# ADVANCED TECHNOLOGIES ACADEMY

# STUDENT HANDBOOK

2012-2013

# ADVANCED TECHNOLOGIES ACADEMY

Welcome to Advanced Technologies Academy (A-TECH) – Home of the Mavericks! A "Maverick" is a person who exhibits independence in thought and action, who stands by his/her principles, and who is not afraid to step out and take a risk to do what is right and to achieve worthy goals. A-TECH stands for Academics Plus Technology – the foundation of our school. This parent/guardian/student handbook contains information that will assist you in maximizing your high school experience. Please read each part completely and seek clarification on any part if desired. High school can be whatever you want to make it. We encourage you to strive to do your best academically, to use available technology to maximize your learning potential, and to get involved in extracurricular activities.

## A-TECH'S MISSION STATEMENT

The mission of Advanced Technologies Academy is to empower a diverse student body to succeed in a competitive world by promoting academic concepts, technological skills, and ethical behavior.

## ADVANCED TECHNOLOGIES ACADEMY PROGRAMS

Students at A-TECH major in one of eight program areas. The eight program areas are:

- Business Management
- Architectural Drafting and Design
- Computer Science
- Computer Graphic Design
- Engineering
- Information Technology
- Legal Studies
- Networking Technology

## Program Change Policy

**Students may not change programs at semester and may only change programs at the end of the year if seats are available in the requested program.**

## Schedule Change Policy

The master schedule for all classes offered is the end result of months of planning, student/parent opportunities for guidance, student choices for classes, and staffing needs of the school. As a consequence of this extensive planning, schedule changes will not be made after registration. Class changes will not be granted for failing grades, poor work habits, request for a teacher, request for an easier course load, change of mind, or lunch period. The administration may, due to increased/decreased enrollment and staff changes, balance course sections by transferring students from one class and/or teacher to another section. Effort will be made to ensure a smooth transition.

## ADVANCED TECHNOLOGIES ACADEMY OFFICES

### ADMINISTRATION

Principal: Karen Diamond
Assistant Principal: W. James Burt
Dean of Students: Cathy Chant

**Office Hours:** 6:30 AM – 2:30 PM
**Class Hours**: 7:15 AM – 1:54 PM
**Assistance:** 1:54 PM – 2:15 PM

## OFFICE PHONE NUMBERS

**Main Number**: 799-7870
**Fax Number**: 799-0656
**Counseling Office:**
799-7870 x 4300
**Student Services:**
799-7870 x 4500

**Attendance Office:** 799-7870 x 4035
**Principal:** 799-7870 x 4100
**Assistant Principal:**
799-7870 x 4200
**Dean of Students:**
799-7870x4500

# A-TECH CALENDAR 2012-2013

## 2012

August 27--First day of School
August 31--Picture Day
September 3--Labor Day (No School)
Sept. 10--Picture Retakes
Sept. 11--PAC meeting 9:30 am
September 18--Open House

Oct. 9--PAC meeting 9:30 am
October 12 -- Staff Development- (No School)
October 25--End of 1st Grading Period
October 26--Nevada Day (No School)

November 6 - Staff Development- (No School)
November 12--Veterans' Day (No School)
November 13--PAC meeting 9:30 am
November 22- 23--Thanksgiving Day/Family Day (No School)

Dec. 24 – Jan. 4--Winter Break (No School)

## 2013

January 1--New Year's Day
January 7--Classes resume
January 8--PAC meeting 9:30 am
January 18--End of 2nd Grading Period/End of 1st Semester
January 21--Martin L. King Jr. (No School)
January 22--2nd semester begins

February 12--PAC meeting 9:30 am
February 18--Presidents' Day (No school)
February 19--Staff Development (No School)

March 5--NHSPE Testing for 10th Grades /Non-Proficient Students
March 12--PAC meeting 9:30 am
March 22--End of 3rd Grading Period
March 25-29--Spring Break

April 1--Classes resume
April 9--PAC meeting 9:30 am

May 24--Staff Development- (No School)
May 27--Memorial Day Observed (No School)

June 5--End of 4th Grading Period and school year

## COMMUNICATION

It is the parent/guardian/student's responsibility to ensure the correct home address and phone numbers are on file at school. Please contact Student Services at ext. 4500 to report any change of address, phone numbers, or incorrect information. Only emergency messages will be communicated to students during the school day. Parents/Guardians are encouraged to communicate with teachers through the A-TECH website: www.atech.org

## DAILY BULLETIN

The "Daily Bulletin" is posted each day on ATECH.org, and video announcements. Announcements, updates to bell schedules, student activities, club meetings, and administrative and counseling information are included in the bulletin. Students are encouraged to check the bulletin daily for the most up-to-date information.

