



# CLARK COUNTY TEAM ACADEMY

"Making Sure No Teen Is Left Behind"

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*...Home of the On-Lions!*

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## **Accreditation**

Clark County Team Academy is a charter school sponsored by the Clark County School district and is sanctioned by the State of Nevada to award high school credits and, when a student is fully eligible, a High School Diploma. To meet the requirements of both Clark County School District and the State of Nevada Department of Education for awarding a high school diploma, the curriculum at CCTA has been reviewed and authorized by the State of Nevada.

Accreditation is a formal recognition that a school meets all standards throughout an educational region. Nevada's regional accreditation organization is the Northwest Association of Schools and of Colleges and Universities. In order to achieve accreditation status, a school must apply to that organization and be evaluated over a lengthy period of time to ensure that they meet all standards. Typically, acquiring accreditation status takes several years. Clark County Team Academy applied for accreditation status in April 2004. The academy is currently awaiting a response from the Northwest Association of Schools and of Colleges and Universities.

## **Academic Expectations and Time Line**

Each student is expected to complete 6 credits during a school year. Each class completed is counted as  $\frac{1}{2}$  credit, which means a student should complete 12 classes during a school year. Students will be assigned 3 classes each 9-week reporting period, and those classes should be completed during that 9-week period. By maintaining this schedule, a student will stay on pace to graduate on time. Students can complete classes at a faster rate if they choose. When a student completes a class, they will be assigned a new class.

## **Academic Probation**

Students at CCTA are expected to complete three classes each nine-week period. If a student has not completed 60% of the courses assigned, either 2 classes completed or 60% of the assigned work completed in the 3 classes assigned.

If a student does not complete 60% of the course work at the nine-week progress-reporting period, that student will be placed on academic probation until the end of the next nine-week reporting period. At that time, if the student has completed the required amount of study they will be taken off academic probation until the end of the next nine-week reporting period. If the student has not completed the required amount of study they will remain on academic probation and may be dropped from CCTA or counseled to return to their regular school.

If a student fails to log on to complete course work for a period of 14 days, that student will be placed on academic probation, and will be blocked from entering their classes. The student will be notified that they have been blocked out of their courses and that they must contact the school to ensure their enrollment at CCTA. If no contact is received from the student or parent, that student will be dropped from the rolls of CCTA.

## **Use of Building/Student Lounge**

A student lounge will be provided. Students must either be in the classroom or in the student lounge. No congregating or visiting outside the student lounge. The building has been provided as a place for students to attend once a week for teacher help and student assessment. While the student is here we expect them to be engaged in educational activities, and when those activities are completed, students should leave the building and return to their homes.

## **Cell Phone and Pager Policy:**

In regards to AB 138, no cell phones, pagers, or any other electronic device used for communication can be in operational mode in the classrooms of CCTA. All devices must be turned off and put away during instructional time. These devices cannot be used at any time within the classroom, or during any school activity. Any violation of this policy will result in disciplinary action, including but not limited to an RPC.

## **Computer Lab:**

1. Radios, stereos, headphones, etc. will not be allowed in the computer lab
2. Food and drink are prohibited in the computer lab.
3. All students have signed and acceptable use agreement stating that they will not go to any unauthorized sites. Violations of the acceptable use agreement could result in dismissal from using the computer lab.
4. Students must respect the equipment of the lab, and any damage will be the responsibility of the student.
5. No outside media, (CD's, floppy disks, etc.), may be inserted into any computer at CCTA without prior permission. If you need to save data to a disk, it will be provided for you.

## **Counseling Services**

CCFA provides a wide variety of counseling services from educational, career, and personal counseling. CCTA has available two licensed school counselors and one substance abuse counselor. These counselors are available to meet with students, parents, and families if needed. Contacting the school and asking for the counseling department can make appointments.

## **Discipline Process**

- a. A student is first warned about any infraction of school policy, unless it is a serious offense.
- b. After a warning is given, an RPC will be issued to involve the parent in the problem.
- c. After an RPC has been issued a student will be placed on Home Work Placement.
- d. Expulsion from school is the final step in our discipline policy.
- e. All students are expected to know and follow all rules and regulations found in our student handbook.

