



# WHARTON SCHOOL STUDENT HANDBOOK

---



# Table of Contents

<b>Introduction to Handbook</b>	6
<b>About Wharton School</b>	6
Wharton School Vision & Mission	6
Wharton School Goals	6
Wharton School Learning Outcomes	7
<b>Wharton School Policies</b>	7
Non-Discrimination Policy	7
Anti-Harassment Policy	8
Suspension, Expulsion and Withdrawal	8
<b>Admissions and Enrollment Policies</b>	12
Enrollment	12
Re-registration	12
Full-Time High School Students	12
Part-Time Students	13
Students with Exceptional Needs	13
Students with Disabilities	14
Non-High School Aged Students	14
Receiving Official Transcripts from Other Institutions	14
Course Registration Procedure	15
Enrollment Limits	15
Calendar	16
Tuition Payment Policy	16
Fees Subject to Change	17
<b>Courses and Instructors</b>	17
Wharton School Courses	17
Course offerings	18
Course Audits	18
Course Add	18
Course Drop	18
AP Exams	19
Instructors	19

<b>Graduation and Promotion Requirements</b>	<b>19</b>
Promotion through Grade Levels	19
Graduation	20
<b>Beginning a Class</b>	<b>22</b>
First Day of Class	22
Student Expectations	22
Online Learning Readiness	23
<b>Technology Requirements</b>	<b>24</b>
System Requirements	24
Screen Resolution	24
Resizing Your Screen	24
Browser Requirements	25
Feature Requirements	25
Additional Information	25
<b>Resources and Support</b>	<b>26</b>
Course Materials	26
Technical Support	26
Student Services	26
E-Portfolio	27
Student Preferred Learning Style	27
<b>Course Related Policies</b>	<b>27</b>
Attendance	27
Student Grades	28
Grade Reporting/Transcripts	28
Definition of Grades	29
Grade Point Average (GPA)	29
Incomplete Grades	30
Withdrawing from a Class	30
Repeating Courses	31
Family Educational Rights and Privacy Act (FERPA)	31

Inspect/Review of Records	31
Amendment of Records Requests	31
Release of Records	31
Directory Information	32
<b>Conduct and Discipline</b>	<b>33</b>
Special Education Discipline	34
Academic Dishonesty	34
<b>Cyberbullying</b>	<b>34</b>
Definitions	35
Reporting of cyberbullying	36
Notice of Reported Violation of Bullying Prohibition	36
Investigation of the Reported Violation	36
Discipline	37
School Safety Team	37
Professional Development	37
Disclosure and Public Reporting	38
<b>Discipline</b>	<b>38</b>
<b>In Closing</b>	<b>39</b>
<b>Appendices</b>	<b>40</b>
Wharton School Registration Information	41
Wharton School Process Procedure	42
<b>Agreement</b>	<b>43</b>



---

## Dear Student

Welcome to Wharton School, a school committed to offering students a rigorous, college preparatory high school program (grades 9-12) in an interactive, 21st century online format. (E)

We welcome all of our part-time and full-time students who are seeking innovative ways of learning through the use of technology and applicable 21st-century skills. While some students do well in traditional schools, other students find themselves excelling academically in an online teaching and learning environment.

Our online classroom offers a high degree of connectivity between you, your fellow students, and your instructor. All courses are considered college preparatory and prepare students both academically and with relevant skill sets to better prepare you for continued post-secondary education or the workforce. With bilingual and dual-language education in mission, Wharton School provides you with the ability to learn with other students around the globe and across a variety of diverse, multicultural, and regional perspectives.

As part of this challenging learning environment, students are expected to maintain consistent and regular participation in all courses and to complete all required coursework, including discussion forums, assignments, quizzes, projects, and all other course requirements as outlined in the syllabus. Your commitment to academic excellence will ensure you learn the materials needed to prepare you for college or the workforce.

Welcome to Wharton School! We promise that you will have a positive educational experience.

**Wharton School**

## Introduction to Handbook

This handbook for students and parents provides information about Wharton School. It serves as an important means of communication between students, parents/guardians, and school staff. Much information is contained in the handbooks and may be referred to as needed throughout the year. You will find general rules and regulations, as well as local and state policies.

It is our goal that students achieve their maximum potential. This can be accomplished through cooperation, involvement, and utilizing community resources. Close cooperation between home and school is essential to promote the best interests of students. Parents/guardians are encouraged to call and visit schools and to attend scheduled meetings and conferences.

The faculty and staff look forward to seeing each of you and working with you in a cooperative effort to provide a positive environment where all students can learn. Please feel free to call the school if you have questions or concerns throughout the year.

The most recent version of this handbook is available on the Wharton School Online website <https://wharton.education> through the Resources link, Document Downloads item, on the top menu.

## About Wharton School

### Vision & Mission

Wharton School offers Advanced Placement courses recognized by College Board as an AP Online Provider (Code:598) and maintains all AP courses by passing AP Audit in each academic year. We are also one of the Distance Education Program course providers, approved by the Department of Education, Nevada. With a global vision and an aggressive entrepreneurial focus in developing joint educational programs between Asia and USA, WHS supports young students to begin or continue a learning journey online in the USA. Our mission is to provide the best possible online learning experience.

### Goals

1. Achieve recognition as an entity which offers high-quality online courses for high school students.
2. Develop a curriculum which meets the needs of the target audience.
3. Assemble a cadre of teachers qualified to teach online courses.
4. See to it that the necessary infrastructure, including hardware, software, and support personnel, are in place to facilitate quality online instruction.
5. Develop a cost-effective self-sustaining program.

## Learning Outcomes

<b>As Engaged Learners</b>	<ul style="list-style-type: none"> <li>• Demonstrate self-directed learning skills such as time management and personal responsibility through the completion of course requirements</li> <li>• Develop an understanding of preferred learning styles to enhance academic potential</li> <li>• Incorporate effective and relevant Internet and multimedia resources into the learning process</li> <li>• Pursue lifelong learning skills</li> </ul>
<b>As Critical Thinkers</b>	<ul style="list-style-type: none"> <li>• Analyze and articulate opinions on a variety of complex concepts</li> <li>• Illustrate a variety of problem-solving strategies that strengthen college preparation and workforce readiness</li> <li>• Formulate a framework for applying a variety of technology and Internet-based research to enhance information literacy and collaborative thinking</li> </ul>
<b>As Effective Communicators</b>	<ul style="list-style-type: none"> <li>• Demonstrate awareness and sensitivity to tone and voice in multiple forms of communication</li> <li>• Express concepts and ideas in a variety of forms</li> <li>• Enhance communication skills through the use of media-rich or other technology resources</li> </ul>
<b>As Global Citizens</b>	<ul style="list-style-type: none"> <li>• Appreciate the value of diversity</li> <li>• Understand the range of local and international issues facing today's global community</li> <li>• Demonstrate awareness of the importance of cultural sensitivity and social responsibility in the 21st century</li> </ul>

## Policies

### Non-Discrimination Policy

Wharton School admits students without regard to race, color, national or ethnic origin. Every student is afforded all the rights, privileges, programs, and activities generally accorded regardless of background. Wharton School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or other programs.

## Anti-Harassment Policy

Wharton School is committed to safeguarding the rights of all individuals involved with Wharton school to work and learn in an environment free from any form of harassment, including sexual harassment. Harassment based on race, color, ancestry, religion, national origin, age, gender, or disability in any form is strictly forbidden and may result in termination from the course or working with Wharton School. Anyone who feels that he or she has been a victim of harassment is encouraged to report the incident to Wharton School.