## CLOSED CAMPUS

Once a student arrives on campus, the student is to remain on campus until the end of the student's school day. For lunch, the student may purchase lunch from the cafeteria, student store, or bring lunch from home. Any student needing to leave campus during the school day must have parent permission and check out through Student Services or the Nurses Office to receive a passport. Parents picking up their student are required to show a picture ID and sign the student out in Student Services or the Nurse's Office.

## VISITORS

Parents are welcome at A-TECH and are encouraged to make an appointment in advance. **However, no student visitors are allowed in the school during school hours.** This restriction includes siblings, cousins, younger children, friends, house guests, former students, etc.
All approved visitors must sign in at the front office and wear a visitor's badge at all times.

## COUNSELING OFFICE

Advanced Technologies Academy has four licensed counselors to assist students in their educational, occupational and personal decisions. 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 799-7870 x 4300.

**Counselors:** *Tisha Forfia* -- 10th thru 12th grade students with last names beginning **A-G**
*Renee Marshall* -- 10th thru 12th grade students with last names beginning **H-P**
*Adele Packert* -- 10th thru 12th grade students with last names beginning **Q-Z**
*Chrissy Paradiso* – **9th Grade**

## SCHEDULE CHANGES AND GRADUATION

All requests for schedule changes should have been made by July 2012. Changes made during the year are based on misplacement due to ability level, sports participation, or graduation requirements. Students who withdraw from a class after the 18th day of the semester will receive a grade of "F" on the transcript. The class schedule for 9th, 10th, and 11th graders is eight (8) classes. Seniors must take a minimum of four classes and have at least two classes each day. Students accepted into A-TECH are required to attend all four years in order to receive the Advanced Technologies Academy diploma. **Early graduation is not permitted.**

## PARENT CONFERENCES

At the request of students, parents, counselors, administrators and/or teachers, 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 at least one day in advance. Parents should notify the school of specific concerns or additional information desired, beyond a review of grades, when requesting a conference.

## REPORT CARDS

Quarter report cards are distributed to the students during the school day. Clark County School District no longer mails the report cards to the home (go to www.a-tech.org for distribution dates). The final 4th quarter report card is mailed home.

## ACADEMIC PROBATION

Students not maintaining a cumulative 2.0 GPA unweighted will be placed on **ACADEMIC PROBATION**. Each counselor will schedule a meeting with the student, parent/guardian, and all current teachers to develop a written academic improvement plan. Students must bring their cumulative GPA up to a 2.0 by the end of the academic year in order to remain at A-TECH.

## BEHAVIORAL PROBATION

Students who do not comply with reasonable rules and regulations of CCSD and A-TECH run the risk of being placed on Behavioral Probation. Students placed on behavioral probation require that a parent-student-teacher conference be conducted and a plan of improvement be developed for a student who is placed on probation. At the conclusion of a probationary period, the principal makes a decision regarding whether the student will remain or return to his/her zoned school

## SCHOOL PROGRESS NOTICES

Midway through each nine-week grading period, progress report notices are distributed to all students. Students are responsible for discussing progress reports with their parents/guardians. Teachers will post current grades and select the comment that most fits the student's current progress.

## HOMEWORK

Supervision of daily home study is the responsibility of parents; daily study is an obligation of the student. Most academic courses require an average of twenty (20) minutes of homework on the part of the student beyond the time spent in the formal classroom. 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.

Homework assignments should generally be an outgrowth of classroom interests and activities. Holidays and weekends should ordinarily be free for outside activities. The student should always understand the purpose of the homework assignment and be certain as to what to do or what to look for.

