

Preparatory Institute,  
School for Academic Excellence  
at Charles I. West Hall



**My West ~ My Best**

2050 Sapphire Stone  
Las Vegas, NV 89106  
(702) 799-3120  
Fax (702) 799-3126  
[www.westprep.net](http://www.westprep.net)

**OUR VISION**

The vision of West Prep is to increase student achievement by ensuring that all stakeholder relationships are governed by the philosophy that everything we think, say or do is the TRUTH, FAIR to all concerned, building GOODWILL and BETTER FRIENDSHIPS, and BENEFICIAL to all concerned.

**OUR CORE VALUES**

A HUSKY is: **Honest, United, Successful, Kind, and You**

**WEST PREP  
BELL SCHEDULE 2018 - 2019**

	<b>MIDDLE SCHOOL 1<sup>st</sup> LUNCH (600s, 200s, Gym)</b>	<b>MIDDLE SCHOOL 2<sup>nd</sup> LUNCH (700s &amp; 8<sup>th</sup> Grade Portables)</b>	<b>HIGH SCHOOL LUNCH</b>
<b>0 Period</b>	<b>Breakfast is served in the cafeteria from 7:30 a.m. to 8:00 a.m.</b>		
<b>1<sup>ST</sup> Period</b>	<b>8:00-9:06</b>	<b>8:00-9:06</b>	<b>8:00-9:06</b>
<b>2<sup>ND</sup> Period</b>	<b>9:10-10:05</b>	<b>9:10-10:05</b>	<b>9:10-10:05</b>
<b>3<sup>RD</sup> Period</b>	<b>10:09-11:04</b>	<b>10:09-11:04</b>	<b>10:09-11:04</b>
<b>4<sup>TH</sup> Period</b>	<b>11:08-12:03</b>	<b>11:08-12:03</b>	<b>11:08-12:03</b>
<b>5<sup>TH</sup> Period</b>	<b>1<sup>st</sup> Lunch: 12:03-12:33</b>	<b>Class: 12:07-12:33</b>	<b>Class: 12:07- 1:03</b>
		<b>2<sup>nd</sup> LUNCH: 12:33-1:03</b>	
	<b>Class: 12:37-1:33</b>	<b>Class: 1:06-1:33</b>	<b>HS LUNCH: 1:03-1:33</b>
<b>6<sup>TH</sup> Period</b>	<b>1:37-2:31</b>	<b>1:37-2:31</b>	<b>1:37-2:31</b>
<b>7<sup>TH</sup> Period</b>	<b>2:35-3:30</b>	<b>2:35-3:30</b>	<b>2:35-3:30</b>

## IMPORTANT NUMBERS

**Main: (702) 799-3120**  
**Elementary: (702) 799-0630\*\***

**QUESTIONS?** Dial the main number listed above. Then dial 1-1 and the extension number below:

Danny Eichelberger, Principal	4100	Ms. Guyton, Administrative School Secretary	4100
Derryck Rickards, Asst. Principal, Secondary	4100	TBA, Assistant Principal's Secretary	4200
Lakeisha Myers, Assistant Principal, Elementary**	4200	Ms. Llamas, Elementary Office Manager**	4102
Stephanie Harris, Dean of Students	4500	Ms. Craney, Dean's Secretary	4500
Ray Bachman, Dean of Students	4500	Ms. Jackson, Main Office Reception	4000
Mr. McCoy, School Success Director	4209	Mrs. Rivera, Attendance	4035
Ms. Williams, Registrar	4065	Mrs. Merrit, Library	4026
Ms. Williams, Health Office	4022	Mr. Swaney, Special Ed Facilitator	4032
Officer Frederick, School Police	4700	Mrs. Acosta, Elementary School Clerk**	4095

