

Southwest Career and Technical Academy  
2015-2016



*Student Handbook*

## 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 .....	Donna Levy
Assistant Principal.....	Trish Taylor
Dean of Students .....	James Campbell
Dean of Students .....	Sherrae Nelson

## CCSD 2015-2016 CALENDAR

August 25 .....	Classes Begin
September 1 .....	Labor Day Observed (no school)
September 2 .....	Staff Development (no school)
October 24 .....	End of First Nine Weeks
October 31.....	Nevada Day Observed (no school)
November 3, 4.....	Staff Development (no school)
November 10, 11.....	Veterans' Day Observed (no school)
November 27, 28.....	Thanksgiving Break (no school)
December 19 (end of day).....	Winter Break Begins
Winter Break.....	(Dec. 22-Jan. 2)
January 5 .....	Classes resume
January 16 .....	End of First Semester
January 19 .....	Martin Luther King Jr. Day (no school)
January 20 .....	Second Semester Begins
February 13 .....	Staff Development (no school)
February 16 .....	Presidents' Day (no school)
March 27 .....	End of Third Nine Weeks
March 27 (end of day).....	Spring Break Begins
Spring Break .....	March 30 – April 3)
April 6 .....	Classes resume
May 25 .....	Memorial Day Observed (no school)
June 4 .....	End of School Year

## BEHAVIOR STANDARDS

1. Students that receive a suspension will be placed on probation.
2. Students that are referred for expulsion and/or are formally expelled will be dismissed from the magnet program.
3. Students must earn a minimum of S-satisfactory behavior in all of their classes. Students earning an N-needs improvement or U-unsatisfactory will be placed on probation.

## Southwest CTA MAGNET PROGRAM PROBATION

Students that **violate any** of the guidelines **pertaining to academics, attendance, behavior, or any combination** of the three items will be placed on probation.

### Probationary Process

- STEP 1     Students will be placed on probation if they are in **violation** of the contract.
- STEP 2     A **probation conference** will be scheduled with the parent/guardian to discuss the conditions of the probation.
- STEP 3     **Conditions of the probation.** A student may be required to partake in the following activities in order to meet the requirements of the probation which **may include but not be limited to:** summer school, online credit retrieval, after-school tutoring, community service, campus beautification, or other school-based requirement.

**Students that do not meet the obligations of their probation may be dismissed from the program at the end of the school year or prior to the following school year.**

## Southwest CTA Magnet Program Contract

This contract outlines the expectations for the performance and continuation at Southwest CTA, hereafter referred to as the magnet program.

### ENROLLMENT STANDARDS

1. The Magnet/CTA school becomes your student's **home school** once enrolled.
2. Withdrawal from the Magnet/CTA school is **not permitted** during the school year for the remainder of the time a student is enrolled in the program. Should you wish to withdraw your child, it must be **at the end of the school year**.
3. If a **student athlete** returns to his/her zoned school or makes any other subsequent changes in enrollment, he/she would be **ineligible** for the **remainder of that school year and for 180 school days** in any sport as per NIAA (Nevada Interscholastic Activities Association).

### ACADEMIC STANDARDS

1. Students must **maintain a minimum grade point average** of a 2.0 (C average).
2. Students who earn a D or F in coursework may be placed on probation as defined by the school.
3. **While the school will work with families to ensure the academic success of each student, the student will be required to meet the expectations of the program. A student coming in academically deficient in coursework related to the program to which they applied will be asked to participate in the following which may include, but not be limited to: additional activities, tutoring, and/or additional coursework so that they may be successful in the program.**

### ATTENDANCE STANDARDS

1. Students must **maintain good attendance** while attending a magnet program.
2. Students that earn **(5) or more unexcused absences** within a semester will be placed on probation.
3. Students accumulating excessive tardies (six or more) will be placed on probation
4. Any absence in excess of three will require a doctor's note to be considered excused

## GENERAL INFORMATION

### MISSION STATEMENT

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

### BELL SCHEDULE 2015-2016

#### 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

#### FIRST LUNCH:

**Buildings C, D, and E (except for Freshman Studies C124)**

#### SECOND LUNCH:

**PE, Buildings B, F, H, and Freshman Studies C124**

### VISITORS

Parents are always welcome at SWCTA. Please provide the school with one day notice for classroom visitation. All visitors must have a visitor's pass issued by the switchboard. No other visitors are allowed. Former students may visit only after school has released at 1:25 p.m.