## ATTENDANCE

Attendance is the student's responsibility and enforcement is a shared responsibility between the Clark County School District and the student's parent or legal guardian. Attendance at A-TECH, by each student, is expected for the entire day. "The educational experiences lost during an absence are irretrievable as the interaction in the classroom setting can seldom be duplicated through makeup work."

**Approved Absences** – A written explanation by the parent, guardian, or physician stating the reason a student was absent is to be submitted to Student Services within 3 days of the student's return to school. For the status of an absence to be **approved,** documents and/or parent note must be submitted within three days and the absence must meet one of the criteria below. If the absence does not meet one of the following criteria or is not verified in writing, the absence is unapproved.

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

- The student is absent due to a required court appearance or religious holiday.
- The absence has been prearranged upon written request of a parent or legal guardian. A prearranged absence form should be completed and submitted to Student Services or the Attendance Office at least three days prior to an absence.

To ensure proper documentation of the note, the written verification from the parent/guardian should include the following information:

- ✓ Date of absence
- ✓ Reason for the absence
- ✓ Name of student (First and Last)
- ✓ Student number
- ✓ Parent signature
- ✓ Parent daytime phone number

**Unapproved Absences** – **Truancies -** An unapproved absence is considered truancy from school. Within the meaning of the Nevada Revised Statutes, an absence is unapproved when:

- The prearranged absence was not requested in writing in advance of the absence.
- The number of prearranged absences is in excess of ten (10) days during a school year.
- The makeup work for a prearranged absence was not completed and submitted.
- The absence was not due to the physical or mental ability of the student to attend school, an emergency, a court appearance or religious holiday.
- The parent/guardian of the student failed to notify the school in writing of the reason for absence within three days after the student returned to school. If a note is not turned in, the absence turns to a TRUANCY following the third day after the student returns to school.

- The student failed or refused to attend school when so directed by the parent/guardian or school officials.

- The student left school during the school day without checking out through Student Services or the Health Office.

A student missing more than 30 minutes of a class during the day is counted absent for that class.

Please note: A written note will not remove an absence, nor will it stop district-generated absence notices. Written notice shall be generated and mailed by the CCSD Central Information Systems Department after the fifth, tenth and fifteenth absence. Upon receipt of an absence notice, the parent/guardian and student should verify the notice. If there is reason to believe an error has been made in the attendance record, please notify the Attendance Office (799-7870 x 4035). Verification will be made upon parent/guardian request.

**Makeup Work** - After any absence the student is required within three (3) school days to initiate contact with his/her teachers to obtain appropriate make-up work. Once contact is made with teachers, the time interval allowed for completion of the homework is determined by the individual teacher. Students shall be allowed a minimum of three (3) days to complete makeup work.

School sanctioned absences such as field trips, RPC's and suspensions will not be counted as absences for the purpose of attendance enforcement, but students are required to complete all missed work/assignments.

## TRUANCY LAW

**An unapproved absence for one or more class periods shall be deemed a truancy (NRS 392.130(2)).**

During the 1997-98 legislative session, the laws regarding school truancy were changed to reduce the high rate of habitual truants in schools. The following are major changes made to the law:

- Mandatory state attendance laws require a student to be in school from 7 – 18 years of age.
- An unapproved absence is considered truancy.
- As stated in the Nevada Revised Statute 392.210, "Any parent or guardian who has been given notice of a child's truancy and fails to prevent subsequent truancy within that school year is guilty of a misdemeanor." In addition, Nevada Revised Statute 392.215 reads, "Any parent or guardian, with the intent to deceive, who makes false statements concerning the school attendance of a child is guilty of a misdemeanor."
- If a student has been declared truant three (3) times for unapproved absences, the principal shall report the student to school police for investigation of habitual truancy and issuance of a citation in accordance with NRS 392.149.
- Any student who has once been declared a habitual truant and who in a succeeding year is absent from school without a valid excuse may again be declared a habitual truant.
- The law provides the court with the authority to order the student or parent to pay a fine of $100 or more for habitual truancy. The court can also order the suspension of driver license privileges and community service if a student is declared a habitual truant.

- Truancies continue on record throughout the school year and **do not** start over at the start of the second semester.

