

SOUTHWEST CAREER AND TECHNICAL ACADEMY



PARENT/STUDENT HANDBOOK

2009 - 2010

TABLE OF CONTENTS

Bell/Semester Exams Schedule 2009-2010	2
I. Introduction	4
II. General Information and Policies.....	6-12
III. Guidance and Counseling Services.....	12-16
IV. Attendance Enforcement.....	16-19
V. Student Behavior and Discipline.....	19-23
VI. A Guide to Cornell Note-Taking System.....	24-27

SOUTHWEST CAREER AND TECHNICAL ACADEMY BELL SCHEDULE 2009-2010

"A" DAY (ODD)		"B" DAY (EVEN)		Wednesday Advisory Day	
PERIOD	TIME	PERIOD	TIME	PERIOD	TIME
1 st Period	7:00–8:24	2 nd Period	7:00–8:24	1 st /2 nd Period	7:00–8:17
3 rd Period	8:29–9:57	4 th Period	8:29–9:57	3 rd /4 th Period	8:22–9:43
"A" Lunch	9:57–10:27	"A" Lunch	9:57–10:27	Advisory	9:48–10:11
5 th Period "B"	10:02-11:26	6 th Period "B"	10:02-11:26	"A" Lunch	10:11-10:41
5 th Period "A"	10:32-11:56	6 th Period "A"	10:32-11:56	5 th /6 th Period "B"	10:16-11:33
"B" Lunch	11:26-11:56	"B" Lunch	11:26-11:56	5 th /6 th Period "A"	10:46-12:03
7 th Period	12:01-1:25	8 th Period	12:01-1:25	"B" Lunch	11:33-12:03
				7 th /8 th Period	12:08-1:25

As a part of the Southwest Career and Technical Academy mission to prepare students, each Wednesday, students will participate in a 23-minute advisory/mentor period. This advisory period is designed to meet the needs of the individual student in areas specific to the Southwest Career and Technical Academy. Further, 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 shortened schedule to accommodate the 23-minute advisory period.

First Semester Test Schedule

January 11, 2010	Periods 1 and 3	Full School Day
January 12, 2010	Periods 2 and 4	7:00-8:45 8:55-10:45
January 13, 2010	Periods 5 and 7	7:00-8:45 8:55-10:45
January 14, 2010	Periods 6 and 8	7:00-8:45 8:55-10:45

Second Semester Test Schedule

Periods 1 and 3	May 27, 2010	Full School Day
May 28, 2010	Periods 2 and 4	7:00-8:45 8:55-10:45
June 1, 2010	Periods 5 and 7	7:00-8:45 8:55-10:45
June 2, 2010	Periods 6 and 8	7:00-8:45 8:55-10:45

I. INTRODUCTION

Southwest Career and Technical Academy Mission, Goals, Outcomes

Mission Statement: Our mission is to challenge students to attain knowledge, develop character, acquire skills, demonstrate responsible work ethics, and prepare for the 21st century.

Beliefs: Our beliefs are based on the attributes of Academic Knowledge, Character, Skills, Work Ethic, and Preparation.

Academic Knowledge

All students can learn and become self-directed, life-long learners.

- 1 Academic knowledge
- 2 Life-long learner
- 3 Self-directed learner
- 4 Pursuit of excellence

Character:

All students can be socially responsible leaders in the classroom and work environment, exhibiting a mutual respect and appreciation for others.

1. Appreciate diversity
2. Socially responsible
3. Leadership
4. Civic-minded
5. Health conscious

Skills:

All students can achieve higher-level/critical thinking through innovative and creative problem-solving, decision-making, and communication skills.

1. Higher-level/Critical thinking
2. Innovation/Creativity
3. Problem-solving
4. Decision-making
5. Communication

Work Ethic:

All students are accountable and responsible for their education and must learn flexibility and adaptability by professionally cooperating and collaborating with others.

1. Accountable/Responsible
2. Flexible/Adaptable
3. Cooperation/Collaboration
4. Professionalism

Preparation:

All students will be career-ready and technologically literate in order to compete globally as post-secondary individuals.

1. Career-Ready
2. Compete globally
3. Technologically literate

Learning Outcomes:

1. Students will demonstrate the attainment of academic knowledge.
2. Students will utilize all communication skills appropriately.
3. Students will acquire entry-level skills to support post-secondary education.
4. Students will develop adaptive, critical thinking skills to be effective problem solvers.
5. Students will exhibit creativity and innovation.
6. Students will be culturally aware and economically literate in a global society.
7. Students will demonstrate ethics and social responsibility in a healthy, collaborative, and professional environment.
8. Students will demonstrate technology literacy.

SOUTHWEST CAREER AND TECHNICAL ACADEMY...is a comprehensive magnet high school that offers eleven distinct program areas of study. Students select their program of choice when applying for admission. Students will follow a four-year sequence of courses as specified for their program area. Students can choose coursework in one of two academies: the Professional Service Academy and the Design Academy. Within the Professional Service Academy, students can choose to study in one of the six following programs: Culinary Arts, Hospitality, Certified Nursing Assistant, Respiratory Therapy, Dental Assistant, and Automotive Technology. Within the Design Academy, students can choose to study in one of the five following programs: Fashion Design, Interior Design, Entertainment Engineering, Video Game Technologies and Web Design. Honors and/or Advanced Placement classes will be offered at Southwest Career and Technical Academy to prepare students to transition to post-secondary institutions. Rigorous coursework, hands-on projects, job-shadowing, and internships will give students first-hand experience in their selected program areas. In addition, students will have the opportunity to earn college credits through the 2+2 Tech Prep program and through Advanced Placement Courses.

CAREER AND TECHNICAL EDUCATION INTERNSHIP PROGRAM

The Southwest Career and Technical Academy will provide an opportunity for a job shadowing and internship experience as a program area of study. This important instructional activity will allow qualified senior students the opportunity to visit businesses and develop an understanding of the demands and expectations of the industry in which they are studying.

