

WELCOME TO SWCTA

The administration and teaching staff of Southwest Career and Technical Academy welcome you to what we sincerely hope will be an exciting and rewarding school year. This handbook has been produced to help you familiarize yourself with the rules, regulations, and programs at SWCTA. Please read it carefully and use it to your benefit. Have a great year!

ADMINISTRATION

Principal.....Felicia Nemcek
Asst. Principal.....Michael Butler
Dean of Students.....Lynn McCann

CCSD 2011-2012 CALENDAR

August 29..... Classes Begin
September 5..... Labor Day Observed (no school)
October 26..... End of First Nine Weeks
October 27..... Staff Development (no school)
October 28..... Nevada Day Observed (no school)
November 10..... Staff Development (no school)
November 11..... Veterans' Day Observed (no school)
November 24, 25..... Thanksgiving Break (no school)
December 16 (end of day)..... Winter Break Begins
Winter Break..... (Dec. 19-Jan. 2)
January 3..... Classes resume
January 16..... Martin Luther King Jr. Day (no school)
January 20..... End of First Semester
January 23..... Staff Development (no school)
January 24..... Second Semester Begins
February 20..... Presidents' Day (no school)
February 21..... Staff Development (no school)
March 7..... Staff Development (no school)
March 23..... End of Third Nine Weeks
March 30 (end of day)..... Spring Break Begins
Spring Break..... (April 2 – April 6)
April 9..... Classes resume
May 28..... Memorial Day Observed (no school)
June 7..... End of School Year

MISSION STATEMENT

To challenge students to attain knowledge, develop character, acquire skills, demonstrate responsible work ethics, and prepare for the 21st century.

SWCTA Educational Tenets

Content Knowledge
Writing Skills
3. Use of Resources

4. Teamwork/Collaboration
5. Professional Presentation
6. Work Ethic

CLASS SCHEDULE

Period	Class	Teacher	Rm#
E.B.	_____		
1	_____		
2	_____		
3	_____		
4	_____		
5	_____		
6	_____		
7	_____		
8	_____		
Advisory	_____		

VISITORS

Parents are always welcome at SWCTA. Please provide the school with previous days notice for classroom visitation. Please check in at the switchboard to obtain a visitor's pass. All visitors must have a visitor's pass issued by the switchboard. No other visitors are allowed. This includes siblings, cousins, younger children, friends, etc. Former students may visit only after school has released at 1:25 p.m.

STUDENT PARKING/BICYCLE RACK

Student parking is limited to the lot west of the school. All cars must have a parking permit for the current school year displayed in the car window. Parking permits are available in the Partnership Office. This serves as due process notice that vehicles will be towed at the owner's expense if parked in unauthorized zones. Students are not to loiter in the parking lot or in their cars during class time, between classes, or on break time. Students' cars may be searched if there is suspicion of alcohol, drugs, stolen items, or weapons as part of an arrest for violating the law. All bicycles must be parked in the bike rack provided by the school. Students park their bicycles at their own risk. The school is not responsible for stolen or vandalized property. Locks will be cut on bicycles not parked in the bike rack.

BUS TRANSPORTATION

All students riding the bus must meet eligibility requirements as established by the CCSD Board of School Trustees. Students must be registered with the transportation department. Students must live within the SWCTA transportation zone to be eligible for transportation. Students are expected to behave in an orderly manner at all times. Bus drivers will issue citations for minor violations. Students who do not cooperate with drivers will be placed on Required Parent Conference (RPC) and denied the privilege of riding the buses. All questions about eligibility, transportation policies, bus routes and related matters should be addressed by calling 799-8111 or visiting www.ccsd.net/schools/transportation.

PHONE MESSAGES/USE OF PHONES

No telephone messages will be taken to students. If an emergency situation occurs, parents must come to the school attendance office and show a photo I.D. Office phones are limited to use by school personnel.

CCSD CELLULAR PHONE USE REGULATIONS

Phones must be turned off and remain off during the instructional day and passing periods in compliance with CCSD Policy 5136.

Phones left on vibrate/silent modes are subject to seizure.

Cellular phones may only be used prior to the first bell, after the final bell, or during scheduled nutrition breaks or lunch periods.