## TRUANCY PROCEDURES

**A. First declared truancy:**

A truancy letter is sent to the parent declaring the pupil truant. A parent conference may be scheduled to address attendance concerns. Documentation of the conference is maintained by the school. Parents may be informed of available intervention opportunities or strategies.

**B. Second declared truancy:**

A truancy letter is sent to the parent. A parent will be notified by phone. Parents are informed of the related Nevada Revised Statutes, available intervention strategies, alternative programs and A-TECH procedures on truancy. The student is placed on RPC.

**C. Third declared truancy:**

A Habitual Truancy citation will be issued by School District Police to the student. A truancy letter is sent to the parent declaring the pupil a habitual truant. The student is placed on RPC.

**D. Continued truancy:** Documentation (CCF 803) is sent to the court system through CCSD.

Note: Students are cited for habitual truancy even when the parent is responsible for the truancy.

## EXCESSIVE ABSENTEEISM

- Students who exceed ten (10) unapproved absences in any course during the semester shall receive a failing semester grade for that course.
- All prearranged absences in excess of ten (10) for the year shall be considered unapproved.
- Students who lose credit may be referred to an alternative program.

## ABSENCE NOTIFICATION

Written notices shall be generated and mailed by the Clark County School District Central Information Systems Department after the fifth, tenth, and fifteenth absence to the parents of secondary students (CCSD Regulation 5113). Parents will also receive a call from the districts automated system, ParentLink.

## ATTENDANCE CONFERENCES

The administrator over attendance meets with students and parents to discuss attendance. The Nevada Administration Code 389.040 defines the Carnegie Unit which states that a student who has missed excessive hours of seat time in a class may not earn credit in that particular class. Alternative education options will be discussed should the student reach 10 absences in any one class. The parent may schedule a conference in advance of the 8th absence to avoid the student being placed on RPC (Required Parent Conference).

## PASSPORTS

Students needing to leave campus during their school day must obtain a passport from Student Services. The parent/guardian is asked to send a signed note with a phone number where the parent

may be contacted for verification. By submitting the note to Student Services **before school**, the student will receive a passport that will release the student from class to come to Student Services to meet his/her parent at the appropriate time. The student must be met by the parent/guardian in Student Services. The parent must show proof of identity before a student is released. A student leaving school without permission will be considered truant for any classes missed and subject to further disciplinary measures.

## MISSING AND ABDUCTED CHILDREN

When a student is missing, sighted leaving campus without permission, or abducted, emergency notification will occur in the following order: parent or guardian, appropriate police departments, and district officials. If any of the above cannot be notified in the order specified, the next appropriate person or agency will be notified while a continual effort is made to contact those missing.

## TARDY NOTEBOOKS

Teachers provide a tardy notebook for students to sign when entering class after the "begin class" bell. This notebook is for the protection of the student. The student's signature is proof of his/her presence when reporting to class after attendance has been taken. If the student is tardy, does not sign the book, and is marked absent, the ABSENCE WILL REMAIN. It is the teacher's responsibility to provide the book and the student's responsibility to sign it.

## TARDINESS

In the "real world," employees must be on time at work. Coming late to work or taking a longer break than is allowed is unacceptable. Tardiness to class at A-TECH is also unacceptable. Student tardiness is a serious disruption to the educational process.

"Tardiness interferes with time to teach and infringes on the educational rights of other students." (CCSD Regulation 5113)

There are only two bells, "begin class" bell and "dismiss class" bell. All students are expected to be inside their classrooms and in their seats when the "begin class" bell rings. One student arriving late to a class is disruptive to all within the classroom. Students more than 30 minutes late to class are considered absent.

Consequences for tardiness (on a semester basis)

Tardy 1--Student Warned
Tardy 2--Student Warned
Tardy 3--Lunch Detention
Tardy 4-- In-school Suspension
Tardy 5--RPC
Tardy over 5 times –3 days of In-school suspension

**Tardy Sweeps:**
Tardy Sweeps are designed to help students get to class on time. Students who are tardy during a tardy sweep will receive a dean's detention. On second offense, student will receive an in-house suspension.