CLARK COUNTY SCHOOL DISTRICT BELIEF STATEMENT

We believe that five qualities of moral character are fundamental to human conduct: INTEGRITY, RESPECT, RESPONSIBILITY, COURAGE, AND JUSTICE. The other important character traits build on and gain strength from these. Therefore these five must be studied, exemplified, praised and developed, not only in students, but also among staff, in school and out, by all of us. INTEGRITY means “to thine own self be true, and thou canst not then be false to any man,” it is the ability to be aware of and support what you believe and not change that belief just to “go along.” RESPECT refers to self and to others, to life around us and to the laws which make communities work. Each of us deserves to be taken seriously, and each of us can learn to take our fellow humans seriously. RESPONSIBILITY means that we are responsible for our own actions and the effects they have on ourselves and others. COURAGE refers to the fact that when we face moral or physical dangers we have the strength to face rather than deny those dangers. JUSTICE requires fairness to others as to one’s self, balancing praise and blame in accord with one’s actions.

II. GENERAL INFORMATION AND POLICIES

Southwest Career and Technical Academy Office Phone Numbers

Main Number..... 799-5766

Fax.....799-5751

Administration

Principal	Felicia Nemcek
Office Manager	Diana McAllister ext. 4100
Assistant Principal	Michael Butler
A.P. Secretary	Audrey Hutter ext. 4200
Dean of Students	TBA
Dean’s Secretary	Cathi Muckle ext. 4500

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.

Communication

It is the parent/guardian/student's responsibility to ensure that the correct home address and phone numbers are on file at school. Please contact the registrar to report any change of address, phone numbers, or incorrect information. Only emergency messages will be delivered to students during the school day.

Closed Campus

Southwest Career and Technical Academy students are required to remain on campus from their arrival time until dismissed. Students may not leave campus for lunch. In addition, students staying for after school activities may not leave campus and return. Students leaving campus and then returning will be subject to disciplinary action. Students who need to go home during the school day due to illness, must check out through the nurse's office. Violators will be considered truant.

Visitor Policy

Students are not allowed to bring guests with them to school. However, parents or guardians are always welcome at Southwest Career and Technical Academy with prior day's notice. Please check-in at the front desk for a visitor's pass.

Student Parking

Student parking will be provided on campus for licensed drivers. There are specially identified spaces for students who carpool (two or more occupants) or who drive alternative/flex fuel vehicles. To assist faculty and guests, students are asked not to park in posted reserved parking lots and spaces. Students are not to loiter in parking areas or by their cars. This request is necessary to prevent vandalism and theft. Cars may be searched if there is a suspicion of possession of drugs, alcohol, or stolen items or as part of a criminal investigation. All accidents

that occur on school property involving motor vehicles must be reported to the Clark County School District Police Department. All students must show proof of driver's license in order to obtain a parking permit allowing them to park on campus. These may be obtained in the Dean's office.

Personal Vehicles

Students who drive their personal vehicle to school are to remain parked in the same area until dismissal from school for the day. Students are not allowed to move their cars during the day and are not allowed to go to their cars between classes or during lunch. Driving personal vehicles is a privilege and students are expected to follow school guidelines and regulations. Violators will be subject to disciplinary action and/or suspension of parking privileges.

Delivery of Telephone Messages

Office telephones are designated for school business and should not be used by students except in emergencies and then only with permission. Students may use their cell phones before school, at lunch, and after school. Cell phones are NOT to be turned on during class time or passing time between classes.

Delivery of Gifts

To maintain an educational atmosphere, deliveries of flowers, balloons or other gifts intended for students will not be accepted.

Daily Bulletin

Distribution of advertisements, posters, and party announcements is prohibited on campus. If a student has any announcement appropriate for school, it can be placed on the Southwest Career and Technical Academy Morning Show by submitting it for approval by the activity advisor and turning it in to the Activities Assistant Principal secretary before 11:00 a.m. on the day before airing. The Southwest Career and Technical Academy Morning Show will be aired throughout the school and a link will be placed on the school's website at <http://ccsd.net/schools/swcta>.

School Bank

The school bank is operated for the convenience of students and to ensure the security of school generated funds. All money collected from student activities must be receipted and deposited immediately in the school bank. School Bank hours are 6:30 a.m. 2:00 p.m. Southwest Career and Technical Academy does not accept personal checks for payment of fees.

Lost and Found

When personal items are found on campus, they are taken to the dean's office to be secured. Students are asked to contact the dean's secretary for assistance. Unclaimed items will be donated to charity at the end of each month.

Illness or Accidents

A health aide is assigned to Southwest Career and Technical Academy to help students with their health concerns. The aide does not dispense such items as aspirin, eye drops, or other forms of medication without written instruction from a doctor. Medication supplied by a parent must be in the original container. If medicine is to be taken by students at school, parents or guardians must make arrangements with the health aide at 799-5766, ext. 4022. If students become ill or injured while in school, they are not to leave campus but

are to report directly to the health aide's office. Students should have a signed pass from their teacher to see the health aide or school nurse.

Health Aide/Nurse's Office

A full time health aide is on duty each day in the health office, located in the main office. Students who become ill must obtain passes from their teachers and report to the health office. If medication (prescription or nonprescription) is needed during school hours, the student is to obtain a medication legal release from the health aide. This form is to be completed by the parent and returned along with the medication. All medication must be held in the health office. A licensed school nurse is on duty periodically in the health office. Should you need to see the school nurse, check with the health aide for the nurse's schedule.

Eating Areas

The cafeteria and the courtyard area near the cafeteria are the only designated eating areas. No food or drink is to be taken into the halls, classrooms, or laboratories. Students are not to eat in cars or the outside perimeter of the school. All trash must be disposed of in cans provided in the cafeteria and courtyard area.

Smoking Policy

No one is allowed to smoke or chew tobacco anywhere on or near the Southwest Career and Technical Academy campus. Students found using tobacco products are subject to disciplinary action.