Cellular phones should be stored in a non-visible location (backpacks, purses, pockets).

Phones confiscated in violation of these guidelines will only be returned to a parent/guardian during non-instructional hours.

Cellular phones must remain off during a school evacuation, lockdown, or drill. During these situations tell your child NOT to try to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The Parent Link communication system has the capability of contacting parents/guardians in an emergency.

As a condition of possessing a device on campus, the student agrees to a search of the device's content if reasonable suspicion of violating the cell phone use policy exists.

Students who violate this policy will be disciplined as provided for in the CCSD Behavior Guidelines for Secondary Students.

ID CARDS

All students will be issued a lanyard with an ID and the ID must be worn at all times. If the ID is lost, students must pay for a replacement card.

LIBRARY

Students may visit the library during class time with passes from their instructors. The library is open for use by students without passes 30 minutes before school, during both lunches, and after school until 2:00 p.m. On occasion the library will be closed due to testing or special events.

FIRE DRILLS

Fire drills are conducted routinely on a monthly basis. Fire drill exit route maps are posted in each room. Consult these maps when entering classes. When the fire alarm sounds, follow these routes quickly and quietly, leaving the school building and remaining at least 30 feet away from the building until the all-clear flags are waved.

SHELTER IN-PLACE DRILLS

NRS 392.450 Section 2 requires three (3) Shelter-In-Place drills during the school year to instruct pupils on appropriate procedures to be taken in the event of a chemical release incident or other related emergency when a timely means of evacuation is not available. Teachers will instruct students as to the appropriate procedures to follow.

CLOSED CAMPUS

SWCTA is a closed campus. Students may not leave campus for lunch. All students should be in the quad, library, or the cafeteria during their scheduled lunch. If the student needs to leave campus, they must get a passport from the Partnership Office. Students are released **ONLY** with their parent/guardian permission. Student's leaving campus without permission will be placed on Required Parent Conference (RPC).

SWCTA Clubs and ORGANIZATIONS

There are many extracurricular activities at SWCTA. You will find it most rewarding to get involved in a club or organization. All club and organization meeting times begin at 2:00pm and end at 4:00pm unless otherwise discussed with your advisor.

Organization	Student Government Meeting Time
Student Council <i>Mrs. Julian</i>	1 st Friday of the month
Senior Class <i>Mrs. Penrod</i>	
Junior Class <i>Mr. Bary</i>	
Sophomore Class <i>Mrs. Brant</i>	
Freshman Class <i>Mr. Locklear</i>	

Club	Subject Related Clubs Meeting Time
Robotics <i>Mrs. Williams</i>	Mondays
Newspaper <i>Mr. LaPorte</i>	When needed
Yearbook <i>Mr. LaPorte</i>	When needed
French Club <i>Mr. Belanger</i>	Mondays
Culinary Club <i>Chef Asch</i>	When needed
Auto Club <i>Mr. Sylvester</i>	When needed
S.E.E.D. <i>Mr. Pappano</i>	When needed

Organization	National Organizations Meeting Time
DECA <i>Mr. Annett & Mrs. Jones</i>	Mondays
FBLA <i>Mr. Statucki</i>	Mondays
FCCLA/FIDM <i>Ms. Sirat</i>	Tuesdays
FCCLA/ProStart <i>Chef Linda</i>	Mondays
Key Club <i>Mrs. Julian</i>	Thursdays
NHS <i>Mrs. Julian</i>	Wednesdays
HOSA	

Mrs. Smith
SkillsUSA Auto
Mr. Sylvester
SkillsUSA Leadership
TBA

Tuesdays
When needed
Mondays

Athletic Clubs and Intramurals

Club	Meeting Time
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Archery/Badminton <i>Ms. Kalenowicz</i>	Mondays
Tennis Club <i>Mr. Belanger</i>	Tuesdays
Lacrosse <i>Mr. Cegavske</i>	Wednesdays and Thursdays (as well as alternating Saturdays)