## STUDENT BEHAVIOR/DISCIPLINE

Advanced Technologies Academy provides a unique learning opportunity for students. Student behavior that detracts from that learning opportunity is unacceptable. No student will interfere with the teacher's teaching. No student will interfere with another student's learning. No student will engage in any behavior that is not in his/her best interest or in the best interest of others.
Each student is responsible for his/her own behavior. When a student engages in inappropriate behavior, the student 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, in-house suspension, referral to CCSD Drug Program, non-readmission to A-TECH, arrest, referral to Alternative Education program, and/or expulsion (as appropriate) for the following infractions:

1. Use of unauthorized software/violation of ethics statement or any action which results in damage, alteration, or interference of equipment, hardware, software, network, and/or technology
2. Disruptive classroom behavior
3. Leaving class without a valid pass
4. Forging corridor passes, admissions slips, absence notes and/or providing any false information
5. Mock fighting and/or horseplay
6. Gambling
7. Smoking/use of smokeless tobacco anywhere on campus
8. Failure to identify one's self upon request and/or to report to a school area when directed to do so by school personnel
9. Failure to follow a reasonable request of any school employee
10. Use of obscene, vulgar, profane, or disrespectful language to any person
11. Racial, ethnic, or sexual slurs or harassment of any type to any person
12. Possession of a weapon
13. Assault or physical abuse on any person
14. Theft, extortion, vandalism or destruction of school property
15. Use and/or possession of illegal drugs, paraphernalia, or alcohol
16. Public displays of affection (PDA) - A public display of affection with regard to behavior in the school is defined as any physical embracing or touching, of a sexual nature, which is not in keeping with the purpose of the educative process taking place in the school, or which detracts from the overall decorum of the educational setting at the school.
17. Playing of any games outside near the building must be beyond or on the blacktop or grass area.
18. Failure to adhere to the posted speed limit or any other parking lot rules may result in revoked parking privileges and or a police citation.
19. Fighting
20. Computer Misconduct
21. Intimidation, Bullying, Harassment, Cyber bullying
22. Academic Dishonesty

## MANDATORY EXPULSION RECOMMENDATION

A student who is found to have committed any of the following offenses will be recommended for expulsion from school and prosecuted to the fullest extent of the law:

**Arson** - willful burning of any part of the school building or property

**Assault or Battery on a School Employee**

**Drugs, Alcoholic Beverages** – any sale, distribution, sharing or possession with intent to distribute, any form or amount of drugs or alcoholic beverages

**Immoral Conduct** – as it pertains to sexual behavior between individuals

**Weapons** - possession, use, transmittal or concealment of any operable or inoperable weapon or normally non-dangerous item used as a weapon. Weapons are defined as firearms, knives, explosives, inflammable materials or any other item capable of causing bodily injury or death.

## SAFE AND RESPECTFUL LEARNING ENVIRONMENT

CCSD Regulation 5137 states that Bullying, Cyber bullying, Harassment, and/or Intimidation are prohibited in public schools. Schools are charged with maintaining a learning environment that is safe and respectful, which is essential for the pupils enrolled in the public schools to achieve academic success and meet this State's high academic standards. Any form of bullying, cyber bullying, harassment or intimidation in public schools seriously interferes with the ability of teachers to teach the classroom and the ability of pupils to learn.

## CELL PHONES/Personal Communication Devices

Students are allowed to have their cell phones before school and afterschool in the hallways and atriums. Phones are prohibited in classrooms and in the Library. During lunch cell phones are only allowed in the cafeteria and outside the building. Cell phones being used in prohibited areas will be confiscated and returned only to a parent or guardian.

## NUISANCE ITEMS PROHIBITED AT SCHOOL

Radios, TVs, tape recorders, skateboards, roller shoes, water pistols, or toys are not permitted on campus. If brought, these items will be confiscated, taken to Student Services and **returned only to a parent/guardian.** T**he school will not be held responsible for any personal items that are lost or stolen.** Items are held in the Lost and Found for one month before being donated to a charitable organization.

## DRESS CODE AND APPEARANCE

Advanced Technologies Academy is committed to promoting the academic growth of its students. We are also committed to the social and emotional maturation of all students. We want all students prepared for success after high school whether in post-secondary educational settings, the military, or the workplace.