Field Trips and On-Campus Activities

A variety of on-campus and off-campus activities will be scheduled. Students wishing to participate must be in good standing in citizenship and academics in all classes. Students participating in field trips must complete a Field Trip Permit and have it signed by parent/guardian. The administration reserves the right to deny students the privilege of attending field trips or other school activities. Students may not attend school events if they are on RPC, suspension, or have been assigned disciplinary action such as in-house suspension or suspension during the current term of the scheduled activity or event. Please note that CCSD dress code applies to and will be enforced at all school related events.

Campus Environment

The staff asks all students to help keep the school and grounds attractive by putting garbage in the trash cans or picking up litter when found. Students should take pride in the school's appearance. Only a clean and orderly surrounding can allow students to do their best work. The activities administrator must approve and stamp advertising signs before being posted. Signs are only to be posted in the appropriate designated areas, as determined by the activities administrator.

Hall Passes

Students wishing to leave the classroom must have a written Southwest Career and Technical Academy corridor pass from their teacher.

Search Policy

For students' safety, Southwest Career and Technical Academy premises, including the parking lots, may be scanned by metal detectors and patrolled by trained dogs. Student lockers may be searched at any time. Students are on notice that they have no expectation of privacy when

using this type of district assigned property and that routine searches of district property may be expected.

Student Lockers

The Clark County School District has been given direction by the State Attorney General that student lockers remain the property of Southwest Career and Technical Academy, and school authorities have a responsibility and right to examine the lockers for reasons of health, safety, and security. When students accept lockers, they acknowledge this privilege is retained by the school to examine locker contents whenever deemed appropriate. Students are responsible for the condition of their assigned locker. If a personal padlock is placed on a hall locker, school authorities will remove it. Locker assignments are obtained from the dean's office. No unauthorized sharing or switching of lockers is permitted.

PE Lockers

PE lockers are available to students to secure their personal belongings for the duration of the class period. Students must supply their own locks. Locks are to be used during the assigned PE class only. Students are responsible for their belongings left unsecured in the PE locker area.

Textbooks

Textbooks are provided to students by the school district free of charge but still remain the property of the school. Students will be charged a fine for lost or damaged books. A lost book must be paid for before another is issued. Bar codes placed on the textbook are used to identify the student to whom the textbook is issued, and, if this bar code is defaced, changed, or removed, the book will be returned to the school repository without credit given to the student (CCSD regulation 6161). Students withdrawing or transferring from school must return their textbooks. If not, students will be fined for the missing books, and the transfer form will not be issued until book fines are paid.

Media Release

The Southwest Career and Technical Academy is a high profile school and is expected to be featured in various publications. Additionally, the Broadcast Journalism program will feature stories on students and activities at Southwest Career and Technical Academy. Therefore, each student must have a media release form on file. Students without the signed release form cannot have their picture displayed in any publication, including the school yearbook.

Acceptable Use Policy

Before Southwest Career and Technical Academy students are permitted to use the computers at school, parents and students must sign an acceptable use policy form. This agreement means the student promises to adhere to the educational and academic restrictions placed upon school computer use and InterAct accounts.

Career and Technical Program Fees

Students enrolled in career and technical classes are charged a fee to pay for their personal educational items such as: uniforms, specialized tools, reference books, or workbooks. If economic circumstances are such that families find it difficult to pay the necessary fees, payment alternatives will be considered and arrangements can be made through students' counselors and teachers. This condition does not preclude students from enrolling in the career and technical classes.

Career and Technical Uniforms

Career and technical students may be required to wear distinctive dress appropriate to their career and technical program. The uniform requirement is specified by the career and technical teacher and will differ according to program.

Student Eye Protection

Students working in lab environments involving power tools or chemicals must wear eye protection. These will be issued to each student enrolled in a career and technical program with potential safety hazards.

Fire Drills and Shelter-in-Place Drills

Fire drills are held at unannounced intervals during the school year under the direction of the Clark County Fire Department. If students are in doubt of the fire exit route, exit information is posted in each classroom or laboratory. Students are to take all personal valuables when exiting classrooms, leaving all books. Students are not to use restrooms or leave campus during a fire drill. Students who happen to be in a school area that is not under the supervision of a teacher at the start of a fire drill must move immediately to the nearest exit and join a supervised group of students. If a shelter-in place drill is conducted during the school day, students are to remain in their classroom and follow the instructions from the teachers. Students out of the classroom during these drills are to move immediately into the nearest supervised classroom.

Bus Transportation

Daily bus service is provided to Southwest Career and Technical Academy students who live within the Southwest Career and Technical Academy Transportation Boundary. Schedule and bus stop information can be obtained by calling 799-8111. If buses fail to show at a stop, or a student's welfare is threatened, parents are asked to call Transportation Department at 799-8100.

Riding school buses is a privilege. Students are expected to cooperate with driver's requests, to refrain from distracting the driver with inappropriate behavior, and to treat student companions with respect. Students must only ride the bus they are registered for. Students riding the late bus must have a Southwest Career and Technical Academy Activities Late Bus Pass to board the bus.

Library

The library is available to students wishing to study, do research, borrow books, or read. To assist students with their literary needs, a librarian is on duty to help with book selections or information searches. Students are expected to show respect for library books and courtesy towards other students using the facilities. All library books are the property of the school, and students are fined for lost or damaged books. The library is open before and after school. Please see the posted hours.

Student Code of Ethics

As a secondary student in the Clark County School District, I will strive to demonstrate at all times the five qualities of moral character fundamentals to human conduct: **Integrity, Respect, Justice, Responsibility, and Manners.**

Integrity - Requires that I stand up for what is right instead of just trying to go along with the group.

Respect - Requires that I treat myself and others with honor and obey school rules and laws of my country.

Justice - Requires fairness to others as well as to myself, balancing praise and blame in accord with my actions.

Responsibility - Means that I am responsible for my own actions and the effects they have on myself and on others.

Manners - Means teachers should insist that students follow the fundamental principles of good manners. Students should be taught to be conscious of and respectful to adults and to each other at all times.