### PHONE MESSAGES

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.

### ID CARDS

All students are issued a picture ID. If the ID is lost, students must pay for a replacement card.

## **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 accepts payment 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.

## **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.

## **STUDENT STORE**

The Student Store, located in the cafeteria, is open Monday through Friday during both lunches.

## **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 students need to leave campus, they must get a passport from the Dean's Office. Students are released **ONLY** with their parent/guardian permission. Student's leaving campus without permission are placed on Required Parent Conference.

## **VALUABLES**

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

## **SPEAKERS/HEADPHONES**

Portable speakers of any kind are not permitted on campus. Headphones that cover the ears are not permitted on campus. Students may use earbuds during passing periods, lunch, before or after school, and at a teacher's discretion when related to instruction.

## **PROGRAM MEDALLION REQUIREMENTS**

This course is required for successful completion of the program area of study. In order to earn a program area medallion at the end of the student's senior year, he or she must meet the following requirements:

- Meet the state requirements for graduation
- Pass junior and senior year program area classes with a B or better (including supporting classes)
- Maintain a 2.75 unweighted GPA or higher in all classes
- Pass the Nevada State End of Program Assessments and Workplace Readiness Exams
- Successful completion of the Senior Capstone Project or Internship
- Minimum of one year active membership in a Career and Technical Student Organization (CTSO) or national club
- No disciplinary record, such as Required Parent Conference (RPC), suspension, or expulsion, regardless of the grade level in which the level discipline occurred

## **INTERNSHIP REQUIREMENTS**

Twelfth grade students interested in participating in an internship program must:

- Provide transportation to and from the internship site
- Maintain a 3.0 in the program area classes
- Earn no grades lower than a C in any class beginning in the junior year
- Have four or fewer tardies and/or absences
- Pass the any state mandated exams, such as the Nevada State Proficiency Exams and End of Course Exams
- Be in good behavioral standing beginning in the junior year and have no outstanding fines
- Possess a copy of: birth certificate, social security card or green card, photo identification, health insurance, and if necessary, health card or Certificate of Naturalization.
- Complete a minimum of 30 hours per quarter during the internship

## 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, pajamas, muscle shirts, or tops and outfits that provide minimum coverage; this includes when arms are lifted
- Requires that all skirts and shorts are at no more than four inches above the knee. If the skirt/dress has a sheer outer layer, the underskirt must meet this requirement.
- Leggings, yoga/exercise bottoms, tights, or any Lycra-based skin-tight bottoms are prohibited unless worn with an outer garment that meets the no more than four inches above the knee requirement.
- 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.
- Hair color and style must be in such a way as not to be disruptive to the educational environment.
- Prohibits the wearing of sunglasses indoors, 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, or any gang-related clothing.
- Prohibits the wearing of mittens/gloves, hats, and coat hoods 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 in violation of the dress code.

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.

The principal shall retain the authority to grant exceptions for special occasions and/or conditions.

## 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 Administrator over Student Activities. The Broadcast Journalism students 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.

## 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. 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.

## 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.

## LOST AND FOUND

The lost and found is located in the Dean's office located in the "H" Building, in H136. Electronic devices will be kept in the Dean's 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.

## 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 Dean's 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 before school, after school, during class time, between classes, or during lunch.** 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.

## **DELIVERIES**

Due to Health Code and FERPA regulations we cannot accept deliveries of any kind for students. This includes food, balloons, flowers, etc.