A-TECH encourages students to *"dress for respect and success."* Your personal appearance should not disrupt or detract from the educational environment of the school. A-TECH's dress code is in accordance with CCSD Regulation 5131 and the specific needs and goals of A-TECH.

**Specific dress code guidelines:**

1. Requires the wearing of shoes with soles. House slippers and shoes with wheels are not prohibited.

2. All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
3. Requires that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length. If shorts are worn, they must be hemmed and without fraying.
4. All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
5. Headgear (hats, hoods, caps, bandanas, hair grooming aides, etc.) **is not permitted** on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.
6. Prohibits the wearing of sunglasses in the building.
7. Prohibits the wearing of hats/headgear on campus except for designated school-approved uniforms or at authorized student activities.
8. Prohibits the wearing of gloves, bandanas, pajamas, chains and spiked or studded jewelry.
9. Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited. Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
10. Prohibits the wearing of pants in a sagging fashion. Pants may not be worn which allow shorts or underwear to show.

11. Visible jewelry, studs, and other similar items which are attached by body piercing to areas other than the ears are prohibited. Spiked or studded clothing, jewelry, and/or accessories are prohibited.
12. Hair color and style must be worn in such a way as not to be disruptive to the educational environment; hair, if dyed, must be a natural color.
13. Spikes should be no longer than 1 ½ inches. Mohawks are prohibited
14. Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature in the facility.
15. The principal (CCSD) reserves the right to insist that student dress, personal appearance, and conduct shall be of such character as to not disrupt or detract from the educational environment of the school nor tend to diminish the instructional effectiveness or disciplinary control of the teacher. (CCSD Regulation 5131)

Any student violating the dress code will be referred to the dean's office for appropriate action. The principal shall retain the authority to grant exceptions to the dress code for special occasions and/or special conditions. Changing styles and fads will be evaluated for appropriateness by the administration.

## Dress Code Sweeps

Dress Code Sweeps are designed to enforce Advanced Technologies Academy's Dress Code policy. Students that are found in violation of the Advanced Technologies Academy's Dress Code policy will be sent to the dean's office and progressive discipline will be followed.

## FOOD AND BEVERAGES

Two areas are designated for eating which include the Student Activity Center (SAC) and west patio area. No food or drink is to be taken into the classrooms, with the exception of plastic water bottles. A capped water bottle is permissible in classrooms, at the teacher's discretion. A student with food or drink in an unauthorized area will be asked to dispose of the item. No glass bottles/containers are allowed on campus.

## LOCKERS

Each student is issued a locker. **No unauthorized sharing or switching of lockers is permitted.** Valuables are not to be placed in lockers. Lockers are to be kept neat and free of graffiti and stickers. School lockers remain the property of the school. **School authorities have the right to examine the contents of those lockers for reasons of health, safety, and security without notice**. Locker access may be limited to certain times of the day.

## STUDENT PARKING

Student parking is limited to the designated spaces. This serves as due process notice that vehicles will be towed at the owner's expense if parked in an unauthorized area. Any student-driven vehicle parked on campus must be registered with the school at the dean's office. A copy of the vehicle registration must be submitted to register the vehicle. A "parking contract" is signed prior to issuing a parking permit. At the time of registering the vehicle, the student will be allowed to park in student parking only if he/she has a parking permit. Parking permits are the property of A-TECH and must be returned at the designated time at the end of each school year. A fine of not less than $5.00 will be assigned to those students who fail to return their assigned parking permit. Students are not to loiter in the parking lot or in cars during class time, between classes, or on break time. Student cars may be searched if there is probable cause to suspect alcohol, drugs, weapons, stolen items, or as part of an arrest for violating the law. Students are expected to adhere to the posted speed limit and drive in a safe manner at all times. Failure to

do so may result in the termination of parking privileges and or a police citation. Any accidents or problems regarding parking must be reported to the Dean of Students.

## VISITOR PARKING

As a visitor to our campus, please do not park in any reserved spaces. There are visitor spaces at the front of student parking.

## BUS TRANSPORTATION

The majority of students at A-TECH are transported by bus. Misconduct on the bus may result in the termination of the right to ride the bus and other disciplinary action. Concerns regarding a bus stop or route should be addressed to the CCSD Transportation Department at 799-8111 or contact through the website at http//www.ccsd.net/transportation.