## Suspension, Expulsion and Withdrawal

All Nevada public schools, including distance education and non-distance education charter schools, must comply with NRS 392.4655-392.4675 (...Suspension and Expulsion). A school may not remove, withdraw, suspend or expel a pupil against a parent/guardian's wishes for reasons other than the reasons for suspension or expulsion stated in NRS 392.4655-392.4675 or other applicable statute or regulation. Because Wharton School is a distance education school, occasions where a student would be deemed a habitual disciplinary problem, or would require suspension or expulsion are rare, but in cases where this course of action becomes necessary for the safety of our students and staff Wharton School will comply with all provisions of NRS 392.4655-392.4675.

### **NRS 392.4655 Habitual Disciplinary Problem**

1. A Wharton student will be deemed a habitual disciplinary problem when documentation shows that within 1 school year the student has threatened, extorted or attempted to threaten or extort any other pupil or staff member at Wharton, if the student is suspended for initiating two or more fights on school property or any activity sponsored by the school, or if the student has five suspensions recorded in 1 school year for any reason.
2. A Wharton student may be deemed a habitual disciplinary problem at the request of teachers and after principal or board approval as outlined in NRS 392.4655 subsection 2.
3. If a Wharton student qualifies to be deemed a habitual disciplinary problem the school will provide written notice to the parent or legal guardian of the student 7 days before the student is deemed a habitual disciplinary problem.
4. Before Wharton deems a student a habitual disciplinary problem a plan of behavior will be developed in consultation with the pupil and the parent or legal guardian of the pupil designed to prevent the pupil from being deemed a habitual disciplinary problem.
5. A Wharton student will only be allowed to enter one plan of behavior each school year.
6. A parent or legal guardian may appeal the contents of a plan of behavior with Wharton by submitting a written appeal to the Wharton Board.



### **NRS 392.4657 Conditions Under Which a Pupil is Deemed Suspended**

1. A pupil shall be deemed suspended from school if Wharton prohibits the pupil from attending live class connect sessions where other pupils are present or live class sessions at a Wharton location. Students will be required to view recordings of these sessions and will be able to schedule live help sessions with their teachers.
2. Suspended students will be required to attend with their parent or legal guardian a conference with Wharton administration and could possibly be reassigned to an alternative pathway.

### **NRS 392.466 Suspension or Expulsion on First Offense**

1. A Wharton Student must be suspended or expelled for a period equal to one semester for battery resulting in bodily injury of an employee of Wharton or for selling or distributing any controlled substance while on school property or at any school sponsored activity upon the first offence of these acts and will be permanently expelled upon the second act.
2. Wharton Students in possession of a firearm or other dangerous weapon on school property or at any school sponsored activity will be suspended or expelled for a period of 1 year for the first offense and will be permanently expelled for the second.
3. A Wharton student may be permanently expelled only after determination by the board of trustees.

### **NRS 392.467 Suspension or Expulsion of Pupil: Procedure; Limitation**

1. The board of trustees will authorize the suspension or expulsion of any pupil from Wharton in accordance with NRS 392.4655-392.4675.
2. No student will be suspended or expelled without being given notice of the charges against him or her, an explanation of the evidence and an opportunity for a hearing. a. A pupil who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process or who is selling or distributing any controlled substance or is found in possession of a dangerous weapon may be removed from Wharton immediately upon being given an explanation of the reasons for his or her removal and pending proceedings, to be conducted as soon as practicable after removal, for the pupil's suspension or expulsion.
3. Expulsion hearings must be closed to the public.
4. A pupil may not be suspended or expelled from Wharton solely because the pupil is declared truant or a habitual truant.
5. A pupil who participates in a program of special education may be suspended for not more than 10 days unless the board of trustees determines that the action is in compliance with the Individuals with Disabilities Education Act.

## **NRS 392.4675**

Wharton may allow a student to enroll who is ineligible to attend public school due to suspension or expulsion after a review of the students records is accepted and it is determined that the educational needs of the student may be satisfied without undue disruption to the program.

## **Distance Education Absence and Truancy**

Nevada public school absence and truancy laws (NRS 392.040-392.160; NRS 392.170-392.220) apply to distance education and non-distance education charter schools. NAC 387.193(3)(a)(b) addresses attendance in distance education courses and programs; NAC 387.200(3)(b) also applies. A distance education student who does not log on to his or her distance education program or course, or does not turn in distance education assignments, may be deemed absent. NRS 392.130 clarifies conditions under which an absent pupil shall be deemed truant. Only to the extent that absence or truancy is identified as grounds in applicable Nevada statute or regulation for expulsion, suspension or other involuntary removal of a pupil from a school, may a charter school, including a distance education charter school, expel, suspend or involuntarily remove an absent or truant pupil. Failure by a distance education pupil to log on to his or her distance education program or turn in in distance education assignments does not, by itself, constitute grounds for expulsion, suspension or involuntary removal of a pupil from a school. During the time a school is engaged in the truancy investigation and reporting processes required by statute and/or regulation, it may not remove the truant pupil from the school. Only after such processes have been concluded may the school remove the pupil. A school should be able to demonstrate compliance with applicable truancy law and regulation by maintaining and having available for inspection by the school's sponsor and the Nevada Department of Education documentation regarding actions taken by the school against all truant pupils. If a charter school suspects that a pupil's absence may be due to educational negligence on the part of a pupil's parent or guardian, then, as a mandatory reporter, the school must immediately report the situation to Child Protective Services pursuant to NRS 432B.220 Wharton will comply with all state laws and regulations regarding student attendance. School policy meets all applicable provisions of NRS 392.040-392.220, NAC 387.193(3)(a)(b) and NAC 387.200(3)(b) dealing with student attendance and truancy.

1. Wharton acknowledges and complies with all age requirements for admission and placement. NRS 392.040
2. Wharton counts and records student attendance based upon NAC 387.193(3) a. A student at Wharton is deemed absent when there is no evidence of progress in each course in 1 week documented through the electronic learning management system, by participation in real-time class sessions for the course which is conducted by a licensed teacher or by meeting and communicating with a licensed teacher regarding the particular course.
3. A Wharton student is deemed truant pursuant to NRS 392.130 when a student is absent without written approval of the pupil's teacher or principal.
4. A Wharton student is deemed habitually truant pursuant to NRS 392.140 when a student has been declared a truant three or more times within one school year or if a pupil who was deemed habitually truant in the immediately preceding school year is absent without the written approval of the school or notice of the parent or legal guardian of the student.
5. In accordance with NRS 392.144 Wharton makes every effort to deter habitual truancy. a. Upon the first recorded and each succeeding truancy the student and parent or legal guardian are informed of the truancy through written, electronic correspondence as well as a requested conference. b. Upon recording the second truancy the student and parent or legal guardian are informed as stated above and required to attend a conference with administration. c. Upon the third recorded truancy the student will be deemed a habitual truant.
6. In accordance with NRS 392.144 when a Wharton student is declared a habitual truant Wharton makes every attempt to comply with all duties of the school. In some counties NRS 392.144 2(a) is not possible because there is no law enforcement agency willing to receive habitual truancy reports. See addendum A.
7. If it is suspected that a pupil's absence may be due to educational negligence on the part of a pupil's parent or legal guardian, Wharton will report the situation to Child Protective Services.
8. No Wharton student is withdrawn for truancy.
9. No Wharton student is withdrawn without a parent or legal guardian's consent unless
  - The student is absent for 10 consecutive days and the whereabouts of the student cannot be determined pursuant to NAC 387.215(3)(e)(1). Wharton will document attempts to contact the student and parent or legal guardian using every available method to determine the student's whereabouts before withdrawal.
  - The student is absent for 1 month when a return date is not known pursuant to NAC 387.215(3)(e)(2)

## Admissions and Enrollment Policies

### Enrollment

Parents wishing to enroll their children in Wharton must:

- Complete the online application and provide all required documents. All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application will be deemed as not meeting the requirements of the school and may result in the revocation or halting of enrollment.
- Ensure students are only enrolled in Wharton and not concurrently enrolled in another school, public or private (unless prior permission is given for a junior college).
- Provide a learning coach who is able to read and understand the curriculum and instructional materials provided by Wharton and agrees to continuously supervise and engage in the academic support of the student during regular school hours.
- Have a working phone number, email account, and Internet access at all times while enrolled.
- Ensure that the student is in good standing with the previous school district.
- Understand and agree that students will be enrolled in their age appropriate grade level, unless the previous school has officially approved a retention or promotion.
- Understand and agree that the student's educational program will be at the direction of the assigned Wharton teacher(s), lessons provided by the teacher(s) must be completed in the manner and within the timeframes assigned.