Special Interest Clubs

Club	Meeting Time
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Chess Club <i>Mr. Vankirk</i>	Tuesday and Thursday
Breakdancing <i>Mr. O'Brien</i>	Tuesdays
Glee Club <i>Mr. Bargy/Mrs. Chang</i>	Wednesdays
Book Club <i>Mrs. Parks</i>	Last Thursday of the month
Anime Club <i>Ms. Flores</i>	Tuesdays
Environmental Club <i>Mrs. Parks</i>	Wednesdays

COUNSELING AND GUIDANCE SERVICES

Southwest Career and Technical Academy has a staff of four (4) certified counselors who are here to help students understand themselves and their responsibilities; make informed educational, vocational, and personal decisions; and realize the importance of achieving their potential. The Guidance and Counseling Program consists of personal/social development, educational counseling, career counseling, classroom guidance activities, consultation with parents and teachers, individual counseling, group counseling, crisis intervention and referrals to community agencies.

Students are assigned to a specific counselor and are seen primarily by appointment. Students may request an appointment with their counselor by signing on the counselor request form located in the main office. The counseling department may be contacted at 799-5766, ext. 4300.

SCHEDULE CHANGES

As long as students are appropriately placed according to their ability level and graduation requirement needs, **there will be no schedule changes.**

REPORT CARDS

Report cards are issued shortly after each nine-week grading period. Report cards are printed by computer and do not need to be returned to the school. A new card will be issued after each reporting period. Fourth quarter grades will be mailed to the student's home address. All other report cards are given to the student at school. See www.swcta.org for exact dates that report cards will be issued.

PARENT LINK

ParentLink is a program that allows parents to view attendance and academic information about their child on line. Parents can view the following information: absences, class schedule, current grades and credit history. To open a ParentLink account, parents must call 799-5766 ext. 4300 between the hours of 6:30 a.m. and 2:45 p.m.

TEXTBOOKS

Textbooks are provided to students by the school district free of charge. However, all library and textbooks remain the property of the school. Students will be charged for lost or damaged books. Any lost or stolen book must be paid for before another book is issued. These can be paid for at the school bank before or after school only.

LOSS OF CREDIT

Students who exceed 6 unapproved absences during the semester in any course will receive a failing semester grade for the course (s). Once a student exceeds 6 unapproved absences, the parent/guardian will receive a Loss of Credit Letter from the Deans' Office via certified mail. This letter lists the course (s) in which credit will be lost. All students who fail due to attendance will automatically be given an "F" for the semester from the Registrar. The student must continue to attend the class and must remain enrolled in school. Students that fail 3 or more courses may be retained and/or referred to an alternative credit retrieval program. In addition, students who exceed the limitation of absences are also subject to penalties imposed by the CCSD Attendance Regulation, 5113, and CCSD Promotion/Retention Regulation, 5123. Students who do not attend or do not remain enrolled in school are considered truant and will be reported to law enforcement.

If a parent/guardian has reason to believe that there is an error in the attendance record, or extenuating circumstances exist, an appeal hearing may be requested with the Dean of Students at 799-5766, ext. 4500.

ACADEMIC PROBATION

In order to remain at SWCTA, students must maintain a 2.0 grade point average (GPA), a “C” or better grade in their selected program classes, have no F’s or U’s, and have an acceptable attendance and discipline record. If you are placed on academic probation, you may not be allowed to attend any school sponsored extra-curricular activities (ex. field trips, intramurals, or conflicting activities). If your grades do not improve by the end of the school year, you may be asked to return to your zoned school.

ASSEMBLIES

Assemblies are scheduled throughout the school year. A special bell schedule will be in effect on assembly days, and assemblies will be held during the last period of the day. Appropriate student behavior is expected at all assemblies. Remember, the entertainment is on the floor, not in the stands.

SCHOOL BANK

The Southwest Career and Technical Academy bank is located in the main office. The bank is open for student business 30 minutes before and after school and during both lunches. The bank takes care of all school fees, debts, and student funds. All lost textbooks must be paid for at the school bank.

DEBTS

All student debts must be paid prior to registration for the following year or graduation (if a senior). Students failing to take care of their obligations may experience delays in registration. Seniors will not be issued caps and gowns if they have debts or if they are not eligible to participate in the commencement ceremony.