## SCHOOL-RELATED FIELD TRIPS AND ACTIVITIES

Any student expelled, on RPC, suspension, or enrolled at a behavioral alternative school may not attend or participate in school activities during the duration of that disciplinary procedure. Also, students may not attend or participate if they have over 7 absences in the semester or a current grade of "D" or below in one or more classes. The administration reserves the right of the final determination of student eligibility.

## INTERSCHOLASTIC SPORTS PARTICIPATION

Students with an interest in sports are encouraged to participate in tryouts for the sport(s) of their choice at their zoned high school. Dates and times of tryouts may be obtained by contacting the zoned high school. After the start of the school year, students who wish to participate in interscholastic sports at their zoned high school must submit a completed yellow Sports Participation form before each sport season begins. The form is available in Student Services. Additionally, students who are absent 2 or more periods may not participate in extracurricular activities that day.

## EXTRACURRICULAR ACTIVITIES

Students at A-TECH are encouraged to participate in the various clubs and organizations, school assemblies, dances, lunch time activities, and other beyond the classroom school activities. Graduation cords may be awarded to students who have been active members of a club for two or more years including the student's senior year. Student body and class officers utilize student input to help meet student interest in this area.

Club Week will take place during 1st quarter. During this week, the majority of the clubs will hold meetings with all students invited to attend.

## ASSEMBLIES

A special bell schedule is in effect on assembly days and published in the daily bulletin the week of the assembly. Assemblies are mandatory or elective on an event-by-event basis. Appropriate student behavior is expected at all assemblies. Please note: Buses depart at the regular time on assembly days.

## SCHOOL BANK

A-TECH's bank is located near the Student Activity Center. The bank is open for business during posted hours. The banker takes care of all school fees, fines, and student funds. STUDENT FINES: All student fines must be paid prior to registration for the following year or by graduation if a senior.

## TEXTBOOKS

Textbooks are provided to students but remain the property of the school. Students will be charged for lost or damaged materials or books. Payment is made at the school bank.

## VALUABLES / LOST AND FOUND

Student valuables or large amounts of money are not to be brought to school. The school assumes no responsibility for the loss or theft of such valuables or any lost articles. The Lost and Found is located in the bank. All personal items are held in the Lost and Found for one month before being donated to a charitable organization. If valuables must be brought to campus for use after school, the item(s) should be checked into the bank when the student arrives on campus.

## SOFTWARE, HARDWARE, EQUIPMENT, NETWORK, TECHNOLOGY

Only licensed software approved and installed on CCSD computers may be used. With Instructor approval, student owned USB drives may be used. Students are expected to use equipment, hardware, software, network, technology, and the Internet at A-TECH in an appropriate and responsible manner. Each student is responsible for knowing the information in the Acceptable Use Policy Booklet and is required to have a completed Network Access Form on file at the school. Actions by students that result in damage, alteration, or interference of any of the above, violation of copyrights, or accessing inappropriate, and/or non-classroom related material from any source will result in disciplinary action. All computer use must be teacher approved. Any/all Internet use must be teacher approved.

**Computer Misconduct:** Any authorized, unacceptable, or inappropriate use of computer activities, computer access, computer software, or any computer equipment; and/or any activity that affects or disrupts the school's or the districts computer hardware, software, or computer systems (local area network and/or mainframe) will result in a discipline referral.

Disciplinary action may include termination of use of computers, network, and/or Internet, an RPC, suspension, monetary reimbursement to correct or repair the problem, referral to legal authorities, non-readmission to A-TECH, referral to Behavior program, and/or recommended for expulsion.

## CLEAN CAMPUS

Our school is a beautiful facility in which we can all take pride. Students and staff are expected to cooperate in keeping our school clean by putting all refuse in the waste receptacles. Students are to clean their tables after lunch. Students who deface or write graffiti on any school building or property will be subject to disciplinary action and monetary assessment for damages.

## STATEMENT OF NONDISCRIMINATION

In compliance with Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1971, Section 504 of the Rehabilitation Act of 1975, the Clark County School District 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 or employment in, or participation in, its programs and activities. DESIGNATED COMPLIANCE OFFICER - Inquiries may be referred to the Clark County School District Compliance Office, 2832 East Flamingo Road, Las Vegas, NV 89121, telephone (702) 799-1020 ext. 5761.