### Re-registration

- Re-registration is required for every enrolled student in order to let the school know if you will be returning for the next school year.
- Re-registration process must be completed by the Legal Guardian/Learning Coach.
- You will receive a notification email once your school is open for Re-registration.
- The Learning Coach will see the Re-registration link in "My Info" when Re-registration is open for the next school year.
- Families are required to turn in all Re-registration documents in order to complete the Re-registration process.

### Full-Time Students

Full-time students attend Wharton with the intention of graduating and receiving a diploma; full-time students are required to register for six courses per year. The following materials are required for full-time student enrollment:

- Application for Admission
- Integrity Agreement
- Handbook Acknowledgment Form

- Official Transcripts
- Copy of Birth Certificate
- \$120 Non-refundable Registration Fee

Wharton assumes no responsibility for courses taken in duplication prior to receipt and review of a student's official transcripts. The Wharton staff will work with parents/guardians to ensure that all admissions requirements are met. As part of graduation requirements, all Wharton students must meet requirements of 24 credits to earn a diploma.

## Part-Time Students

Part-time students take Wharton classes as a supplement to another program or course of study. Part-time students typically take one to two courses per semester. These students may take Wharton courses for a variety of reasons including remediation, acceleration, special examination preparation, college acceptance, or general enrichment.

Part-time students who wish to transfer Wharton credits to their high school must present an approved Course Transferability Verification Form to the Wharton. The transferability of credit is not determined by Wharton, but by the student's primary institution. Upon request, Wharton staff is available to consult with counselors at the student's school institution to provide information regarding Wharton courses and curriculum. The following materials are required for part-time students to be enrolled into Wharton:

- Application for Admission
- Integrity Agreement
- Handbook Acknowledgment Form
- Credit card authorization form
- \$120 Non-refundable Registration Fee

## Students with Exceptional Needs

While a student's local school district, special education local plan area (SELPA), Individual Education Plan (IEP), county office of education, state school, certified non-public school or other public agency is responsible for ensuring that appropriate special education services are provided, Wharton is committed to making education accessible and meaningful for all students. Wharton is aware of the growing number of students who have special needs and believes that online learning may provide an opportunity for these students to achieve their academic goals.

During the enrollment process, if Wharton is informed that an Individualized Education Program (IEP) has been created for a student or Wharton identifies that a student has special needs, Wharton will collaborate with the student's parent/guardian to discuss possible accommodations that would be necessary for the student to be academically successful.

Wharton staff will work closely with the student's teacher(s) and the appropriate public agency to help meet a student's unique needs. Referrals will be made to appropriate school, community, state, or federal agencies for services that cannot be directly accommodated by Wharton staff and teachers. If the agencies mentioned earlier fail to ensure adequate student services, Wharton will assist parents/guardians in contacting their local county office of education or the Nevada Department of Education.

## **Students with Disabilities**

Wharton complies with the Americans with Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities may not, on the basis of that disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified student with a disability, on the basis of that disability, may be excluded from any academic, research, counseling, financial assistance, or other secondary education program or activity that Wharton provides to all students.

## **Non-High School Aged Students**

Nontraditional high school aged students are students who do not fall within the general ages of a typical high school student (12-18). Middle school aged students who are prepared to advance and have met all prerequisites for specific courses are eligible to take individually identified courses. Adult-aged high school students are eligible to take Wharton school courses through the Wharton Continuing Education program, which also leads toward an accredited high school diploma.

## **Receiving Official Transcripts from Other Institutions**

For full-time students, Wharton cannot accept credits earned at other institutions until an official transcript(s) has been received. Upon receiving the Release of Transcript form, Wharton will make up to two requests for the student's official transcript(s). If a student's official transcript(s) has not arrived within four weeks, a second request will be submitted, and the student will be notified. Thereafter, it becomes the parent/student's responsibility to ensure that Wharton receives the

requested transcript(s). Wharton will only accept credits in transfer from other regionally accredited high schools or institutions. Transcripts from other institutions that have been presented for admission or evaluation become a part of the student's academic file and are not returned or copied for distribution.

Official transcripts should be sent to:

- 3960 Howard Hughes Parkway, Suite 500, Las Vegas, NV, 89169, USA
- 1-702-990-3555

## Course Registration Procedure

Wharton uses TADS for Admissions & Enrollment Management.

<https://www.tads.com/admissions-enrollment-management/>

TADS works with schools and families to manage the inquiry, admissions and enrollment/re-enrollment processes. Services include forms creation and collection, fee collection and follow up.

Wharton registration is conducted online through TADS, which specializes in online registration services. See the Registration Information section in the appendix for details.

## Enrollment Limits

Courses offered to high school students:

- The minimum enrollment for courses is 1-25 students.
- The maximum enrollment for any course is 40 students per section. The enrollment can be allowed to increase above the maximum limit only if the course instructor is in agreement.

## Calendar

Important Dates for 2023-2024 School Year	
2023	
Monday, August 7	Semester Begins
Monday, September 4	Labor Day (No School)
Friday, October 9	Columbus Day (No School for Students)
Friday, October 27	Nevada Day Observed (No School)
Friday, November 10	Veterans Day Observed (No School)
Thursday, November 23	Thanksgiving Day (No School)
Friday, November 24	Family Day (No School)
Friday, December 15	Winter Break Begins – End of Day (No School December 18 – January 2)
2024	
Tuesday, January 2	Semester Begins
Monday, January 15	Martin Luther King, Jr. Day (No School)
Monday, February 19	Presidents' Day Observed (No School)
Friday, March 15	Staff Professional Development (No School)
Friday, April 1	Spring Break Begins–End of Day (No School April 1–April 12)
Monday, April 15	Classes Resume
Tuesday, April 23	Staff Professional Development (No School)
Friday, May 17	Last Day of School
Friday, May 24	Contingency Days (if needed)

### Distance Education Absence and Truancy

Part-time students may enroll in Wharton's programs at any time of the year. There are no set class start dates, and students do not need to wait until the beginning of a new session or new semester. All courses offered are flexible and self-paced. Actual completion time varies by student.

### Tuition Payment Policy

Tuition paid by parents is due within 15 days of being invoiced. Tuition payments from parents more than four weeks late will result in student course access being suspended until payment has been received. Please note, the registration fee is due at the time the registration form is submitted. (See Course Registration Procedure.)



## Tuition Refund Policy

Students are accepted and registered for classes with the understanding that they will remain for the entire course. Faculty contracts and the commitment of other Wharton resources are made on that assumption, creating obligations that are not relieved when a student withdraws. Wharton refund policy is designed such that a student who withdraws from a course shares in the costs incurred. Refund calculations are based on the date and time a parent/guardian informs Wharton of their intent to drop their student from an Wharton class. All drop requests must be made through email, fax, or over the telephone.

## Fees Subject to Change

Tuition rates are available on the school website. Wharton reserves the right to modify tuition rates and fees at any time.