### **Actions Used by CCTA**

- f. RPC – Required parent Conference – Parent must come in and meet with administration before their student will be allowed back into school.
- g. HWP – Home Work Placement – Student is not allowed to attend school, but is placed at home to work on assigned courses.

## **Dress and Grooming**

Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school clean and properly dressed. Apparel must meet with health and safety codes, be in good repair, and not interfere with the educational process. Any questions concerning appropriateness of dress will be handled on an individual basis.

**The following is considered inappropriate dress:**

1. Clothing that carries derogatory connotations and is obscene or suggestive is prohibited, such as clothing that advertises alcohol, tobacco, or any controlled substance.
2. Clothing which is unnecessarily distracting to the learning environment. (Example: cut-up jeans, spaghetti straps, no shoes, mesh shirts with no undergarments, “half shirts”, “overly short” shorts or undergarments worn as outer garments.)

**Drugs, Alcohol, and Behavior at School or School Activities:**

Students are prohibited from engaging in the unlawful possessions, selling, or dispersing of a controlled substance or alcoholic beverage on school property or at a school sponsored event. Students are also prohibited from being on school property or at a school sponsored event in an intoxicated state or under the influence of any mind-altering substance. Violators may be dismissed from school, parents and proper authorities, including police or parole officer, will be notified. A student/parent/administrator conference will be held to determine further actions.

**Use or Possession of Tobacco:**

Any student smoking or in possession of tobacco products on school property during school hours or at any school activity shall be subject to the following:

- |                        |   |
|------------------------|---|
| <b>First Offense:</b>  | Verbal warning and parent will be contacted                               |
| <b>Second Offense:</b> | Contact parent and set a parent conference prior to the student’s return. |
| <b>Third Offense:</b>  | This could lead to the dismissal of the student from CCTA.                |

**School property will be defined as the entire business park area.**

According to Nevada State law and CCTA codes, any of the following offenses are considered serious and could result in automatic expulsion from school:

<b>Description</b>	<b>Codes</b>
Alcohol	01
Arson	02
Assault Adult (Assault-unlawful attempt, coupled with a present ability to harm)	03
Assault Student	04
Battery Adult with Injury (Any willful and unlawful use of force upon the victim)	05
Battery Student with Injury	06
Battery Adult	07
Battery Student	08
Disregard for Rules and Regulations	09
Disruptive Behavior	10
Drug Possession	11
Drugs with the Intent to Sell	12
Extortion Robbery	13

Fighting	14
Gang Involvement	16
Immoral Conduct	17
Insubordinate Behavior	18
Insubordinate Language	19
Major Campus Disruption	20
Murder	21
Sexual Assault	22
Sexual Harassment	23
Smoking	24
Theft	25
Threats to Adult	26
Threats to Student	27
Vandalism	28
Weapons	29
Weapons with Injury	30
Other	31

### **Fighting:**

Fighting, either physical or verbal, is prohibited on school property or at school sponsored events. A student shall not threaten, cause or attempt to cause physical injury to any student or school employee. The school insists that students seek the assistance of teachers, counselor, and administration to resolve conflicts. Students who engage in fighting will be suspended out of school and parent/student/administrator conference will be held prior to the student's return to school. Multiple instances of fighting will result in expulsion.

### **Fire Drills:**

The signal for a fire drill is the sounding of a shrill fire horn. Your co-operation is needed in order to clear the building as efficiently and safely as possible. Please follow the posted route, posted in each room.

### **Grade Reporting**

CCTA works on a 9-week grade reporting system. At the end of the 1<sup>st</sup> 9 week reporting period a progress report will be sent to show each student's progress as to the number of courses completed and their grades. At the end of the 2<sup>nd</sup> 9-week period, or semester, official report cards will be sent. Progress reports will be sent at the end of the 3<sup>rd</sup> 9 weeks, and report cards will be sent at the end of the school year.

### **Hazing or Intimidation:**

CCTA does not approve of hazing or intimidation of any kind on or off school grounds and will co-operate with parents if they wish to bring legal action against those who were involved in the hazing or intimidation. Anyone caught hazing or intimidating another student will be subject to suspension or expulsion.