DANCES

Student Government and other groups in the school sponsor dances during the year. All SWCTA students are welcome to attend dances unless they are on Required Parent Conference (RPC), suspension, or have been referred for alternative placement. School rules, including dress code, are enforced at all dances – whether they are held on or off campus. Only SWCTA students are allowed to attend informal dances. For formal dances students may bring a guest. The guest must have a guest pass issued from the Student Activities Office. This pass must be completed by the guest’s home school administration. No one over the age of 20 will be admitted. No one will be admitted during the last hour of the dance.

STUDENT GOVERNMENT – ELECTIONS

Elections to the various student body and class offices are conducted by the Student Council according to their constitution, by-laws, and Student Activities Handbook. An adult supervisor as well as the Assistant Principal over Student Activities is present at all elections. A computer printout assures that each student is given the opportunity to vote only once.

ANNOUNCEMENTS

Distribution of advertisements, posters and party announcements is prohibited on campus. If a student has any announcement appropriate for school, the announcement can be submitted to the Student Activities office for approval. All announcements must be approved by the Assistant Principal over Student Activities. The Broadcast Journalism students will broadcast the announcements daily. All informational posters and flyers must be approved by the activities office before they may be posted around the campus. Any posters that are displayed without approval will be removed.

FIELD TRIPS

CCSD Regulation 6142 recognizes field trips as an important extension of the educational process. Specific criteria have been established for student eligibility. Students who have excessive absences, demonstrate poor citizenship in the classroom, are in possession of alcohol or other drugs, or commit serious or chronic misbehavior will be denied participation on field trips. Additionally, in order to participate in a field trip, students must be passing ALL of their classes.

The administration reserves the right of final determination of student eligibility for field trip participation based on academic performance, attendance, and conduct. Any student who has been expelled, is currently on RPC, suspended or at an alternative placement may not attend or participate in school related field trips. Please refer to the Student Activities Handbook for more guidelines.

FOOD AND BEVERAGE

Food or beverages are allowed to be consumed within the cafeteria and designated outside eating areas only. No food or beverages are to be consumed in class or in the hallways. Food or beverages purchased off campus are not to be brought on campus. Students are expected to clear their tables in the cafeteria and designated outside areas and utilize available refuse containers. No glass containers are permitted on campus. Organizations, groups, or individuals may not sell food or beverages on campus without the permission of the Activities Administrator.

STUDENT STORE

The Student Store is operated by DECA. The Student Store, located in the cafeteria, is open Monday through Friday during breakfast and both lunches.

LOST AND FOUND

The lost and found is located in the Cafeteria Storage Room located in the "G" Building. Electronic devices will be kept in the Partnership Office until the end of the school year. All other unclaimed confiscated items and lost/found items will be donated to a local charity at the end of first semester and again at the end of the school year.

HEALTH OFFICE

A full-time health aide is on duty each day in the health office, located in the main office; from 7:00 a.m. to 1:30 p.m. Students who become ill must obtain a pass from their teachers and report to the health office.

If medication (prescription or non-prescription) is needed during school hours, the student is to obtain a medication legal release form from the health aide. This form is to be completed by the parent and returned along with the medication. The health office does not stock or dispense **any form** of medication; this includes aspirin.

A certified school nurse is on duty regularly in the health office. Should you need to see the school nurse, check with the health aide for the nurse's schedule.

PARTICIPATION IN ATHLETICS – ELIGIBILITY (CCSD REG. 5135)

This regulation shall apply to all students who represent the school by participating in interscholastic athletics. Students in grades 9-12 must have earned a grade point average (GPA) of 2.0 for all classes during the immediate preceding **semester**. A student earning less than a 2.0 GPA will be ineligible for participation for the ensuing nine-week period. Second semester GPA deficiency may be made up in summer school, with summer school grades being averaged in with grades from the immediate preceding semester. Students in grades 9-12 who are working on regular diplomas will be required to enroll in full class loads (grades 9-11, 6 classes; grade 12, 4 classes). A student may also be declared ineligible for any or all activities at any time based on unsatisfactory citizenship, as determined by the principal. It should be noted that participants in interscholastic athletics must also meet NIAA requirements, including having "NO Fs" on a regular basis.

Any student absent from class on the day of a match, meet, or game will not be permitted to participate on that day or evening unless an excuse has been granted, in advance, by the Assistant Principal over Athletics of the school you represent.