## Courses and Instructors

### Wharton Courses

Wharton offers a variety of college preparatory high school core subjects, electives and college credit courses in an interactive learning environment. All Wharton courses are considered rigorous and college preparatory and have been written to Nevada and National standards when appropriate. Each Wharton semester course covers a typical semester's worth of material and is comprised of the following:

- Unit learning outcomes stating the learning objectives students should accomplish in a specific unit. All courses consist of 6-18 units of learning.
- Required reading assignments based on the course textbook or other assigned reading.
- Unit lectures that include insight and analysis of the unit's topics.
- Unit discussion boards where students and instructors communicate ideas and thoughts in a collaborative environment.
- Unit-based assessments including a midterm and final examination to further assess each student's academic acquisition
- Assignments for students to complete and submit to ensure mastery of learning objectives.
- Course resources that contain readings and documents to assist students in accomplishing unit objectives.

## Course Offerings

Wharton will provide a listing of courses during the following academic year by mid-November, at the latest.

## Course Audits

Wharton allows students to "audit" a course, instead of taking it for "credit." The Wharton course instructor and superintendent need to be informed of any student that is taking a course for audit. Students auditing a course still need to complete all coursework, actively participate in the course, and pay regular tuition costs. Students auditing a course are not issued a course grade, and therefore the course does not affect their GPA.

## Course Add

Students may add a course through the first week of the fall or spring semester with consent of the course instructor. (The add period during the summer term is shortened to one-half week.) A \$20 late registration fee will be added to the tuition cost of the course.

## Course Drop

Students may drop a course without penalty through the fourth week of the fall or spring semester. (The drop period is shortened to two weeks during the summer term.) If the student's school has a different drop period, the shorter of the two periods will be enforced.

The student's parent/guardian or a local high school official needs to inform the course instructor and the Wharton superintendent that the student is withdrawing from a course. The superintendent will drop the student from the course.

If the student's school has a policy that students cannot drop a course after a certain number of weeks into a course, Wharton will abide by that policy.

If the student is allowed to withdraw from a course after the drop period a grade of WP (withdrawn passing) or WF (withdrawn failing), depending on the student's grade on work due by the time of the drop, will be issued by the course instructor to the student's local school. It is expected that the local school will process this grade according to their already existing policies for other courses at their school.

## AP Exams

Wharton is registered with the College Board as an online course provider. All AP courses offered through Wharton are fully authorized by the College Board on an annual basis. Wharton cannot administer AP Exams directly. Students wishing to take an AP Exam need to do so at a site, often a local high school, that is authorized to order and administer the exam. Check with your local school administration to see if they are an authorized site.

The College Board offers specific instructions on how to proceed if you do not attend a local school that is authorized to administer an AP Exam. See <http://www.collegeboard.com/student/testing/ap/reg.html> for additional information.

## Instructors

Wharton employs credentialed teachers and highly qualified teachers under No Child Left Behind (NCLB) who provide a high level of student support. All instructors hold current teaching credentials, and many also possess masters and doctoral degrees.

All teachers have also been trained. The faculty and curriculum developers understand the unique paradigm of online education and are well-versed in providing personal one-on-one attention students need to be successful online.

## Graduation and Promotion Requirements

### Promotion through Grade Levels

For full-time students, promotion or retention from one grade to the next is based on the number of credits earned. The criteria for grade placement are based on the actual number of credits held on September 1<sup>st</sup> of each year and are as follows:

- Grade 9: Fewer than 6 credits
- Grade 10: 6 or more credits and less than 12 credits
- Grade 11: 12 or more credits and less than 18 credits
- Grade 12: 18 or more credits

Wharton will notify the parent/guardian of a student who has not earned enough credits to be promoted to the next grade. Students who are not promoted to the next grade may attempt to make-up missed credits during subsequent terms.

## Graduation

The approval of Assembly Bill 288 made significant changes to high school graduation requirements in Nevada. These changes will be phased in as the State Board of Education makes decisions related to the specific requirements of the bill. Below are the changes currently that are planned:

1. For students entering the ninth and tenth grade beginning in the 2014-15 school year, the Nevada High School Proficiency Examinations will be replaced with four End of course Exams, two in Math and two in English Language Arts.
2. End of Course Exams will be an operational field test, meaning students will take the tests, but do not have to earn a passing score, however, they pass the correlating class. This will also affect the Class of 2025 and the Class of 2026.
3. All students will also be required to take a college and career readiness assessment in grade 11 beginning with the 2023-24 school year. While participation will be required for graduation, the results of the assessment will not be used to determine a student's eligibility for a diploma.
4. Students with disabilities may opt out of the college and career readiness assessment based on the decision of the Individualized Education Program (IEP) team. Appropriate assessments and accommodations for students with disabilities will be determined by the student's IEP team.
5. AB 288 also changed the statutory reference to the General Educational Development test (GED) and required the State Board of Education to select (a) high school equivalency assessment. The following three high school equivalency exams have been approved by the State Board of Education starting with the 2014-15 school year: GED, HiSET and TASC.

The state will transition to these new requirements over the next few years and additional information will be provided as it becomes available. These changes are aligned with the Nevada Academic Content Standards and are designed to ensure all students are college and career ready.

### Standard Diploma Option

The total number of credits required to graduate in the State of Nevada is 22.5. The following subjects are needed to meet graduation requirements:

- Mathematics course units must include at least Algebra I or Algebra I H, or Applied Algebra I A and I B, or above.
- A maximum of ONE credit for Physical Education II will be granted if a student participates outside of the school day in interscholastic athletics or on a drill team, marching band, dance group, or cheerleading squad.
- Satisfactory completion of a semester computer literacy course offered in grades 6, 7, or 8 will meet the requirement for the use of computers.

As per NRS 389.018, 9th grade students, beginning in the 2007-2008 school year and each class thereafter, must enroll in the following:

- 4 credits of English
- 4 credits of Mathematics, including Algebra I and Geometry or equivalent integrated courses
- 3 credits of Science, including two laboratory classes
- 3 credits of Social Studies, including American Government, American History, and World History or Geography
- ½ credit of personal finance is also required for graduation and is considered part of the elective requirements.

Subject Area	Credits	Required Courses
English	4	4 credits of English while in high school
Mathematics	4	4 credits of Mathematics while in high school (at a minimum through Algebra 2) With proof of completion of Algebra 1, Geometry, and Algebra 2
Science	3	At least one credit each in Physical Science with Lab (Physics), Chemistry with Lab (Chemistry), and Biological Science with Lab (Biology).
Social Sciences	3	3 credits of Social Studies, including American Government, American History, and World History or Geography
Physical Education	1	two semester-long half-credit courses of Physical Education
World Languages	3	Students are required to complete 3 credits of a language. Students must take a minimum of 2 consecutive years of the same language. Typically, students will continue to a third consecutive year, however, students may complete a year of a different language to satisfy their remaining graduation requirement.
Electives	4.5	A student may take an additional core subject course, or any other course of special interest to meet the elective requirements.

## Beginning a Class

### First Day of Class

Wharton requires that all students log in to their course on their start date. Upon enrollment at Wharton, students will be assigned a nine-digit student ID number and a six-digit password. All students are required to log in to their homeroom every school day.

Students log in to the course homepage at <https://wharton.education>

On the first day of school, please ensure to verify the compatibility of your Web browser to our online learning platform, Moodle Learning Management System by clicking Technology Info at the navigation drawer menu, and then click Detect My Technology.

### Student Expectations

All Wharton courses are academically rigorous and will cover an entire semester's worth of material. As such, it is important that students adhere to the following guidelines in order to successfully complete all required coursework:

1. Agree to follow the adopted policies and procedures of Wharton.
2. The requirements for each course is equivalent to completion of a minimum of 90+ hours of class instruction at a traditional on-site high school.
3. Students must submit assignments for each unit as they are completed so that the teacher may review and assess student performance.
4. Students must log in regularly to each course and demonstrate continued participation, and completion of all course requirements, including assignments, assessments, projects and discussion forums.
5. Students must complete work individually, and any incident of suspected cheating, plagiarism or collaboration on assignments violates the academic integrity expectations outlined at the time of your enrollment and may result in failure of the course or further disciplinary action as deemed appropriate.