**Insubordination:**

Failure to respond appropriately to any reasonable request by a staff member will result in disciplinary action from administration ranging from verbal reprimand to suspension, or expulsion.

**Loitering:**

We are guests in an industrial business park and must be sensitive to the business's needs. No loitering or congregating will be allowed while in the industrial park or within the halls of the school.

**Lost and Found:**

The lost and found department is located in the main office. If you have any lost articles or lose anything, check with the receptionist.

**Messages from Home/Employer:**

Parents should feel free to call the school concerning any matter dealing with their young adult and the school. Only in emergency situations will students be called from classrooms to answer a telephone call and only messages from parents will be delivered to students.

**Money and Valuables:**

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles.

**Noise:**

Radios and stereos must be turned down when coming on the grounds of the industrial park. Please be mindful of the other tenants of the park.

**Police Visitation/Use by School:**

It is the philosophy and belief of the administration at CCTA that the responsibility for dealing with student discipline violation rests with CCTA. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur or when students or parents refuse to work within the established policies of the district and school or where security of persons or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings.

**Posters and Announcements:**

Any posters or announcements to be displayed at the CCTA campus must be approved by administration.

## **Profanity:**

Profanity is not an acceptable manner of expressing oneself at CCTA. Use of profanity will result in disciplinary action.

## **Promotion and Detention Policy**

A student's class designation is determined by the number of credits that student has completed. Their class is based on the following table:

to 5 Credits	Freshman
5 to 10 Credits	Sophomore
10 to 15 Credits	Junior
Over 15 Credits	Senior

A student may be advanced to the next class at any time they meet the required number of credits to move to the next class. If at the end of the school year a student has not completed the number of credits to move to the next class, that student will be detained in the class they are in for the start of the next school year.

## **Pupil Information/Change of Address:**

If your last name, street address, or telephone number changes at any time during the school year, please notify the office immediately. It is very important for us to keep our records up to date and also to be able to contact a parent or guardian in the case of emergency.

## **Student Activities/Policies:**

The school follows certain policies concerning student activities. These policies are:

1. CCTA staff members will supervise activities.
2. Once students enter the activity, they are not to leave unless leaving for the duration of the activity. They will not be allowed back in.
3. CCTA activities are generally open only to CCTA students. When activities are open to non-CCTA students, guests are subject to the same rules as CCTA students and may be asked to pre-register.
4. Students who are excluded from a school activity for unacceptable behavior may also be excluded from future activities.
5. Violation of any of the above rules may result in suspension from school and from attending or participation in other school activities.

## **Student Telephones**

Student phone use will be limited to the phone at the reception desk. Calls should be limited to calls for rides, calls to your employer, or emergencies. The student phone cannot be used to socialize.

## **Withdrawals and Transfers:**

Students who withdraw from school or whose families are moving outside the school district should contact the registrar to receive the proper forms and information necessary to complete an accurate withdrawal process.

**Suggested Plan of Study for Students  
Who Plan to Attend Post – Secondary  
Vocational, Military, or World of Work**

Subject	Freshman	Sophomore	Junior	Senior
English	English 1 Reading Comprehension	English 2 Beginning Composition	American Literature	World Literature Advanced Composition
Social Studies	World Civilizations Study Skills		American History	American Government Civics
Math	Pre-Algebra Algebra 1 & 2  Geometry Math Skills Review Business & Consumer Math	Algebra 1 & 2 Geometry Math Skills Review Business & Consumer Math	Algebra 1 & 2 Geometry  Pre-Calculus Math Skills Review Business & Consumer Math	Algebra 1 & 2 Geometry  Pre-Calculus Math Skills Review Business & Consumer Math
Science	Oceanography Biology 1	Oceanography Biology 1 Chemistry	Oceanography Biology 1 Chemistry Physics	Oceanography Biology 1 Chemistry Physics
Physical Education	PE 1 Health	PE 1 PE 2 Health		
Computers	Intro to Technology			
Foreign Language	Spanish 1	Spanish 1		

The normal class load for students is 6 credits per school year. Students may elect to take more credits if they so choose.

Twenty-two and one-half (22 1/2) credits are required for graduation from Clark County Team Academy.