Equal Opportunity

In compliance with executive order 11246, Title II of the Educational Amendments of 1976, Title VI Civil Rights Act 1964, as amended by the Equal Employment Opportunity Act of 1972, Title IX Regulation Implementing Education Amendments of 1972, Section 504 Rehabilitation Act of 1973, and all other federal, state, school rules, laws regulations, and policies, the Clark County School District shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates.

Family Educational Rights and Privacy Act Public Law 93-380

The Family Educational Rights and Privacy Act mandates that Southwest Career and Technical Academy can only release information to the parents or guardians of a student. Southwest Career and Technical Academy will only release information to the parent or guardians listed on the student enrollment form. If parents have any special circumstances with the guardianship of their son or daughter, they should contact the dean of students or another administrator.

III. GUIDANCE AND COUNSELING SERVICES

Counseling Office

The Southwest Career and Technical Academy provides a full range of services to students in the academic, personal/social and career domains. Students are assigned a counselor based upon their last names. Freshmen are the responsibility of the Recruiting Counselor until the new recruiting season begins.

Students may make appointments to see their counselor by contacting the counselors' secretary in the Counseling Office. Parents may schedule appointments by calling the Counseling Office at 799-5766, extension 4300.

Counselors: Mrs. Paige DeSantis, Department Chair and Academic Counselor
Dr. Lilliam Sifuentes, Recruiting and Academic Counselor
Mr. Jaison McElroy, Academic Counselor

Secretary: Lisa Brockman-Schexnayder, ext. 4300.

Students who withdraw from a class after the 15th day of the semester will receive a grade of “F” on the transcript. All Southwest Career and Technical Academy students must have (8) classes. Students accepted into Southwest Career and Technical Academy are required to attend all four years in order to receive the Southwest Career and Technical Academy diploma. **Early graduation is not permitted.**

Parent Conferences

At the request of students, parents, counselors, teachers and/or administrators, parent conferences are held to discuss student progress or concerns about a particular class or situation. The counselors’ secretary schedules parent conferences. Teachers must be notified 24 hours in advance. Parents should notify the school of specific concerns or additional information desired, beyond a review of grades, when requesting a conference. All conferences will be held at the end of the instructional day.

Parent Link

ParentLink is a web and telephone based technology used by the school to communicate with parents/guardians. It was designed to give parents and students access to grades, assignments, attendance, student information, and school information in a secure and confidential fashion. The specific information that ParentLink offers in these areas includes:

- **Grades:** Up-to-date progress reports are provided for every class. A parent or student may even view grade history from previous semesters or years. Good and poor grade thresholds can be tracked easily and communicated with parents.
- **Assignments:** Future assignments and assignments scores are available for any class
- **Attendance:** Schools can communicate any type of attendance violation to parents, including absence, tardiness, and other concerns the school needs to share with parents.
- **Contact Information:** Teachers and parents are able to manage their own personal information such as addresses, phone numbers, and passwords.
- **School Information:** Schools can utilize ParentLink to send custom messages to parents, or post for inbound access regarding school activities.

Report Cards

Quarter report cards are distributed to the students during the school day after the completion of the first, second and third quarter. The end of the year report card is mailed in June 2010 to the student’s address on file.

Student Progress Reports

Progress reports often prove useful to parents, guardians, and students in improving academic performance. To obtain reports, parents may access their online account on ParentLink which will provide the current grades for their student in each class. Online updates are done every other week and the report shows each assignment and test.

Midway through each nine-week grading period, progress report notices are provided for all students for their parents/guardians. Teachers will post current grades and select the comment that most fits the student’s current progress.

A - Unsat Progress/unprepared

D - Incomplete/missing assignments

B - Unsat Progress/PE non-dress

E - Low test scores

C - Unsat Progress/Poor attendance

F - Lack of daily participation

G - In danger of failing
H – Failing
I - Unsatisfactory behavior
J - Prepares daily
K - Outstanding effort

L - Participates daily
M -Shows improvement
N - Pleasure to have in class
O - Excellent student

If the student has received a negative progress remark (choices A – I), the parent/guardian is encouraged to confer with the teacher(s) regarding areas needed for student improvement. A parent conference is often desirable.

Student hand-carried progress report forms are available for students at Southwest Career and Technical Academy. It is the student's responsibility to pick up the progress report form before school in the Counseling Office. The student gives the form to each of his/her classroom teachers at the beginning of each period. Teachers are asked to complete and return the form to the student by the end of the period. The student then takes the form home to the parent/guardian.

Academic Probation

Students not maintaining a grade "C" or better in all classes will be placed on ACADEMIC PROBATION. Each counselor will schedule a meeting with the student to develop a written improvement plan. Students must maintain a grade "C" or better in all classes for quarter and semester grades to continue their enrollment at Southwest Career and Technical Academy.

Student Withdrawal Policy

The administration must approve all voluntary withdrawals. Students can voluntarily withdraw from Southwest Career and Technical Academy at the end of the school year. If a parent/guardian wishes to withdraw their student from Southwest Career and Technical Academy prior to the end of the school year, they must first contact the Counseling Department at 799-5766.

Career and Technical Policies

1. Students attending Southwest Career and Technical Academy will be enrolled in program area classes according to the course sequence shown in the 2009-2010 Registration Guide.
2. Students will be enrolled in the career and technical program area of study as stated on their letter of intent and/or lottery selection.
3. A student's career and technical placement is contingent upon their ability to meet necessary criteria for that career.
4. Students may request to change their program area by making a formal request to their assigned counselor. The counselor will bring the formal request to the administrative team for review.
5. Seniors receiving a D/F for 1st semester of their senior year in the Career Technical program area may be asked to enroll in Adult Education.

Homework

Supervision of daily home study is the responsibility of parents; daily study is an obligation of the student. To request homework for a student who has been or is absent three (3) or more days, the parent should contact the Counseling Office twenty-four hours before the homework will be picked up.

Students have three (3) days to obtain appropriate makeup work following an absence and three (3) days to complete it and turn it in for academic credit. On official holiday weekends and scheduled breaks homework is not assigned; however, homework may be assigned for staff development weekends.