Although students have the flexibility to accelerate through the course materials, they must spend a minimum of four weeks regular participation and homework submission in each semester course. The following guidelines are intended to assist students in gauging the amount of work necessary for accelerated course completion:

- 16 Week Session: If you wish to complete your coursework in sixteen weeks you should be submitting at least one unit of work every two weeks and submitting each unit assignment to the teacher as completed. Do not hold your work. You should plan on spending 6-8 hours per week working in your course and

complete your homework and other course requirements outside of the course, in addition to this basic time.

- 8 Week Session: If you wish to complete your coursework in eight weeks, you should be submitting one unit of work a week and each unit assignment to the teacher as completed. You should plan on spending 12-16 hours a week working in your course as well as completing homework and other course requirements outside of course.

Everyone learns at a different pace. Thus a course may take you more, or less, time than the above guidelines. However, a minimum of four(4) weeks regular participation is required for each semester course. You are required to complete all course assignments, participate in all discussion boards and other discussion forums, complete all quizzes and examinations, including midterms and finals as well as any course projects.

Your regular participation and performance are a part of the permanent academic record. Your participation record should evidence the following:

- Continued and regular participation in the course
- Completion of all course requirements, including assignments, assessments, and discussions
- Completion of all unit assignment requirements

Adherence to the above guidelines will ensure you are provided the maximum opportunity to learn the materials and demonstrate successful completion of the coursework.

## Online Learning Readiness

Tips for a successful online learning experience

- Set Aside a Place and Time to Study
- Plan Ahead and Work Throughout the Week
- Actively Participate in the Learning Process
- Stay Connected and Engaged
- Be Open-Minded and Share
- Take Responsibility for Your Learning
- Consider the rules of Netiquette
- Ask Questions

## Technology Requirements

### System Requirements

Windows Users	Mac OS Users
<ul style="list-style-type: none"> <li>• Windows 2000, XP, Vista, 7 or 10</li> <li>• 28.8 Kbps modem (56K recommended)</li> <li>• Soundcard &amp; Speakers</li> <li>• Internet Explorer 8.0</li> </ul>	<ul style="list-style-type: none"> <li>• Mac OS X or higher (in classic mode)</li> <li>• 28.8 Kbps modem (56K recommended)</li> <li>• Soundcard &amp; Speakers</li> <li>• Safari 3.0</li> </ul>

### Screen Resolution

We recommend setting your screen resolution to 1024 x 768 pixels. If you currently see a horizontal scroll bar at the bottom of your screen and would like to eliminate this, you can do so by resizing your screen. If you need help with your screen settings, please see our instructions for resizing your screen.

### Resizing Your Screen

To check the resolution setting for Windows	To check the resolution settings for Macintosh
<ul style="list-style-type: none"> <li>• Go to the Start Menu on the lower left-hand corner of your screen.</li> <li>• Scroll up to Settings.</li> <li>• Choose the Control Panel option.</li> <li>• Double click on the Display icon.</li> <li>• Click on the Settings tab.</li> <li>• In the box titled Desktop Area, make sure the setting is at 1024 x 768 or higher. (If it is not already on 1024 x 768 or higher, move the slider to the right to change this setting).</li> </ul>	<ul style="list-style-type: none"> <li>• Click on the Apple menu on the top left-hand corner of your screen.</li> <li>• Scroll down to Control Panels.</li> <li>• Choose Monitor &amp; Sounds from the menu.</li> <li>• In the resolution box, make sure 1024 x 768 or higher is highlighted.</li> </ul>



## Browser Requirements

Windows Users	Mac OS Users
<ul style="list-style-type: none"> <li>Recommended Version: (Windows Internet Explorer) - Microsoft Internet Explorer 8.0</li> <li>Recommended Version: (Mozilla Firefox) - Mozilla Firefox 3.0</li> <li>Supported versions: (Windows Internet Explorer) - Microsoft Internet Explorer 6.0 - Microsoft Internet Explorer 7.0</li> <li>Supported versions: (Mozilla Firefox) - Mozilla Firefox 2.0 - Mozilla Firefox 3.5</li> </ul>	<ul style="list-style-type: none"> <li>Recommended Version: (Safari) - Safari 3.0</li> <li>Recommended Version: (Mozilla Firefox) - Mozilla Firefox 3.0</li> <li>Supported versions: (Safari) - Safari 2.0 - Safari 4.0</li> <li>Supported versions: (Mozilla Firefox) - Mozilla Firefox 2.0 - Mozilla Firefox 3.5</li> </ul>

## Feature Requirements

Windows Users	Mac OS Users
<ul style="list-style-type: none"> <li>Supported Browser Plug-ins - Real Player 8 Basic Player - Macro media Flash Player - Macro media Shockwave Player - Windows Media Player - Quick Time Player</li> </ul>	<ul style="list-style-type: none"> <li>Supported Browser Plug-ins - Real Player 8 Basic Player - Macro media Flash Player - Macro media Shockwave Player - Windows Media Player - Quick Time Player</li> </ul>

## Additional Information

### • Email Account

You will not need a personal email account to receive communications from within your course. The student portal has an internal email system that allows communications between the students and teachers and staff.

### • Avoiding Inactivity Timeout

When a Web browser is not in use, the backend Web server will consider the user inactive and will disconnect the user after a period of time. To remain active and avoid being disconnected, return to the main page of the school course site (<https://wharton.education>) (every half hour or so) and click on a link or check email. This will reset the Web browser "inactivity timer" and allow you to continue

working in your online course.

Note: Courseware cannot be accessed using MSN TV (formerly Web TV).

Satellite & Cellular Internet connections: If this is the only connection you have, please note that you may experience sporadic issues while working in your online courses. If you report these problems to the help-desk, we will attempt to address them with your Satellite or Cellular connection provider.

\* On the first day of school, please ensure to verify the compatibility of your Web browser to our online learning platform, Moodle Learning Management System by clicking Technology Info at the navigation drawer menu, and then click Detect My Technology.

## Resources and Support

### Course Materials

Wharton will list textbook/software requirements for the various courses. The course instructor will determine the textbook, if any, that is needed for the course and report the information in the course syllabus, which will be shared with students and parents.

### Technical Support

- Students who require technical support should call 1-702-990-3555 or send an email to [support@wharton.education](mailto:support@wharton.education).
- If computer/technical issues are not resolved within 48 hours of notifying Support, you should contact your course instructor.

Please note: All academic concerns such as questions on lectures, course assignments, and due dates should be directed to the teacher rather than the technical support staff.

### Student Services

The Wharton administrative staff monitors the successful achievement of your educational goals, progression through courses of study, and the achievement of your graduation requirements if you are a full-time student. You are provided the support, guidance, and advice needed to successfully achieve your academic and career goals.

The Wharton counselors will also guide students to possess and self-administer sunscreen and wear clothing outdoors that helps protect them from exposure to the sun.

## E-Portfolio

All full-time Wharton students must complete an e-Portfolio. Students compile coursework from each class and creatively integrate it within an e-Portfolio, which may later be utilized as an effective marketing tool to showcase their mastery of subject matter content and academic efforts. Wharton intends that students are able to share their e-Portfolios with prospective colleges/universities and future employers.

## Student Preferred Learning Style

Wharton provides students with tools to help them identify their personal learning preferences, creating a more relevant academic experience. A personal learning preference is the way in which students best learn information and how students will best demonstrate knowledge of a subject.

Wharton instructors are highly-qualified to teach in their subject area and are mindful of how the curriculum can be adapted to the personal learning preferences of each student. Every effort is made to ensure that the academic experience at Wharton provides opportunities for each student to leverage his or her preferred style(s) of learning.