## **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, Telephone (702)799-1094.

## **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, 702-799-8710  
Employee or Public Access/Services Issues: Diversity/Affirmative Action  
Compliance Title IX Coordinator 702-799-5087  
Student Programs/Services Access: Compliance Officer, Office of Compliance and Monitoring,  
Student Support Services Division 702-799-1020  
Student Athletics/Activities Access: Instructional Support/Student Activities, Executive Director  
702-799-8493

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.

## **PRINCIPAL'S DISCRETION**

Any changes, adaptation, or addition to the Student Handbook and Southwest CTA are at the discretion of the principal and can occur without prior warning or consent as determined by the principal.

## **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.

## **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.

**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.**

GRADING POLICIES

**SWCTA Educational Tenets**

- |                      |                              |
|----------------------|------------------------------|
| 1. Content Knowledge | 4. Teamwork/Collaboration    |
| 2. Writing Skills    | 5. Professional Presentation |
| 3. Use of Resources  | 6. Work Ethic                |

The Southwest Career and Technical Academy is dedicated to assessing student learning and achievement through Project-Based Learning (PBL). The Southwest CTA uses six tenets, or beliefs, to assess student performance during each PBL assessment. These tenets are the basis of grading during each PBL project.

These tenets will also be used in the classroom setting at the teacher’s discretion.

The purpose of grades is to provide effective feedback to students, parents, and the school administration about a student’s progress towards mastery of the established standards for a particular course or subject. As such, other factors such as attendance, effort and behavior are not considered when calculating a student’s grade. However, **excessive absences** (eight unexcused absences during a semester) will result in a loss of credit in accordance with CCSD Regulation 5113. Extra credit is **not** permitted unless the work is specifically designed to provide more evidence of a student’s progress towards mastery of the established standards.

Students are graded on a 0-100 point scale, with the following grade equivalents:

90-100	= A	Consistently exceeds standards
80-89	= B	Consistently meets standards
70-79	= C	Approaching standards
60-69	= D	Emergent
0-59	= F	Does not meet standards/Evidence not provided

**SEMESTER EXAMS**

According to CCSD regulation 5121, “Semester exams shall be comprehensive of the material covered during the semester and may be worth up to, but not exceed, 20% of the student’s final semester grade. Final semester grades reflect assignments and assessments completed throughout the semester with equal weight given to each quarter in the grading period.

## 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.

## CONSEQUENCES FOR VIOLATING THE CODE OF HONOR

Students who violate the Nevada Code of Honor will receive a zero in the Work Ethic tenet for that assignment/assessment. Students will be given an opportunity to earn credit in the other tenets, with an alternate assignment to be determined by the teacher, within one week of the violation. Disciplinary action for the violation of the Nevada Code of Honor will be determined by the Dean's office.

## DEAN'S OFFICE

### 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 Dean'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.**

### STUDENT BEHAVIOR/DISCIPLINE

**Please refer to CCSD Regulation 5137**

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.



## LOSS OF CREDIT

Students who exceed 7 unapproved absences during the semester in any course will receive a failing semester grade for the course(s). Once a student exceeds 7 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.

## TARDIES

Tardies are serious as they disrupt and interfere with classroom instruction. Please review the following discipline steps that will be enforced should your student continue to be tardy to class.

### Student Tardy Policy - 1<sup>st</sup> and 2<sup>nd</sup> Period Only

Tardies are serious as they disrupt and interfere with classroom instruction. Please review the following discipline steps that will be enforced should your student continue to be tardy to class.

TARDY	CONSEQUENCES
1 <sup>st</sup>	Written Warning
2 <sup>nd</sup>	Written Warning/ Parent Contact
3 <sup>rd</sup>	Parent Contact/After school detention in Dean's office (B143) to be served within a week - <b>30 minutes (1:30pm -2:00 pm)</b>
4 <sup>th</sup>	Parent Contact/After school detention in Dean's office (B143) to be served within a week – <b>90 minutes (1:30pm -3:00 pm)</b>
5 <sup>th</sup>	Parent Contact/After school detention in Dean's office (B143) to be served within a week – <b>90 minutes (1:30pm -3:00 pm)</b>
6 <sup>th</sup>	RPC-T/Disregard School Rules
7 <sup>th</sup>	One Day Suspension/Disregard School Rules
8 <sup>th</sup> or more	Progressive Suspensions (3 day, 5 day, etc.)