Testing

The counseling department organizes all school-wide testing during the year. This includes the Nevada High School Proficiency Exams, IOWA, PSAT, ASVAB, ELL, and a full range of AP exams. Students wishing to take the SAT and/or ACT exams must register with the College Board and/or the ACT and test at their times and locations. The counseling department will advertise those dates to students and parents on the website and in the parent newsletter.

Credit Checks

Credit checks are conducted with students to guarantee proper placement in courses required for graduation and program completion. For additional information, consult the Southwest Career and Technical Academy course catalog.

Challenge Courses

It is our policy to permit students to enroll in classes above their ability level or grade, if they wish to do so. We do require that they obtain parental permission. Once a contract is signed, the student is required to remain in the contracted class for a period of at least one semester.

The Southwest Career and Technical Academy feels that it is not in the best interest of your child to enroll in a class that is above his/her ability level.

Prior to signing, please note the following information regarding honor/AP classes:

- The curriculum is more intense, in-depth and covered at a faster pace
- Study time and homework will be increased substantially
- Projects and assignments will be assessed at a higher level
- Colleges and universities do not recognize weighted grade point average

Scholarships

There are many scholarships available to students each year. Students are encouraged to review information on eligibility requirements, application process, and deadlines.

Senior credit checks take place during the first three weeks of the new school year. This is to ensure that all seniors are placed in the classes required for graduation.

Junior credit checks take place during the first quarter of the new school year. Juniors will receive a second credit check during pre-registration for the new school year.

Sophomore and Freshmen credit checks take place during pre-registration for the new school year.

Final Exams

No request for early final exams will be considered. If a student misses an exam at a scheduled time, he/she can make an appointment to take a later exam during exam week. Check the testing schedule for times and dates.

Sports Participation and NCAA Eligibility

Students who participate on a sports team for their zoned high school, must provide their own transportation to that school. The students' schedules will reflect the time needed for travel. In addition, students must complete a Sport Form indicating their intentions to play sports at their

zoned high schools. Prospective student athletes who wish to play college sports as freshmen in Division I and II schools need to consult their zoned school coach for eligibility requirements. Southwest Career and Technical Academy does not offer academic courses for high school credit that will not qualify students for NCAA consideration.

GRADES AND AWARDS

Valedictorian/Salutatorian

The highest awards received at commencement ceremonies are Valedictorian and Salutatorian. The first graduating class in 2012 Valedictorian status will be awarded to the student(s) **who are identified in the fall as candidates** that are ranked first in the graduating class. The first graduating class in 2012 Salutatorian status will be awarded to the student(s) **who are identified in the fall as candidates** that are ranked second in the graduating class. These awards will be based on the weighted grade point average from all high school level courses taken from middle school through the final semester of their senior year.

Computing Grade Point Averages

In order to determine a student's rank in class, a grade point average (GPA) is used. Under this system, grades are evaluated as follows: each A=4 points; each B=3 points; each C=2 points; each D=1 point; each F=0 points. The points are totaled and then divided by the number of one-half credit classes taken. The GPA is a cumulative total beginning with the student's ninth (9th) grade. A weighted GPA factor of .025 for each semester of a successfully completed honors class, and .050 for each AP class, will be added. See Course Registration Guide (p. 15) for more information.

Academic Letter

Academic Letters are awarded to students receiving all A grades for both semester grading periods during ONE calendar school year. For each subsequent year, the student meeting the Academic Letter requirement will receive a bar to attach to the Academic Letter.

Career and Technical Certificates

Upon successful completion of the required program classes with a C (2.0) average, students are issued a certificate that shows their level of skill competencies, hours of instruction, attendance record, and a brief explanation of skill rating standards.

Honor Cords

Senior students may qualify for honor cords to be worn at graduation based on the criteria established by the school.

IV. ATTENDANCE ENFORCEMENT

Grades Nine through Twelve

Excused Absences

Excessive absences may affect a student's grade adversely.

Students will be granted approved absences for the following reasons:

- Medical reasons
- Bereavement
- While participating in a school-sanctioned activity
- While on RPC/suspension

- Partial day medical/dental
- Court Appearances

Notes for Absences

On return from an absence, students and parents are asked to furnish a written note in the attendance office. If students receive medical treatment from a physician, a doctor's excuse should also be submitted to the clerk to be stamped. Notes are to be presented to the clerk not **later than three days following the absence**. Notes must have the student's name, student number, date(s) of absence, parent or guardian signature, and phone number. The attendance office will keep the excuse notes on file for the school year. Pre-arranged absences are accepted, however these must be requested three (3) days in advance and are limited to ten (10) days per year. The limitation of absences in a block schedule is six (6) unapproved absences during a semester. Students who exceed six (6) unapproved absences during the semester, in any class, will not receive credit for that semester and will receive a failing grade.

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 a valid excuse or did not secure prior permission for the absence, the absence is deemed not approved or unexcused.

When a student has three or more unapproved or unexcused absences within one school year, the student is declared to be a habitual truant.

As a result of new legislative changes, the following are major changes made to the law:

- The principal or the school is required to report the pupils who are habitually truant to law enforcement.
- A habitual truant is defined as "a student who has three non-approved or unexcused absences **within one school year.**"
- A truant is a pupil who is absent from school without the **written** approval of the teacher or principal of the school, unless the pupil is physically or mentally unable to attend school.
- If a pupil is absent due to physical or mental reasons, the parent must notify the school within **three days** of the absence.
- The law provides the court with the authority to order the student or the parent to pay a fine of \$100.00 for habitual truants. The court can order the suspension of driver's license privileges for students 14 years of age or older if they are habitual truants.
- The law provides the court with the authority to order the student or parent to pay a fine of \$200.00 for the second/subsequent times the child is found to be habitually truant. This can include 10 hours of community service, and the suspension of driver's license privileges for 60 days for students 14 years and older.