## STUDENT APPEAL PROCEDURE

(Does NOT Apply To Attendance)

Should a conflict arise between a student and his/her teacher, the following procedures will apply.

STEP 1 The student consults with the teacher involved and his/her counselor. If the problem is not resolved,

STEP 2 The parent/guardian requests a teacher/parent conference. The counselors' secretary schedules all teacher/parent conferences. If the problem is not resolved,

STEP 3 The parent/guardian may request a conference with the appropriate supervisor. If the problem is not resolved,

STEP 4 The parent/guardian may request a conference with the school principal. If the problem is still not resolved,

STEP 5 The parent/guardian may contact the Area Superintendent in charge of secondary schools.

## EMERGENCY PREPAREDNESS

A copy of the emergency response plan is kept in each classroom by the individual teacher. During the school year, this plan will be periodically reviewed to ensure proper response to an actual emergency. A copy of the emergency response plan is kept on file and available for review in the principal's secretary's office.

Fire drills are conducted on a monthly basis by the fire department. Fire drill route maps are posted in each room. Consult these maps when entering classes. When the fire alarm sounds, follow these routes quickly and quietly, taking purses and valuables only if they are in immediate reach when exiting. Leave the school building and remain in the designated area, with your class, away from the school until the all-clear signal is given. Students who do not immediately return to class after a fire drill will be marked absent.

Shelter-in-Place drills are conducted by the fire department two or three times during the school year at all Clark County schools. Shelter-in-Place is an alternative method used when health and safety are increased by the students and staff remaining in the building. Students will be instructed to remain in their classrooms during the Shelter-in-Place drills. Further directions will be made over the school intercom.

## FIRST AID SAFETY ASSISTANT / NURSE'S OFFICE

A full-time first aid safety assistant is on duty each day in the health office. Any student who becomes ill must obtain a pass from his/her teacher to report to the health office. In the event of illness, the health office does not stock or dispense any form of medication for student use. If medication (prescription only) is needed during school hours and the parent/guardian desires medication to be kept in the office, the student is to submit a medication legal release form to the first aid safety assistant with the medication. All controlled medications require a medication legal release form and shall be administered through the health office. Medication legal release forms may be obtained through the health/nurse's office.

CCSD Regulation 5150 states, "With the permission of a parent/guardian, students in grades 6 through 12 may self-medicate with the exception for controlled medications. Such students may possess medication on district property. Medication must be properly labeled at all times.

Students must be able to produce, upon request, written evidence that their parent/guardian has authorized self-medication. If the medication requires a prescription, students must also produce appropriate medical documentation authorizing their use of prescription medication. The medication shall be kept at all times in the labeled container which sets forth the name of the student to receive the medication, the name and dosage of the medication, the name of the prescribing practitioner, and the instructions for administration. Under no circumstances may a student provide medication, prescription or over the counter types, to any other student. In order to insure the proper disposal of syringes, students in grades 6 through 12 that require injected medication must self-medicate in the nurse's office." Please contact the school nurse at 799-7870 ext. 4020 to obtain further information concerning the availability of health services to students with disabilities.

## CODE OF HONOR
## Nevada Department of Education

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

***What is cheating?***

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information for and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source

- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

***What is plagiarism?***

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

*Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration and/or the school district.*

## CHANGE IN HANDBOOK/RULES

The Principal retains the right, at all times, to institute rules to maintain the good order at A-TECH, in accordance with CCSD regulation 5131. If any changes are made, the change will be communicated to the student body and parents.

## IMPORTANT!!

**Please sign and detach the following page. This signature page and date is verification that both student and parent have read and understand the A-TECH Student Handbook.

## STUDENT HANDBOOK SIGNATURE PAGE:

We have both read & understand the preceding pages of the A-TECH Student Handbook.

_____ _____

**Printed Student Name** **Student Number**

_____

**Student Signature**

_____

**Printed Parent/Guardian Name**

_____

**Parent Signature**

_____

**Date**

*****Tear out this page and turn it into Student Services no later than September 7th!***

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