PARTICIPATION IN ACTIVITIES-ELIGIBILITY

In order to participate in extracurricular activities at SWCTA, attendance is mandatory. If a student does not attend school the day of an activity, they may not participate in the activity. According to CCSD Regulation 5135.1 B.1-2

Any student absent from class on the day of an activity will not be permitted participation on that day or evening unless an excuse has been granted, in advance, by the person over Student Activities. Any student who is declared

truant will be ineligible {to participate} for a period of one (1) week after the infraction is discovered.

Students must maintain good attendance and have not been placed on RPC (Required Parent Conferences) or suspension in the last school year to participate. Additionally, in order to participate in activities, students must be passing ALL of their classes. For a complete listing of GPA requirements, please refer to the club/organization constitution.

DENIAL OF PARTICIPATION IN ACTIVITIES/ATHLETICS

Students found in possession of alcohol, drugs, or who commit serious or chronic misbehavior **will be** denied participation in school activities including sports, field trips, band trips, shows, commencement ceremonies, senior trip, school dances, clubs, etc. Any students who have been expelled, are on RPC, suspension, or in an alternative placement **may not** attend or participate in school activities. In addition, any students who are arrested for a felony or gross misdemeanor during school hours, school activity, or on the way to or from school or a school activity may be denied the privilege of participation in all extracurricular activities for a period determined by the principal. This eligibility suspension will not exceed one (1) school year. (CCSD Regulation 5135.1)

POLICY REGARDING THE USE OF ALCOHOL AND CONTROLLED SUBSTANCES

The Clark County School District has adopted the statewide alcohol, tobacco and drug possession, use and abuse policy in cooperation with the Nevada Juvenile Justice Program System and the Nevada Interscholastic Activities Association. We want to ensure that all student athletes remain free from alcohol, tobacco, and other drugs during their high school years.

Please understand that participation in high school athletics is a privilege, not a right, and that underage drinking and use of controlled substances is against the law. It is against the law to sell tobacco to people under the age of 18 and usage is against school policy. Substance abuse negatively impacts athletic and academic performance, and research indicates that early onset of alcohol use increases the occurrence of addiction in adulthood four times. Alcohol, tobacco, and other drug use interferes in learning processes and brain development and increases the chance of physical injury while participating in athletic activities. Because of these risks, and in addition to the laws of the State of Nevada, the NIAA requires athletes and parents to sign an alcohol and drug use policy statement that will be distributed to athletes this school year. Signature of the statement is a requirement to participate in sports within the state of Nevada.

VALUABLES

Student valuables or large amounts of money are **not** to be brought to school. The school assumes no responsibility for the loss or theft of such valuables.

ELECTRONIC DEVICES

No student radios, tape recorders, CD players, cell phones/cell phones used as cameras/cell phones used as music devices or personal/mp3 players, or I Pods are not permitted on campus. School staff will **confiscate** these items and may be returned to parents **only**. Since these items should not be on campus, the school will not be held responsible if they are lost or stolen.

DRESS AND APPEARANCE

Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. The Southwest Career and Technical Academy dress code is in accordance with CCSD Regulation 5131. The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be potential safety hazards. Individual Program Leaders can add additional requirements of dress for their program. The specific requirements and prohibitions are as follows:

Requires the wearing of shoes with hard soles; *no slippers or flip-flops.*

Prohibits wearing crop-tops (no skin showing between bottom of shirt/blouse and top of pants or skirt), strapless, low-cut or sheer clothing, clothing with slits, or tops and outfits that provide minimum coverage. No skin may