Communication to Parents of Student Attendance Record

When a student has accumulated seven (7) or more **unapproved** absences during a semester, the student may lose credit for their classes and may be referred to an alternative educational program. Options are available where a student may earn credit during the time of alternative educational placement.

Prior to the alternative referral for any student enrolled in grades nine through twelve, written

notices of the attendance record must be sent to the parent, legal guardian, or student at the recorded residence of the student. Schools will notify parents in writing on the 2nd, and 3rd truancy or unexcused absence, or the 3rd, 5th, 8th, and 10th absences via the automatic attendance card mailer. Schools are encouraged to conduct parent conferences whenever excessive absenteeism is identified. A parent conference may be scheduled after the fifth unapproved absence. At the time of the conference, extenuating circumstances will be discussed. The principal may elect to override some or all of the absences at this time. The school will send a notice to any secondary student who has been absent more than the allowable number of days. The school will also send to the parent or legal guardian of the student notice of possible pending alternative educational program referral. If the parent, legal guardian, or student has reason to believe that there is an error in the attendance record, or extenuating circumstances exist, a hearing may be requested. The parent or legal guardian within two school days must initiate such a request after receipt of notification. An attendance administrator or designee will conduct the hearing and the student and parent, or legal guardian may attend. During the hearing process, the instructor's record book shall serve as the legal document of reference and will be used exclusively for determining absences. The attendance administrator or designee shall have the authority to determine that the attendance record of the student be corrected or that the student not be referred to an alternative educational program. The final determination in all hearing proceedings rests with the secondary school principal.

Alternative Education Program

The Clark County School District has developed and will support alternative educational programs for those students who have demonstrated poor attendance behaviors. Such programs will begin within the division of secondary education in conjunction with individual high schools and will be designed to assist each student with developing educational and behavior skills that will contribute to the attainment of a high school diploma or its equivalent. Once the student has been referred to an alternative program, the student must complete the current academic semester in that program. A third referral to an alternative educational program setting for any student may result in that student being required to complete his/her secondary education program in a division of alternative education programs setting.

Any student who is credit proficient and seeks to return to his/her home school can be reassigned with concurrence from the home school principal and the division of CCSD Alternative Education. Where negative attendance patterns continue to be exhibited by any student, under the *age of 17 years*, contact may be initiated with juvenile court services.

Makeup Work Policy

Teachers shall provide an opportunity for a student to make-up missed work due to any absence, and students shall be held accountable for the work. When a student is absent, however, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through make-up work. After any absence, the student is required to initiate contact with the teacher(s) to obtain appropriate make-up work within three (3) school days immediately following the absence. Once contact has been made with the teacher(s), specific make-up work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The make-up work must be returned to the teacher(s) by the specified due date if it is acknowledged. Students shall be allowed a minimum of three (3) calendar days to complete make-up work.

Tardy Policy

The Southwest Career and Technical Academy's tardy policy is designed to encourage our students to be punctual, thus alleviating classroom disruption. We believe a student arriving late to class without a legitimate excuse constitutes inappropriate behavior, interrupts the learning process, and diminishes the teacher's ability to teach. All teachers are required to establish and enforce procedures to address students who are tardy. Students with excessive tardies will be referred to the dean's office for appropriate disciplinary action. A student that is more than 30 minutes late to class will be marked absent for the class.

V. STUDENT BEHAVIOR AND DISCIPLINE

The following steps in the Southwest Career and Technical Academy Progressive Discipline Plan will be followed when students do not follow established rules and behave inappropriately:

- STEP ONE: Teacher-Student Conference (Warning)
- STEP TWO: Parent Contact by Teacher (Phone or Letter)
- STEP THREE: Counselor Referral
- STEP FOUR: Dean's Referral

Some offenses are serious enough to warrant a referral to the Dean for the initial infraction (e.g.: physical violence, gross insubordination, truancy, etc.)

Teachers and the administration at Southwest Career and Technical Academy are legally responsible for maintaining order and discipline among all students. The law provides that students who do not comply with reasonable rules may expect disciplinary action. The Board of School Trustees expects the principal to take action as necessary to protect students and school personnel from dangerous or socially unacceptable student behavior. Violation of the rules as stated in CCSD Regulation 5141.1 may result in a student being suspended, recommended for behavioral program placement, recommended for expulsion, or other disciplinary action. The Southwest Career and Technical Academy will not tolerate inappropriate behavior and the student's consequences, in addition to progressive discipline, may be a recommendation to an alternative site.

In order to guarantee all students at the Southwest Career and Technical Academy the excellent learning climate they deserve, the following expectations are being communicated:

1. No student will interfere with the instructor's right to teach.
2. No student will interfere with another student's learning.
3. No student will engage in any behavior that is not in his/her best interest or in the best interest of others.

When students engage in inappropriate behaviors, they will be dealt with fairly and consistently using progressive discipline. Students may be subject to detention, a required parent conference (RPC), out-of-school suspension, arrest, referral to Behavior School, and/or expulsion (as appropriate) for the following infractions:

- Fighting (automatic 5 days suspension) for first infraction
- Assault or physical abuse on any person
- Verbal confrontations

- Theft, extortion, vandalism, destruction of school property, gang writing, tagging on buildings or instructional materials
- Use and/or possession of illegal drugs or alcohol (automatic referral to CCSD Drug Program)
- Possession of a weapon, or simulated weapon
- Use of obscene, vulgar, profane, or disrespectful language
- Disruptive classroom 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 dean's office when directed to do so by any school personnel
- Leaving class without a corridor pass from the teacher
- Smoking on campus/use of smokeless tobacco
- Tardiness
- Computer misuse
- Public displays of affection
- Inflicting harassment of any kind
- Littering
- Participation in gambling
- Engaging in mock fighting and/or horse playing
- Nuisance items
- Closed campus violation
- Loitering or congregating in hallways
- Violation of Dress Code (see page 19)
- Engaging in automobile misuse
- Disruptive/inappropriate bus behavior

Any student involved in physical violence, the use/possession of drugs/alcohol, or immoral conduct may be referred to a behavior program or expelled.