**Students who have been on RPC may not be eligible to attend field trips during the remainder of the school year.**

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 Dean's Office at 799-5766 (X4500) if they have any questions regarding the Tardy Policy.

## COUNSELING

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 emailing their counselor directly.

Ms. Paige DeSantis, Lead Counselor 702-799-5766 x4301  
prdesantis@interact.ccsd.net  
*Program Areas: Dental, Nursing, Respiratory Therapy, Auto*

Ms. Elena Clavel 702-799-5766 x4302  
eclavel@interact.ccsd.net  
*Program Areas: Engineering, Fashion Design, Interior Design*

Mr. Brian Lindemuth 702-799-5766 x4305  
blindemuth@interact.ccsd.net  
*Program Areas: Culinary, Digital Game, Hospitality, Web Design*

Dr. Lilly Sifuentes 702-799-5766 x4303  
LJSifuentes@interact.ccsd.net  
*Recruiting*

## SCHEDULE CHANGES

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

## COLLEGE AND CAREER CENTER

The College and Career Center is located in the main office. Information on colleges, universities, and visits from post-secondary institutions is available in the center. Students may access employment information from the Job Bank and discern future employment compatibility from the Nevada Career Information System. All work-experience students must submit all paperwork to the CCC on a weekly basis. Students may visit the CCC before school, after school, and during lunch. Parents may contact the CCC by calling 702-799-5766 x4304.

## TECHNOLOGY USE

### **ELECTRONIC DEVICES**

The Clark County School District Policy 5136, Personal Communication Devices, has been modified to allow the use of personal technology and communication devices during instructional time with the approval of the building principal. This Bring-Your-Own Device (BYOD) policy includes cell phones, laptops, tablet computers or other similar electronic devices. In accordance with current policy, all schools will continue to permit the use of personal technology and communication devices during nutrition/lunch periods, school sponsored activities, and while on District buses. School principals will be given the flexibility to determine the use of personal technology and communication devices during instructional time at each school site. BYOD policies provide for flexibility of implementation in a school, levels, or other configurations.

- Students should have a signed AUP & CCSD personal technology and communication device student agreement and are expected to exhibit digital citizenship.
- Students are responsible for the safety of their devices and any loss, theft, or damage.
- It is a privilege for students to use their personally owned device at school, and this privilege can be taken away if students act irresponsibly or violate school policy.
- Student mobile learning devices may be collected and examined given reasonable suspicion of a violation of the student agreement, CCSD Policy 5136, as well as any other District policy or regulation.
- Students remain subject to all other school behavior rules. Specific behavior rules pertaining to personal devices are listed in CCSD Policy 5136.
- Students must access the school filtered wireless network and may not connect to personal 3G/4G networks during instructional time.
- Devices must be turned off and remain off unless the device is being used for a specific educational activity in compliance with CCSD Policy 5136.
- Unless a teacher specifically ties the use of text messaging to educational objectives, texting is prohibited throughout the school day. Students may utilize their text feature during nutrition/lunch breaks and passing periods.

CCSD offers many educational resources via the Internet, which can be accessed anytime and anywhere, extending learning beyond the classroom and the instructional day.

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

### **SOCIAL MEDIA**

The unauthorized use of social media websites during the school day is prohibited. These sites include, but are not limited to, Twitter, Facebook, Tumblr, or any other social media site. Students caught using a social media site during the school day, regardless if the student is seen as they are using social media, will be subject to an RPC, suspension, or further discipline depending on the content of the posting.

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.