## Course Related Policies

### Attendance

The most successful online students are self-motivated and possess solid time-management skills. Some students work well when determining their own deadlines and pace. Wharton courses are conducted asynchronously with synchronous capability, allowing students to participate at any time of the day. However, at times students may be required to participate in course discussions. The time and date of these discussions are determined upon agreement by the instructor and the students. Full participation in every aspect of the course is not only required; it is essential to the online learning process.

All students are expected to complete all work assigned and to notify the teacher when emergencies arise that may affect regular participation in coursework. A course syllabus is provided in each course to assist students in planning effectively. Students should print a hard copy of the syllabus and use it to guide them in the completion of their coursework.

Wharton offers flexible enrollment options for students. Planning adjustments may be made depending on

individual course completion goals. As a baseline, students should plan to spend a minimum of 4-5 hours per day (asynchronous & synchronous) working on their online course requirements to remain on track for successful course completion. This time estimate includes planning for any required reading, research, participation in discussions and chats, and quizzes/exams and other course-related requirements occurring outside the virtual classroom.

Students not demonstrating regular participation in coursework risk jeopardizing their chances of success and may be temporarily withdrawn from the course due to non-participation.

Wharton maintains and reports attendance by using attendance software and related performance-based computer system which includes monitoring of the following elements:

- Frequent and regular submission of classroom assignments.
- Frequent and active participation in discussion forums.
- Participation in online chats and video conferences as required.
- Performance on all required homework assignments, projects, quizzes and exams.
- The frequency and amount of time a student spends in the virtual classroom.

## Student Grades

Since not all Wharton courses use a common grading point/scale, Wharton does not set a specific grading point/scale for use in its courses. It is up to the course instructor of each Wharton course to determine and publish in the course syllabus the grading point/scale that will be used in his/her course.

A course instructor may curve grades on certain assignments or tests, offer extra credit work, or employ other commonly acceptable methods which might affect grades of individual students.

## Grade Reporting/ Transcripts

Grades are reported only for students officially registered in classes. Although it is requested that instructors submit grades within ten working days from when a student completes their course, due to the varying requirements of each course, instructors are allowed a reasonable time to assess student performance and to submit grades. Students should direct questions regarding the accuracy of a grade to their teacher.

Due to the requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, all requests for transcripts must be submitted in writing and include the eligible student or parent/guardian signature and either the student's identification number. Wharton will not release transcripts without written authorization from the eligible student or parent/guardian.

## Definition of Grades

- A = Outstanding Achievement -Significantly Exceeds Standards
- B = Commendable Achievement -Exceeds Standards
- C = Acceptable Achievement -Meets Standards
- D = Marginal Achievement -Below Standards
- F = Failure to Meet Standards
- I = Incomplete Grade
- W = Withdrawal
- WF = Withdrawal/Fail

## Grade Point Average (GPA)

Student grades are assigned grade points according to the values specified below. The student's grade point average (GPA) is determined by the grade points times the number of credits received.

Grade	Point
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.7
D	1.0
D-	0.7
F	0.0

All grades are final. Students are not allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade.

## Incomplete Grades

Extensions for course completion or incomplete grades are at the discretion of the teacher and must be approved in advance.

Students may only request an Incomplete grade if:

- the student has successfully completed at least the first six units of the course material
- and is unable to complete the remaining requirements prior to the end date of the term due to uncontrollable or unforeseen circumstances.

Students must request an incomplete from their instructor before the last day of class. If the instructor decides that an Incomplete is warranted, he/she must provide the student with the conditions for removal of the Incomplete in writing and file a copy with Wharton. The filed copy remains in place until the Incomplete is removed.

Students may only receive a maximum extension of two (2) weeks from the end of the class. If an incomplete grade is not made up within the specified amount of time, the instructor will assign a grade based upon the student's achievements and performance in the course, factoring in zero points or F grades for any missing assignment(s).

## Withdrawing from a Class

Students who drop on or before 5 p.m. on the seventh (7th) day of enrollment will receive a grade of on their transcript showing that they have withdrawn from the course. This W grade will not negatively affect their GPA. Students who inform Wharton of their intent to withdraw after the seventh day of class but before the 21st day will be ineligible for a tuition refund and the student will receive a W& (withdrawal/fail) on his/her Wharton transcript. This grade will negatively affect the calculation of a student's overall GPA on their transcript. If the request to withdraw is made after the 21st day, the student will receive a grade for the course based on the amount of coursework completed. The student's parent/guardian must notify Wharton of the student's intent to withdraw via email, fax, or telephone.

## Repeating Courses

Students may choose to replace any grade by repeating the course once. Five (5) credits will only be awarded for repeated classes if the original grade was a D or F. Both the original grade and the new grade will be reported on the student's transcript, but only the new grade will be calculated into the student's GPA.

## Family Educational Rights and Privacy Act (FERPA)

Wharton maintains all student records in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

## Inspect/Review of Records

Wharton will provide a student the opportunity to inspect and review their education records within 45 days of receiving a written request. If a student wishes, they can set up a time to inspect and review their records at Wharton's administration office. Otherwise, Wharton will make arrangements for the student's records to be mailed to the students home address.

## Amendment of Records Requests

A written request from an eligible student or parent/guardian to amend information perceived to be inaccurate or misleading in the student's education record must be submitted to Wharton staff. Wharton will make a decision on whether or not the information in the student record should or should not be amended.

The eligible student or parent/guardian has the right to a formal hearing conducted by the Special Circumstances Review Committee if the request to amend the record is denied by Wharton. After the formal hearing, if the school determines not to amend the record, the eligible student or parent/guardian has the right to place a statement within the record setting forth his/her view about the contested information.

## Release of Records

Student records will not be released to outside parties without written consent of the parent/guardian or eligible student unless the third party falls under the following conditions noted in FERPA.

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school

- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

## Directory Information

Directory information is the information in student records that can be disclosed by Wharton personnel without receiving consent from an eligible student or parent/guardian. Wharton determines the following to be directory information:

- Students name
- Address
- Telephone number
- Date and place of birth
- Honors and awards
- Dates of attendance

An eligible student or parent/guardian of a Wharton student must make a request in writing if they do not wish to have directory information disclosed. Once the request is received, the student record will be placed on Privacy Act Lockfile, which is a status where no student information whatsoever will be released.

### Eligibility Requirements for a Good-Clause Exemption

- Must be approved for a student previously retained in the 3rd grade;
- If the student demonstrates an acceptable level of proficiency on alternative assessment approved by the Nevada State Board of Education;
- Demonstration of mastery of academic standards in reading through a portfolio;
- If a student is limited English proficient & has received less than 2 years of instruction in English as a 2nd language;
- If a student has received intensive remediation in reading for 2 years or more but still demonstrates a deficiency and was previously retained in K,1st, or 2nd grade;
- If a student with a disability has an IEP that indicates that his/her participation in the criterion-referenced exam is not appropriate (per NRS 389.550) or;
- If a student with a disability does participate in a criterion-referenced examination and his/her IEP documents that he/she has received intensive instruction in reading for more than 2 years but he/she still has a deficiency in reading and he/she was previously retained in K,1st, 2nd, or 3rd grade.



## Conduct and Discipline

It is the philosophy and belief of the administration at Wharton that the responsibility for dealing with student discipline violations rests with the school. Thus, every effort will be made to deal with issues in-house, according to the policies and procedures established by the school. However, the police will be called to initiate arrest and prosecution proceedings when violations of state laws or municipal ordinances occur, when students or parents refuse to work within the established policies of the school, or when security of persons or property appears to be in jeopardy. Wharton will follow all Nevada State Revised Statutes regarding student behavior and discipline.