Electronic Devices

Radios, tape recorders, cameras, CD players, MP3 players, iPods, video cameras, and other electronic devices are disruptive to the educational environment. These items are not allowed on campus and may be confiscated. Cellular telephones may be used before school, at lunch, and after school in the courtyard area only. At all other times, they are to remain **turned off and out of sight**. All of these items will be confiscated if in violation of school rules. A registered parent/guardian must pick up the confiscated item from the Dean's Office.

Trespassing

Unauthorized presence on school district property without written or verbal consent of the principal or an appointed designee is considered trespassing. Trespassers may be cited by school police.

School Dances (on campus and off campus)

Students may invite one, and only one, non-Southwest Career and Technical Academy student to a Southwest Career and Technical Academy school dance. Students must complete a guest pass form (signed by the parent/guardian) and have it submitted to the Dean's Office at least three (3) days prior to the dance. The guest must be able to present identification when entering the dance. The guest must enter the dance accompanied by the Southwest Career and Technical Academy student. Southwest Career and Technical Academy students are responsible for the behavior of their guest. Once students exit the dance, they will not be allowed to return.

Southwest Career and Technical Academy students wishing to participate in dances must be in good standing in citizenship and academics in all classes. Students may not attend school events if they are on RPC, suspension, or have been assigned disciplinary action such as in-house suspension or suspension during the current term of the scheduled activity or event. CCSD dress code applies to and will be enforced at all school related events.

Scholastic Dishonesty

Includes, but is not limited to cheating on tests, plagiarism or collusion.

- A. **Cheating on a test includes:**
 1. Copying from another student's test paper;
 2. Using material during a test that is not authorized by the person giving the test;
 3. Collaborating with another student during a test without authority;
 4. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an un-administered test;
 5. Substituting for another student or permitting another student to substitute for one's self, to take a test; or
 6. Bribing another person to obtain a test that is to be administered.
- B. **Plagiarism** means the use of another's work and the unacknowledged incorporation of that work into one's own written work for credit.
- C. **Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.

Dress Code

The school district reserves the right to insist that the dress and grooming of students is within the limits of generally accepted community standards and students shall be required to show proper attention to personal cleanliness. Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school. Any style that tends to diminish instructional effectiveness of discipline and control by teachers is not acceptable. The school administration shall have the right to designate what types of dress, fashion, fads, or appearance disrupt or distract from the educational program or may be a potential safety hazard.

The Following Dress Code Rules Apply:

1. Requires the wearing of shoes with hard soles. (Not to include moccasins, bedroom slippers). **Note:** Due to the nature of all program area lab environments, flip-flops will not be allowed.
2. Prohibits the wearing of transparent clothing; low cut, bare midriff, strapless, and spaghetti strapped tops. All straps, including basketball jerseys, must have three-inch shoulder coverage. Clothing with slits and outfits that provide minimum coverage are prohibited. Sleeveless shirts with extra large armholes are prohibited for health/sanitary reasons. (When arms are raised to shoulder level and bare midriff is exposed, the shirt needs to be replaced.)
3. Requires that all shorts, skirts, and dresses must be fingertip length. No spandex, biker shorts or tight fitting shorts may be worn.
4. Prohibits slogans or advertising on clothing that by their controversial or obscene nature may disrupt the educational setting. Colors worn for the express purpose of identifying gang affiliation (includes hair beads, shoe laces, belts, R.I.P. shirts, shirts with nicknames) that may cause a disruption on campus are prohibited from the educational environment. Southwest Career and Technical Academy operates as a

neutral site.

5. Prohibits the wearing of sunglasses, or any type of glasses (locs) that may detract from the educational environment or cause a disruption on campus.
6. Prohibits the wearing of metal chains that could endanger the safety of others.
7. Prohibits the wearing of sagging pants or any pants that allows boxer shorts or underwear to show; pants that are obviously more than two sizes too large than the student would normally wear; pants that without a belt would fall off the student when walking in a normal gait.
8. Prohibits the wearing of hats and all head gear (includes beanies, hoodies, hair nets, bandanas, or "do rags" whether they are in the hair or hanging out of a pocket).
9. Extreme hairstyles and hair colors are discouraged at Southwest Career and Technical Academy in keeping with the professional atmosphere of the academy.
10. Suspenders and belts must be fastened in accordance with the design of the garment. Only plain buckles and belts are allowed with no more than six inches of excess belt.
11. Prohibits the wearing of rings and/or jewelry that could endanger the safety of others (i.e., rings with spikes, dog collars, spiked bracelets, back packs).
12. Prohibits facial piercing. Plastic retainers may be used but not facial jewelry.
13. Prohibits the wearing of pants, skirts, and shorts that may have holes in them.
14. The principal shall retain the authority to grant exceptions for special occasions and/or special conditions.

DISCIPLINARY ACTION

Required Parent Conference (RPC)

A required parent conference is intended to facilitate a cooperative solution to a problem. Generally, the student is called into the Dean's office and signs the RPC form. One copy of the RPC form is given to the student to take home and one copy is mailed home. An attempt is also made to contact the student's parent or legal guardian.

Students who receive an RPC may continue to attend school while the parent conference is pending. In situations where the safety of the student, the safety of others, or further investigation is necessary to arrive at a conclusion regarding a situation, a temporary removal of the student (RPC-T) for a period of up to two school days may be issued.

Suspension

Suspension is the temporary removal of students from school when circumstances are such that they can no longer be kept in school without risk of detriment to the educational program or to themselves. The primary purpose of a suspension is to give students, parents, and the school the appropriate time needed to investigate and resolve a problem or conflict. Please be assured that the school is interested in arriving at a solution that is in the best interest of all students.

Expulsion

Expulsion is the termination of enrollment for students in the Clark County School District schools by the Board of School Trustees.