### **NRS 392.040**

A student enrolled in grades six through twelve in a secondary school who is not physically present in the classroom at the start of the instructional period but reports to the classroom after that time is to be marked tardy. If the student misses more than thirty (30) minutes of the instructional period, the student has missed an essential part of the learning experience. Therefore, for purposes of attendance enforcement, a secondary student who is more than thirty (30) minutes late to any class period shall be counted absent from that class, and the teacher shall mark attendance accordingly.

### **DRIVER'S LICENSE/PERMIT REQUIREMENTS - NRS 392.148**

Effective January 1, 2015, students that do not meet CCSD attendance requirements (90%) will not be eligible to apply for a driver's license/permit

- Regular scheduling = more than 10 unapproved absences
  - Block scheduling = more than 7 unapproved absences
- Effective January 1, 2015, Students identified as habitual truants who already possess a driver's license/permit can have it revoked
- First offense = 30 days
  - Second offense = 60 days

The DMV form must be filled out and turned in to the Dean's office (H136). Please allow five school days for the form to be completed.

### **PASSPORTS**

After arriving at school, the student is not to leave school, either during a class period or between class periods without a passport. Parents must come to the front office and present identification to sign their student out for a student to leave campus. Passports for appointments, illness, or any justifiable reason may be obtained at the Attendance Office. In order for a student to leave in their own vehicle, they must present a signed note from their parent/legal guardian and a copy of the parent's/legal guardian's identification. A parent/guardian will be contacted for verification.

## ATTENDANCE AND TARDIES

### 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 Pre-arranged 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.

Any absence in excess of three will require a doctor's note to be considered excused. 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).



## Southwest Career and Technical Academy

Personal technology and communication devices, such as cell phones or tablet computers, are utilized in many ways and are becoming a component of the educational setting. At school, it is critical that students only access personal technology and communication devices when allowed and only for the intended purpose(s). Clark County School District (CCSD) Policy 5136, along with the CCSD Acceptable Use Policy, provides guidelines for the appropriate usage of both District and personal electronic devices along with consequences for violations of the policy.

At all CCSD schools, students are allowed to use personal technology and communication devices during scheduled nutrition or lunch breaks and while on District buses.

During the instructional day at Southwest CTA, students may only utilize these devices in the following manner:

- **Wide Use:** Students are permitted to use cellular phones and personal electronic devices during the instructional day in all classrooms in accordance with instructional activities and classroom procedures as outlined by their classroom teacher. Students are expected to follow teacher directions regarding when devices may be used, when they can be out, and when they must be put away.

Use of personal technology and communication devices that violate state or federal law, any District policies or regulations, or the CCSD Acceptable Use Policy is prohibited. When usage of devices is not allowed, devices must be turned off and stored in a non-visible location such as in a backpack, purse, or pocket. Confiscated devices will only be returned to a parent/guardian. Students who violate these laws or policies will be disciplined according to District guidelines and the device will be subject to confiscation.

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 District's communication system has the capability of contacting parents/guardians in an emergency. Please be reminded that each school has intercoms and loudspeakers and the majority of our classrooms have hardwired telephones. Additionally, administrators and safety personnel are prepared with two-way radios and cell phones.

Parents/guardians are asked to silence cellular phones and other devices while at the school. This ensures both compliance with the above guidelines and serves to set a positive example for students.

Should you have any questions regarding the usage of personal technology and communication devices, please contact the front office or an administrator at 702-799-5766.