be showing between the end of the blouse and the belt level; this includes when arms are lifted.
Requires that all skirts and shorts are at no more than four inches above the knee.
Any clothing with holes or slits above the knee is prohibited (even if purchased that way).
No spaghetti straps permitted; all sleeveless shirts must have straps at least three inches wide and cover the shoulder. **NO TANK TOPS, PAJAMAS, OR MUSCLE SHIRTS ALLOWED!**
Hair color and style must be in such a way as not to be disruptive to the educational environment.
Prohibits the wearing of sunglasses on campus, **possession** of hats/headgear on campus except for designated school-approved uniforms or at authorized athletic activities.
Prohibits slogans or advertising on clothing, which, by their controversial or obscene, nature, disrupts the educational setting. This includes any clothing which advertises tobacco, alcoholic beverages, weapons, racial bigotry, drugs, or sexual activities.
Prohibits the wearing of full length duster trench coats, gloves, bandanas, wallet chains, military attire, or any gang-related clothing.
Prohibits the wearing of mittens/gloves, coat hoods, and scarves in classrooms; these items must be removed upon entering the buildings.
Sagging- Students wearing their pants/shorts below hip level, not at the pants/shorts natural placement, will be referred to the Deans' Office for Disregard of School Rules. The first violation will be recorded as both a Dress Code and Disregard of School Rules. Any continued/subsequent violations will result in the appropriate progressive discipline actions, which may include, RPC, Suspension, Behavior School Placement or removal from CCSD schools as a Habitual Discipline Problem.

Any student violating the dress code *will not* be allowed to attend class and may be placed on **REQUIRED PARENT CONFERENCE (RPC)**. The principal shall retain the authority to grant exceptions for special occasions and/or conditions.

LOCKERS

Unauthorized sharing or switching of lockers is prohibited. Food and valuables are not to be placed in lockers as the school assumes no responsibility for the loss or theft of items from lockers. Lockers are to be kept clean and free of graffiti. Broken lockers need to be reported to the Mr. Butler's Office. Stickers are not to be placed on lockers. School lockers remain the property of the school, and the school authorities have a right to examine the contents of those lockers for reasons of health, safety and security **without notice**. **Students are encouraged to limit access to lockers to before school, at lunchtime, and after school only.**

TARDINESS

Timeliness Is Expected (T.I.E.) program promotes being on time as a basic skill for success that every person needs to possess. Through this program, it is our expectation that SWCTA students arrive on time to every class. Not only are students developing skills for success in high school but for the rest of their lives. Being on time before school may require special attention from the student's parent or guardian.

When a student is tardy during the school year, the student will bring home a tardy slip. Any tardy during 1st block will result in a deans' detention to be served after school the following day. Detention will be served from 1:30-2:00 in a room designated by the dean's office. In addition to dean's detention, the third tardy in 1st block will also result in a Required Parent Conference, and a sixth tardy will result in one day of suspension. A day of suspension will be given for every tardy thereafter. Tardies received for any other periods of the day will require a parent or guardian to bring the student to school the next day and sign them in at the partnership office. Students who attempt to attend classes before being reinstated will be required to call home and get a parent to come sign them in or get permission to leave campus. Students not signed in will be placed on RPC (Required Parent Conference) pending a parent conference.

It is our goal that all students achieve to the best of their ability. By being on time to each class, students have a better opportunity to be successful. Parents or guardians may contact the Partnership Office at 799-5766 (X4500) in the event that there are questions regarding our Timeliness Is Expected program.

STUDENT APPEAL PROCEDURE

(Does **NOT** apply to attendance)

If a student or parent/guardian has a classroom concern, the following appeal procedure should be used:

Step 1 The student consults with the teacher involved and his/her counselor. If the problem is not resolved, go to the next step.

Step 2 The parent or guardian requests a teacher/parent conference. The Counselors' secretary schedules all teacher/parent conferences. If the problem is not resolved, go to the next step.

Step 3 The parent or guardian may request a conference with the appropriate administrative supervisor. If the problem is not resolved, go to the next step.

Step 4 The parent or guardian may request a conference with the school principal. If the problem is not resolved, go to the next step.

Step 5 The parent or guardian may contact the Area Service Center.

STATEMENT OF NON-DISCRIMINATION

In compliance with Title VI Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1975, the Clark County School District nor Southwest Career and Technical Academy will not knowingly discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, handicap, or age in admission or access to, or treatment of employment in, or participation in, its programs and activities. Inquiries may be directed to the Clark County School District Compliance Office, Mr. Michael Harley, CCSD, 2832 East Flamingo Road, Las Vegas, NV. 89121, Telephone (702)799-1085.