Every Wharton student is entitled to an education received in a safe and respectful environment. To ensure this for all students Wharton cannot allow certain student behaviors that are harmful to learning. Each classroom teacher has rules and policies for their individual classrooms which will be enforced at the school level as needed. Wharton's Progressive Discipline Plan will take into account the severity of any infraction and a student's prior behavior history before applying any intervention. Wharton uses tiered interventions, whenever possible, to address inappropriate behavior.

- **First Infraction:** The classroom teacher or staff member who observed the infraction will extend a written warning to the student describing the infraction and expectations for appropriate behavior.
- **Second Infraction:** The classroom teacher will extend a second written warning, inform the parent of the student that the infraction has occurred after an initial warning, and the student will be referred to Tier III of the school's Tiered Intervention Process for additional behavioral support.
- **Third Infraction:** The student will be referred to school administration and a required parent conference will be held to discuss the student's behavior and the consequence of continued infractions.
- **Continued Infractions:** Administrative Review of students standing at Wharton.
- **Disciplinary action** will be taken if students engage in activity that disrupts the learning environment or comprises the safety of the school, staff, or students. These prohibited actions include but are not limited to:
  - Acts of bullying, violence, or abuse
  - Threatening; hazing; intimidating, extorting, or attempting to extort; or harassing others
  - Classroom Disruptions
  - Cheating and plagiarism
  - Fighting
  - Willful damage of school property
  - Vandalism
  - Theft
  - Insubordination
  - Possession or use of tobacco, alcohol, drugs, or any other controlled substance or paraphernalia

Per NRS 992.4655-392.466 students will be deemed a habitual disciplinary problem if the student on school property or at a school related activity threatens or extorts any other person, initiates more than one fight or has a record of five suspensions from the school for any reason.

Any student who commits a battery which results in bodily harm, sells or distributes any controlled substance while on the premises of any school location or at a school sponsored activity, or is found in possession of any firearm or dangerous weapon will be expelled from Wharton upon the first offense.

## Special Education Discipline

A pupil who is participating in a program of special education pursuant to NRS 388.520, other than a pupil who is gifted and talented or who receives early intervening services, may, in accordance with the procedural policy adopted by the board of trustees of the school district for such matters, be:

- Suspended from school pursuant to this section for not more than 10 days.
- Suspended from school for more than 10 days or permanently expelled from school pursuant to this section only after the board of trustees of the school district has reviewed the circumstances and determined that the action is in compliance with the Individuals with Disabilities Education Act.

## Academic Dishonesty

Academic dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some of the forms academic dishonesty may take. Academic dishonesty in any form is a grave offense and will not be tolerated.

- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Submitting work previously submitted in another course without the consent of the instructor.
- Sitting for an examination by surrogate or acting as a surrogate.
- Representing the words, ideas or work of another as one's own in any academic exercise.
- Conducting any act that defrauds the academic process.
- Plagiarism is the presentation of someone else's ideas or work as one's own. As such, plagiarism constitutes fraud or theft.

## Cyberbullying

Wharton is committed to providing a safe, secure, and respectful learning environment for all students and employees at all school facilities, instructional settings, school grounds, and at school-sponsored activities. Wharton strives to address cyberbullying so that there is no disruption to the learning environment and process.

## Definitions

Under NRS 388.122, "bullying" means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly over time to one or more negative actions which is highly offensive to a reasonable person and:

- Is intended to cause or actually causes the person to suffer harm or serious emotional distress
- Exploits an imbalance in power between the person engaging in the act
- Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person
- Places the person in reasonable fear of harm or serious emotional distress; or
- Creates an environment which is hostile to a student by interfering with the education of the student

The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status.

Under NRS 388.123, "cyberbullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photography or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.

Under NRS 388.124, "electronic communication" means the communication of any written, verbal, or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

A student who is a minor who knowingly and willfully transmits or distributes an image of bullying, electronically or using another means, with the intent to encourage, further, or promote bullying:

- For a first violation is considering a child in need of supervision, as that term is used in title 5 of the NRS.
- For a second or subsequent violation, commits a delinquent act, for which a court may order the detention of the minor in the same manner as if the minor had committed an act that would have been a misdemeanor if committed by an adult.

## Reporting of cyberbullying

1. Students: It is the policy of Wharton to encourage students who are subjected to, witness, or overhear incidents of cyberbullying to report such incidents. Students should report any incident(s) of cyberbullying to a teacher, counselor, or school administrator and are required to fill out a witness statement in person.
2. Employees: Any Wharton employee who witnesses or receives information about an incident of cyberbullying shall verbally report it to the principal or the principal's designee on the day on which that person witnesses or receives information about the incident.
3. No cause of action may be brought against a student, an employee, or volunteer of a school who reports a cyberbullying incident unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.
4. If the principal determines that the report was false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the person in accordance with school policies that govern disciplinary action.

## Notice of Reported Violation of Bullying Prohibition

1. The principal or designee shall provide written notice or Email of a reported violation to the parent or legal guardian of the student who allegedly was the subject of cyberbullying, and to the parent or legal guardian of the student who allegedly committed the cyberbullying, within one school day after receiving notice of the reported incident.
2. The notice must include, without limitation, a statement that the principal or designee will be conducting an investigation into the reported violation and that the parent or legal guardian may discuss with the principal or designee any counseling and intervention services that are available to the students.
3. The notice may not include personally identifiable student information other than the name of the parent's child to whom the notice is addressed, and is not required to label the student's alleged role in the incident.

## Investigation of the Reported Violation

1. If a principal witnesses or receives information about an incident of cyberbullying, the principal or designee shall initiate an investigation of the incident no later than one (1) day after witnessing or receiving information about the incident.
2. Investigation of the incident of cyberbullying must be completed within ten (10) school days after the date on which the investigation is initiated, and if a violation is found to have occurred, include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with the school's disciplinary policy.

## Discipline

1. Disciplinary action for violation of the cyberbullying policy for students is imposed in accordance with the school's disciplinary policy. Any school employee who violates this cyberbullying policy shall be subject to discipline if appropriate.
2. The parent or legal guardian of a student involved in the reported cyberbullying violation may appeal a disciplinary decision of the principal or designee made against the student as a result of the violation in accordance with school policies.

## School Safety Team

The principal of Wharton shall develop a school safety team to help develop, foster, and maintain a school environment which is free from cyberbullying. The school safety team shall:

- Consist of a school principal or designee, and the following persons appointed by the principal: a school counselor; at least one teacher who teaches at the schools; at least one parent or legal guardian of a student enrolled at the school; and any other person appointed by the principal. The principal has discretion to limit the number of additional persons appointed to the safety team so that it does not become too large or unmanageable.
- Meet at least two (2) times a year.
- Identify and address patterns of cyberbullying.
- Assist the principal in reviewing and strengthening school policies to prevent and address cyberbullying.
- Assist the principal in providing information to the school personnel, students enrolled in the school and parents of students enrolled in the school about methods to address cyberbullying.
- Not have access to personally identifiable student information related to cyberbullying, unless a member of the safety team is a school official with a legitimate educational interest, and then only that particular member may have access.
- Participate in the school's training regarding cyberbullying, to the extent that funds are available.

## Professional Development

Wharton will provide the appropriate training of all administrators, principals, teachers, and all other personnel employed by the school as prescribed by this policy under the heading "Professional Development."

1. The Head of School shall develop methods discussing the meaning and substance of this policy with staff in order to help prevent cyberbullying.
2. In addition to informing staff and students about the policy, the Head of School shall develop a plan, including requirements and procedures, to assure that the following professional development be provided to all administrators, principals, teachers, and other personnel employed.
  - Awareness concerning the various types of cyberbullying; how the cyberbullying manifests itself; and the devastating emotional and educational consequences of cyberbullying.