Denial of Participation in Activities

Students found in possession of tobacco, alcohol, or other drugs, or who commit serious or chronic misbehavior can and will be denied participation in school activities including field

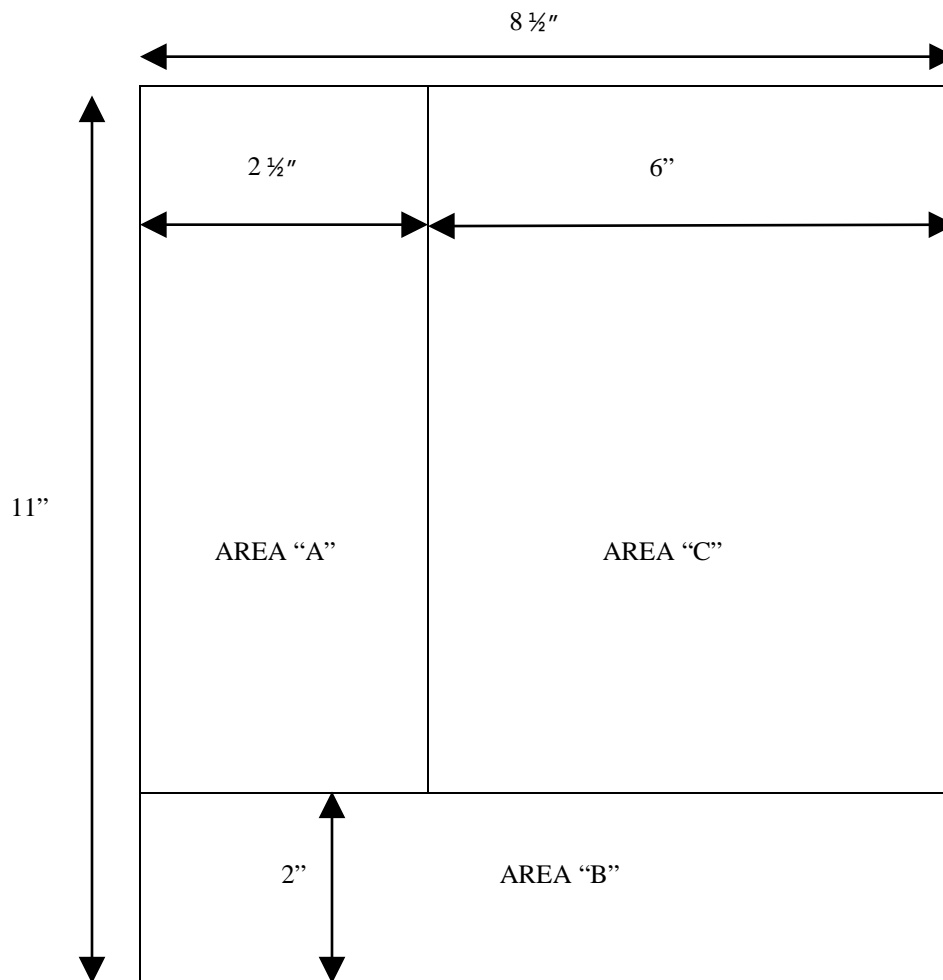
trips, band trips, shows, graduation ceremonies, senior trips, school dances, clubs, etc. Any student, who has been expelled, is on RPC, suspension, or in Behavior School may not attend or participate in school activities, and may not be on this or any other school campus. Students wishing to participate in dances, field trips, and other school related events must be in good standing in citizenship and academics in all classes. Students may not attend school events if they are on RPC, suspension, or have been assigned disciplinary action such as in-house suspension or suspension during the current term of the scheduled activity or event. Please note that CCSD dress code applies to and will be enforced at all school related events.

VI. A GUIDE TO CORNELL NOTE-TAKING SYSTEM

All Southwest Career and Technical Academy teachers are directed to implement the Cornell note-taking system. This method of note-taking makes the most of how students look at, use, and process their notes. Cornell notes have a specific look to them; you will notice the pages are separated into distinct parts.

Page Layout

The distinguishing feature of the Cornell system is the layout of the pages on which you take your notes. The title and date of the lecture should be at the top of the page. The page layout includes large margins on the left and bottom of the page. A picture of this layout (not to scale), with dimensions, is shown on page 20. A discussion of the 3 main areas of the Cornell system page follows. Finally, an example of the Cornell system is provided (typed for neatness), using actual notes from a college lecture.



Area “A” – The Cue Column

The space to the left of the vertical margin should be reserved for a cue column. You should not write in this area during the lecture, while you are taking notes. The cue column is not created until you review your notes (which, ideally, you do as soon after the lecture as possible, and certainly before the next lecture). As you study the material in your notes, you should think of possible test questions that could come from these notes (think “Jeopardy”). When it comes time to study for tests, the questions will be there and the answers will be in the note-taking area.

Many teachers give question writing as a homework assignment, while others have the class create the questions.

Area “B” – The Summary Space

The area below the horizontal margin near the bottom of the page should be reserved for a summary of the notes on that page. Your summary should be brief – at most, only a few sentences. The page summary provides a concise review of the important material on the page, useful for later reference. More importantly, in writing a summary, you are forced to view the material in a way that allows you to see how it all fits together, in a general sense. The summary should be helpful in allowing you to see how specific facts fit into the broader landscape.

Area “C” – The Note-Taking Area

The space to the right of the vertical margin is where you actually record your notes during the lecture. Pick a note-taking format with which you are comfortable – there are no hard-and-fast rules for this aspect of the Cornell system. However, you should not attempt to transcribe verbatim every word spoken by the instructor. It is usually not difficult to separate the essential material from the non-essential. For instance, if information is written on the whiteboard, it is probably important enough to include in your notes. To avoid missing information during the lecture, you should develop a system of abbreviations you understand, and you should write in telegraphic sentences (where you only include enough words to carry the essential meaning). As you take notes, realize that your emphasis should be on the key ideas, rather than the actual words used to convey those ideas.

How can parents help?

Parents can aid students by quizzing them with the questions they have created. They can help students with the summary section by discussing the notes and then assist them in putting those thoughts into writing. They can also keep track of their student’s progress and understanding in a class by seeing how and if the notes are organized and summarized.