ACCESSIBILITY NOTICE AND PROCESS

The CCSD is committed to nondiscrimination in its programs, activities, and services and to providing facility accessibility. Parents, students, staff, or other members of the public, who are seeking information or have questions about the existence and location of accessible services, activities, and facilities in the district, should contact the building principal with their inquiry and the building principal will respond to the inquiry within a reasonable period of time.

The building principal may, if necessary, refer the person to one or more of the following individuals, who will respond to the inquiry within a reasonable period of time:

Facility Accessibility: Administrative Manager, Facilities Division, 799-8710

Employee or Public Access/Services Issues: Diversity/Affirmative Action
Compliance Title IX Coordinator 799-5087

Student Programs/Services Access: Compliance Officer, Office of Compliance and Monitoring, Student
Support Services Division 799-1020

Student Athletics/Activities Access: Instructional Support/Student Activities, Executive Director 799-8493

If parents or members of the public have additional concerns or complaints regarding their inquiry, they may initiate a formal review by completing a Public Concern Form and trigger the public concern process as outlined in CCSD Regulation 1213.1.

ATTENDANCE ENFORCEMENT FOR SECONDARY SCHOOL STUDENTS (Regulation 5113)

Parents can assist by monitoring the attendance of their child. It is the expectation of the school that parents will work cooperatively with the school to address and correct any poor attendance or truancy of their child.

Students are required to bring excuse notes from parents and present notes to the Attendance Office within three (3) school days of any absence. Approved absences are defined as follows:

The student is physically or mentally unable to attend school, or the absence is related to the student's disability.

The approval of the teacher or principal has been given for an unavoidable absence due to an emergency.

The student is absent due to a required court appearance or religious holiday.

The absence has been prearranged upon the written request of a parent or legal guardian. These absences (limit of 10) are approved. The Prearranged Absence request must be received two full school days preceding the first day of the prearranged absence. This form is available from the Attendance Office.

Students who exceed six unverified (unapproved) absences per semester in any course will not earn credit for that course for that semester and will receive a failing grade.

Students who exceed absences during the semester in any course must continue to attend that class and must remain enrolled in the school's regular instructional program. Students who do not attend or do not remain enrolled in school are truant and will be reported to law enforcement as per state law.

An absence for the following reasons **will not** be included in the absence total:

- while participating in a school-sanctioned activity
- while on suspension or Required Parent Conference

If a parent, legal guardian, or student has reason to believe that there is an error in the attendance record, or extenuating circumstances exist, a due process hearing may be requested. A hearing must be scheduled with the dean within two school days after being notified of referral to an alternative program. At that time, **all absences** will be considered. If extenuating circumstances exist, necessary documentation will be required at the hearing.

After any absence, a student shall be required to initiate contact with teachers within three days to obtain make-up work. Once contact has been made with teachers, special make-up work and the time interval allowed for completion will be determined by the teacher (usually three days).

Truancy – Student attendance is vital to the educational experience of students. When a student is absent, the school must determine the reason for the absence. When a student is absent from school without valid excuse or does not secure prior permission for the absence, the absence is deemed unapproved or unexcused. When a student has three or more unapproved or unexcused absences, the student may be declared a habitual truant. Students declared to be habitual truants will be cited as per the provisions and requirements prescribed in chapter 392 of the Nevada Revised Statutes and Clark County School District Regulations.

Students will receive specific attendance accounting procedures from their teachers.

Check in is required for students arriving late from an excusable absence on the same day. Students leaving campus for any reason must be checked out through the Attendance office or the Health office.

PASSPORTS

After arriving at school, the student is not to leave school, either during a class period or between class periods without a passport. Passports for appointments, illness, or any justifiable reason may be obtained at the Attendance Office. A parent or guardian will be contacted prior to the issuance of a passport.

CODE OF HONOR

The Nevada Code of Honor for students relates to cheating as prescribed pursuant to section 17.5 of the federal No Child Left Behind Act of 2001, and was adopted by the State Board pursuant to NRS 392. Cheating or academic dishonesty involves the improper taking of information from and/or giving of information to another student, individual, or other source. These terms are defined in the Nevada Code of Honor pursuant to NRS 392.