- Training in the appropriate methods to facilitate positive human relations without the use of cyberbullying so that students and employees may realize their full academic and personal potential.
- Training in methods to prevent, identify, and report incidents of cyberbullying.
- Methods to improve the school environment in a manner that will facilitate positive human relations.
- Methods to teach skills so that students and employees are able to replace inappropriate behaviors with positive behaviors.

## Disclosure and Public Reporting

1. The policy will be distributed annually to all students enrolled in Wharton, their parents and/or guardians, and employees via the student handbook which will be posted on the Wharton website.
2. As required by NRS 385.3483, the following statistics regarding cyberbullying will be included in the school's annual report of accountability:
  - The number of reported violations of the cyberbullying policy occurring at each school, or otherwise involving a student enrolled at the school, regardless of the outcome of the investigation conducted.
  - The number of incidents determined to be cyberbullying after an investigation is conducted.
  - The number of incidents resulting in suspension or expulsion for bullying and/or cyberbullying.
  - Any actions taken to reduce the number of incidents of cyberbullying, including without limitation, training that was offered or other policies, practices, and programs that were implemented including actions taken for the "Week of Respect."
  - Personally identifiable student information related to cyberbullying must not be included in the annual report of accountability.
3. An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. The annual report will include statistical information and will not include personally identifiable student information.

## Discipline

Every Wharton student is entitled to an education received in a safe and respectful environment. To ensure this for all students Wharton cannot allow certain student behaviors that are harmful to learning. Bullying, threats, extortion, violence or abuse of any kind, cheating and plagiarism are all activities that will not be tolerated at Wharton. Each classroom teacher has rules and policies for their individual classrooms which will be enforced at the school level as needed. Wharton's Progressive Discipline Plan will take into account the severity of any infraction and a student's prior behavior history before applying any intervention. Wharton uses tiered interventions, whenever possible, to address inappropriate behavior.

- First Infraction: The classroom teacher or staff member who observed the infraction will extend a written warning to the student describing the infraction and expectations for appropriate behavior.
- Second Infraction: The classroom teacher will extend a second written warning, inform the parent of the student that the infraction has occurred after an initial warning, and the student will be referred to Tier III of the school's Tiered Intervention Process for additional behavioral support.
- Third Infraction: The student will be referred to school administration, and a required parent conference will be held to discuss the student's behavior and the consequence of continued infractions.
- Continued Infractions: Administrative Review of students standing at Wharton.

## In Closing

Thank you for taking the time to read the Wharton Student/Parent Handbook. At Wharton, we have a strong commitment to helping students develop the skills and self-confidence necessary to succeed in the online learning environment.

If you have any questions about the contents of this handbook, please contact Wharton School at 1-702-990-3555 or email [support@wharton.education](mailto:support@wharton.education).

## Appendices

### Wharton Registration Information 2023-2024

Registration will take place online, NOT by sending in this form. The following information will be needed to register online. Questions concerning Wharton may be directed to: support@wharton.education

Instructions for Registration (See next page for more detailed information.)

1. Gather the information below; go to: <http://mytads.com/a/svhsonline>, and select Fall 2023-Spring 2024 School Year. If you had a Wharton TADS account last year, you may use it again or select Create a New Account and enter the requested parent/guardian account information.
2. During the registration process, you will be asked to make arrangements to pay a one-time, non-refundable, \$120 registration (admissions) fee. (This fee no longer counts as a credit toward tuition.)
3. During the registration process, you will be asked if your school should be invoiced for the Wharton tuition, or if you should be invoiced through TADS. The tuition cost has been lowered to \$2,500 per course, per semester, for 2023-24.
4. Course viability deadlines of August 19 (first semester) and December 17 (second semester) have been set to determine which courses might need to be canceled due to low enrollments. Students may still register for remaining courses up until the start of classes on August 29 and January 8 respectively.



**Essential Information (Needed in order to complete online registration)**

Student's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Sex:  Male  Female

Date of birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Will be used on a near daily basis for course-related communications between teacher)and student.)

Grade when course(s) will be taken:  9  10  11  12

School student will be attending:

Name of school \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Guardian's name: \_\_\_\_\_

Guardian's email address: \_\_\_\_\_

Guardian's preferred phone number: \_\_\_\_\_  
(area code + 7 digit number)

## Wharton Registration Process Procedure 2023-2024

1. Students or parents go to <http://mytads.com/a/svhsonline> and select Fall 2023-Spring 2024 School Year.
2. On the Sign In screen enter either last year's information or click on Create a New Account. On the Create Account screen enter the requested guardian account information. Click Submit.
3. On the Start New Student Application screen fill in the requested student information and select Continue.
4. On the Admission Application screen, read the information and select Continue.
5. On the Student screen, fill in the requested information and select Continue.
6. On the Student Supplemental Questions screen, fill in the student's school, course selections, student's email address, and indicate if tuition should be invoiced to your school or to you through your TADS account. Select Continue.
7. On the Household screen, fill in the parent/guardian information, and select Create Household. (If another Household screen appears, edit if needed and select Submit and Continue.)
8. On the Submit Application, Payment Method, and Terms and Conditions screens, fill in the requested information and select Submit.
9. Please review the information ... screen will appear. Select Submit if things are correct.
10. A confirmation screen will appear indicating that the application has been submitted as well as a link to download and print your registration fee invoice. An email will also be sent to the parent/guardian's email address by TADS indicating the same.

### Registration Fee:

The registration process is complete once the \$120 registration (admissions) fee has been received. If you selected Mail Payment, print out the TADS invoice. If you or your parents are responsible for sending in the \$120 registration fee, please send it in to TADS as indicated on the invoice. If your school is paying student registration fees, turn the invoice in to the appropriate person at school for payment.

### Tuition payment:

In step 6 above, if you indicated that you should be invoiced for the Wharton course tuition, then Wharton will create an invoice for you to pay directly through your TADS account. If you indicated the school should be invoiced, then Wharton will invoice the school directly. If school is paying registration fees and/or tuition: Dr. Edward Shih will send additional information to the school for bulk payment of registration fees and/or tuition near the start of each semester.

### Help:

If you have questions on the registration process, you are welcome to contact Wharton superintendent, Dr. Edward Shih. (Email: [support@wharton.education](mailto:support@wharton.education) or : 1-702-990-3555)

If you have questions on how things work on the TADS registration site, you are welcome to contact TADS support directly. (Email: [support@wharton.education](mailto:support@wharton.education) or Toll-free: 800-477-8237)

## Agreement

### Wharton School

#### Certification of Student Handbook Compliance and Parent Agreement

---

#### Student Agreement

I certify that I have read the Student Handbook located on the Wharton School at wharton.education agree to comply with the School's Honor Code, regulations, policies, and procedures.

**Student's Name :**

**Student's Signature :**

**Date :**

---

#### Guardian Agreement

As parents/guardians of the above student, we certify that we have read the Student Handbook, understand and agree that our child's registration at Wharton School demonstrates our willingness to abide by and comply with the school's Honor Code, regulations, policies, and procedures stated therein. We understand that Wharton School reserves the right to interpret, amend, or change the contents of the Student Handbook at any time. We also adopt the following:

We reject the increasing acceptance in our society of adolescent use of alcohol and drugs as a normal part of growing up, and we believe that our students will benefit from a unified statement from Wharton School families regarding our standards and values. We want to take every possible measure to ensure safe passage of our students to adulthood without the interference of alcohol and other drug-related problems. As such, I/We take the

**Guardian's Name :**

**Guardian Signature :**

**Date :**



**Wharton**  
Wharton School

### **Contact us**

3960 Howard Hughes Parkway, Suite 500, Las Vegas, NV, 89169, USA

[support@wharton.education](mailto:support@wharton.education)

US Office: 1-702-990-3555

Cell #: 1-909-539-8260

Fax: 1-702-990-3501

Copyright © 2021 World Cultures and Languages Institute, Inc. All Rights Reserved.