Thank you,  
  
Donna Levy,  
Principal

CLARK COUNTY SCHOOL DISTRICT POLICY

Personal Technology and Communication Devices P-5136

- I. The Board of School Trustees recognizes that student-owned or student-provided personal technology and communication devices can enhance instruction and student achievement.
  - A. The Clark County School District strives to maintain appropriate procedures for implementing the use of student-owned or student-provided personal technology and communication devices for reviewing and evaluating their effect on instruction and student achievement.
- II. The use by students of personal technology and communication devices such as cell phones, laptops, tablet computers, or other similar electronic devices is permitted during scheduled nutrition or lunch periods, and school-sponsored activities at all District school campuses and while on District buses. During the instructional day, students may only use these devices with the approval of the principal. Use that violates state or federal law, any District policies or regulations, or the Clark County School District Acceptable Use Policy is prohibited.
  - A. Students must access the Internet using the Clark County School District network. Network filters will be applied to access the Internet and may not be circumvented.
- III. Students who violate this policy will be disciplined as provided for in the Clark County School District Behavior Guidelines for Secondary Students and the Elementary Students Behaving Positively at School. Examples of improper use of personal technology and communication devices include but are not limited to the following:
  - A. Interference with or disruption or obstruction of the instructional or educational environment, lawful mission, process, or function of the District.
  - B. Academic dishonesty, plagiarism, or violation of intellectual property laws.
  - C. Accessing files or internet sites which are not relevant to the classroom curriculum.
  - D. Sending or displaying offensive messages, pictures, or language (e.g. sexting or use in a manner that is profane, indecent, obscene, or vulgar).

**National Organizations**

<u>Organization</u>	<u>Meeting Time</u>
<b>DECA</b> <i>Ms. Tagliaferri</i>	2nd and 4th Thursday
<b>FBLA</b> <i>Ms. Nelson</i>	As needed
<b>FCCLA</b> <i>MRs. Sirat</i>	As needed
<b>Key Club</b> <i>Mr. Pate Thomas</i>	2nd and 4th Thursday
<b>NHS</b> <i>MRs. Julian</i>	1st and 3rd Thursday
<b>HOSA</b> <i>Mrs. Smith</i>	Tuesdays
<b>SkillsUSA Leadership</b> <i>Mr. Patrick Waddington</i>	As needed

**Athletic Clubs and Intramurals**

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

## 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 2:00 pm and end at 4:00 pm unless otherwise discussed with your advisor.

### Student Government

<u>Organization</u>	<u>Meeting Time</u>
<b>Student Council</b> <i>Mrs. Julian</i>	1st Friday of the month 2:00-3:00 p.m.
<b>Senior Class</b> <i>Ms. Penrod</i>	1st Friday of the month 3:00-4:00 p.m.
<b>Junior Class</b> <i>Ms. Whiton</i>	1st Friday of the month 3:00-4:00 p.m.
<b>Sophomore Class</b> <i>Mr. Ogden</i>	1st Friday of the month 3:00-4:00 p.m.
<b>Freshman Class</b> <i>Mr. Lindemuth</i>	1st Friday of the month 3:00-4:00 p.m.

<u>Club</u>	<u>Meeting Time</u>
<b>Newspaper</b> <i>Mr. LaPorte</i>	When needed
<b>Yearbook</b> <i>Mr. LaPorte</i>	When needed
<b>Auto Club</b> <i>Mr. Raha</i>	When needed
<b>Chess Club</b> <i>Ms. Petrosky</i>	As needed
<b>Environmental Club</b> <i>Ms. Horner</i>	Tuesdays
<b>Medical Reserve Corp</b> <i>Ms. Smith</i>	When Needed
<b>Respiratory Club</b> <i>Ms. Smith</i>	When Needed

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- E. Cyberbullying, harassing, intimidating, coercing, threatening, or attacking others.
- F. Intruding into a person's physical solitude and making public private information without consent.
- G. Engaging in commercial activities.
- H. Damaging computers, networks, or other electronic devices.
- I. Intentionally wasting network resources.
- IV. Existing District policies and regulations regarding District-owned technology, networks, and devices are unchanged by this Policy.

Review Responsibility: Instruction Unit  
 Adopted: 8/28/03  
 Revised: 6/20/13

## STUDENT ACTIVITIES

### **ASSEMBLIES**

Assemblies are scheduled throughout the school year. Attendance is mandatory for all students. 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.

### **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.

### **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.

### **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.

## **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. Any student who is declared truant will be ineligible {to participate} for a period of one (1) week after the infraction is discovered.

### **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

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)