CYBER-BULLYING

Reg 5141.1 (page 3)

B. Verbal Abuse, Intimidation, or Cyber-Bullying

A student shall not direct harassing, vulgar, or derogatory remarks toward any person, in person or by electronic means. A student shall not willfully or maliciously, engage in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated or harassed.

Refer to CCSD Policy 5137

STUDENT BEHAVIOR/DISCIPLINE

All students are expected to behave in a manner that will be a credit to themselves and Southwest Career and Technical Academy. When students engage in inappropriate behavior, they will be dealt with fairly and consistently using progressive discipline. Students may be subject to a Required Parent Conference (RPC), suspension, arrest, referral to a Behavior School, and/or expulsion (if appropriate) for the following:

Student harassment and verbal abuse (including any racially derogatory statements from one person to another). A student shall not willfully or maliciously engage in either verbal or physical conduct, which would cause a reasonable person to feel racially or sexually harassed.

Verbal or physical altercations.

Assault or physical abuse on any person.

Theft, extortion, vandalism, or destruction of school property.

Use and/or possession of illegal drugs or alcohol.

Possession of weapons on school campus, including parking lot.

Use of obscene, vulgar, profane or disrespectful language to any staff member.

Disruptive classroom or school behavior.

Forging corridor passes, admission slips, absence notes and/or providing any false information on school forms.

Failure to identify oneself upon request and/or failure to report to the deans' office when directed to do so by any school personnel.

Smoking on campus/use of smokeless tobacco/Possession of tobacco products.

Excessive tardiness.

Gambling and card playing.

Habitual Disciplinary Status – A student shall be deemed a habitual disciplinary problem if the school in which the student is enrolled has written evidence which documents that in one school year the student has:

Threatened or extorted, or attempted to threaten or extort, another student, teacher, or other personnel employed by the school; or

Been suspended for initiating at least two fights on school property, or

Has a record of five (5) suspensions from school for any reason.

COMMIT THESE CRIMES AND YOU WILL BE SUBJECT TO EXPULSION:

ARSON

The willful burning of property.

ASSAULT AND/OR BATTERY ON A SCHOOL EMPLOYEE

Physical abuse and/or threats of physical abuse directed at a school employee.

DRUGS/ALCOHOLIC BEVERAGES

Use, possession and/or distribution of a controlled and/or illicit substance or any substance represented to be such.

IMMORAL CONDUCT

Contact as it pertains to sexual behavior between individuals.

WEAPONS

Possession, use, transmittal, or concealment of **ANY** operable or inoperable weapon. Weapons are defined as firearms, knives, explosives, inflammable materials or other items that may cause bodily injury or death. BB and pellet guns, pocket knives, and fireworks are weapons. The Gun Free Schools Act

and NRS 392.466 specify expulsion requirements based on type of weapon, and/or circumstances surrounding the infraction.

**STUDENTS FOUND IN VIOLATION OF THE ABOVE WILL BE
REFERRED FOR PROSECUTION TO THE FULLEST
EXTENT OF THE LAW.**

**SOUTHWEST CAREER AND TECHNICAL ACADEMY
BELL SCHEDULE 2011-2012**

A/B Day

7:00—8:24 Period 1/2
8:29—9:57 Period 3/4
9:57—10:27 A Lunch
10:02—11:26 Period 5/6 (B Lunch)
10:32—11:56 Period 5/6 (A Lunch)
11:26—11:56 B Lunch
12:01—1:25 Period 7/8

D/F Day

7:00—8:14 Period 1/2
8:22—9:43 Period 3/4
9:48—10:11 *ADVISORY PERIOD*
10:11—10:41 A Lunch
10:16—11:33 Period 5/6 (B Lunch)
10:46—12:03 Period 5/6 (A Lunch)
11:33—12:03 B Lunch
12:08—1:25 Period 7/8

First Lunch (A) : Design Academy, Physical Education

Second Lunch (B): Professional Academy, Electives

D/F Days: Each Wednesday, students will participate in a 23-minute advisory/mentor period. A 'D' day is an odd day and an 'F' day is an even day. Each advisor will be assigned to the students throughout their four years of attendance. All students at the Southwest Career and Technical Academy are expected to participate in an advisory period each Wednesday. Classes will run on a modified schedule to accommodate the 23-minute advisory period