting the school
  - Gerlach K-12, (775) 557-2326, typically from 10:00 AM to 1:00 PM. After hours please leave a detailed message. You can also reach the Dean at (775) 337 – 7559.
- ❖ Contacting Connections for support if applicable (tech support)

- Toll-free number for Connexus technology support ONLY, from 9 AM to 9 PM. Students and families may leave a message (after hours) for technical assistance only and it should NOT be used for general messages relative to your program/school.
- Call 888-679-7740
- Select 1 for password reset or log in issues
- Select 2 for Connexus technology support

## Educational Materials Provided By Connections

Connections Learning™ may provide certain students with the temporary use and possession of various educational materials. These materials may be shipped to the Site Coordinator at the School, and a Packing List (in the box of curriculum materials) will list all the items the student should have received. The recipient should check the contents of the curriculum box against the Packing List and contact, within seven (7) days if anything is missing.

## Ownership of Connections Learning™-Provided Materials

Unless ownership of any materials is officially transferred by Connections Learning™, all educational materials provided by Connections Learning™ remain the property of the Connections Learning™. Further restrictions to the use of Connections Learning™ educational materials are as follows:

- ❖ The resale or attempted resale of any educational materials constitutes theft and may subject the seller to invoicing and/or legal action.
- ❖ Refusal to return any educational materials constitutes theft and may result in invoicing and/or legal action.
- ❖ Any attempt to copy, reproduce, republish, download, post, broadcast, transmit, make available to the public, or otherwise use the educational materials in any way except as specifically directed by the school is not permitted.
- ❖ The adaptation, alteration, or creation of a derivative work from any school material is not permitted. Any use of school material except as specifically directed by the school requires prior written permission from the school or the owner of the materials.
- ❖ School-provided non-consumable educational materials and equipment must be returned to the Site Coordinator in accordance with the instructions provided to you by the District.

## Privacy Policy

Security and privacy are very important to maintaining the integrity of the information stored in Connexus® and are taken very seriously at Connections Learning™ schools. Each Connexus® User is responsible for keeping his or her user name and password confidential; this responsibility includes frequently changing the password to prevent unauthorized use. User names and passwords should generally never be provided to anyone at any time, although students may occasionally provide this information to their Site Coordinator. However, no user should ever log in to Connexus® using the user name and password of another person everyone using Connexus® should be aware of the Privacy Policy, which is included as Appendix 3 of this Handbook, as well as on the log in page of Connexus®. Connections Learning™ agrees that it will comply with the terms of this Privacy Policy.

Users having difficulty using Connexus® should be sure they have completed all available trainings and accessed the help resources available from their home pages. If, after completing the training and accessing the help resources, Users are still unable to resolve their problems, they should consult their teachers for questions relating to the educational program or contact Support Services for any technical questions.