### 2018-2019 IMPORTANT DATES (\*Begins the previous day at sunset)

08/13/2018	First Day of School	01/07/2019	Classes Resume (after Winter Break)
09/03/2018	Labor Day ( <i>holiday</i> )	01/21/2019	Martin Luther King Jr.'s Birthday ( <i>holiday</i> )
09/09/2018	National Grandparents Day		
09/15 -10/15/2018	Hispanic Heritage Month	02/01-02/29/2019	African American History Month
09/17/2018	U.S. Constitution Day	02/02/2019	Groundhog Day
09/10-09/12/2018	Rosh Hashanah*	02/05-02/09/2019	National School Counseling Week
09/19/2018	Yom Kippur *kwanza	02/15-16/2019	Presidents' Day ( <i>holiday-no school</i> )
09/23/2018	First Day of Autumn	02/19/2019	Presidents' Day Observed ( <i>no school</i> )
09/24 -09/30/2018	Sukkot*	02/29-03/04/2019	Nevada Reading Week
10/01-10/31/2018	Crime Prevention Month	03/01-03/31/2019	Music in Our Schools Month
10/07-10/13/2018	Fire Prevention Week	03/01-03/31/2019	Youth Art Month
10/09-10/13/2018	National School Lunch Week	03/06/2019	Ash Wednesday
10/14/2018	Columbus Day	03/05-03/09/2019	National School Breakfast Week
10/16/2018	Boss's Day	03/10/2019	Daylight Savings Time begins ( <i>At 2 a.m. move clocks forward 1hr.</i> )
10/16-10/20/2018	National School Bus Safety Week		
10/12/2018	End of First Quarter	03/15/2019	End of Third Quarter
10/26/2018	Nevada Day ( <i>holiday</i> )	03/20/2019	First Day of Spring
11/01-11/30/2018	Native American Heritage Month	03/26-30/2019	Spring Break (No School)
11/04/2018	Daylight Savings Time Ends ( <i>At 2 a.m. move clocks back 1hr.</i> )	03/30-04/07/2019	Passover*
11/06/2018	Election Day (No School)	04/04/2019	CCSD Librarians Day
11/12/2018	Veterans Day ( <i>holiday- no school</i> )	04/15-04/19/2019	Spring Break (No School)
11/13-11/17/2018	American Education Week	04/19/2019	Good Friday ( <i>holiday</i> )
11/16/2018	National Parental Involvement Day	04/21/2019	Easter
11/19-11/21/2018	National Family Week ( <i>no school</i> )	04/22/2019	No School ( <i>holiday</i> )
11/22/2018	Thanksgiving ( <i>holiday</i> )	04/23/2019	Classes Resume (after Spring Break)
11/23/2018	Family Day ( <i>no school for students</i> )	04/24/2019	Administrative Professionals Day
		04/25/2019	Take Your Child to Work Day
12/24/2017-01/04/2018	Winter Break ( <i>no school for students</i> )	05/01-05/31/2019	Asian Pacific American Heritage Month
		05/01-05/31/2019	Better Hearing and Speech Month
12/21/2018	First Day of Winter	05/05/2019	Cinco de Mayo
12/21/2018	End of Second Quarter & First Semester	05/06/2019	National School Nurse Day
		05/06-05/10/2019	Teacher Appreciation Week
12/24/2018	Christmas Eve Day ( <i>holiday</i> )	05/08/2019	National Teacher Day
12/25/2018	Christmas Day ( <i>holiday</i> )	05/27/2019	Memorial Day ( <i>holiday</i> )
12/13-12/20/2018	Hanukkah*	05/30-06/01/2019	Shavuot*
12/26/2017 -01/01/2018	Kwanzaa	05/23/2018	End of 4 <sup>th</sup> Quarter
01/01/2019	New Year's Day ( <i>holiday</i> )	05/23/2019	Last Day of School
		06/14/2019	Flag Day
		06/21/2019	First Day of Summer
		07/04/2019	Independence Day ( <i>holiday</i> )

**WELCOME TO  
Charles I. West Preparatory Academy**

The administration and staff of Charles I. West Preparatory Academy welcomes you to the 2018-2019 school year. We know it will be an exciting and rewarding challenge. This handbook has been produced to help you plan your daily schedule and familiarize yourself with the expectations of Charles I. West Prep Academy. This handbook is also available electronically at Westprep.net and in the counseling office for review. Please refer to the school website for up to date information on school policies and regulations. Have a great year!

**21<sup>st</sup> CENTURY COURSE OF STUDY CORE CURRICULUM REQUIREMENTS**

The Clark County School District strives to prepare graduates for success in post-secondary education and in the workforce by providing a rigorous curriculum. All high school students will be enrolled in the 21st Century Course of Study Core Curriculum. Students will be scheduled into a fourth year of mathematics (which will include Algebra II or higher), and a third year of science. This is not a diploma. Students that do not successfully complete the 21<sup>st</sup> Century Course of Study Core Curriculum may still be eligible for a diploma.

**21<sup>st</sup> CENTURY COURSE OF STUDY**

<u>Areas of Study</u>	<u>Units</u>
<b>English</b> .....	<b>4</b>
<b>Mathematics(Includes Algebra II or higher)</b> .....	<b>4</b>
<b>Natural Science</b> .....	<b>3</b>
<b>Social Studies and History</b> .....	<b>1</b>

The 21st Century Course of Study provides the following for students:

- Opens doors to postsecondary education and workforce opportunities
- Meets Nevada System of Higher Education (NSHE) University Admissions Expectations
  - **3.00 GPA** (weighted or weighted with Bonus Points) *in the core curriculum*
  - Approved NSHE Core Curriculum (4 English, 3 Math, 3 Natural Science, 3 Social Science & History = 13 units)
- Prepares students for the Governor Guinn Millennium Scholarship
  - **3.25 cumulative GPA** (weighted or weighted with Bonus Points) **or** 21 ACT composite score, **or** 990 combined SAT (taken prior to March 2016, **or** 1070 combined SAT (taken on or after March 2016) **and** the core curriculum
- Students may not take course work **after graduation** to meet Millennium Eligibility.

The 21st Century Course of Study Core Curriculum requirements are aligned with the Governor Guinn Millennium Scholarship minimum core curriculum requirements as outlined in both the Nevada Revised Statutes (NRS) Chapter 396 and Nevada System of Higher Education (NSHE) Board of Regents Handbook Title 4 Chapter 18 Section 9. A student, including students accessing special education services, may be granted an enrollment exception to the 21<sup>st</sup> Century Course of Study Core Curriculum on a limited, individual basis. Please see a school counselor for details. Successful completion of this course of study will not impact a student's ability to earn a standard diploma.

**9<sup>TH</sup> – 12<sup>TH</sup> GRADE COURSE OFFERINGS**

**ELECTIVES**

AIDE-CAFETERIA  
AIDE-OFFICE  
ART I  
AVID  
BAND  
CYBER DEFENSE  
DRAWING I  
DRAWING II  
EXPLORING COMPUTER SCIENCE  
FUNCTIONAL FITNESS  
MARIACHI  
PAINTING I  
PAINTING II  
PRINCIPLES OF LEADERSHIP  
PUBLICATIONS I  
PUBLICATIONS II  
SPANISH I  
SPANISH II H  
SPANISH BEGINNING LITERACY  
SPANISH INTERMEDIATE LITERACY  
H  
SPANISH ADVANCED LITERACY H  
STUDENT AIDE

**CAREER & TECHNICAL EDUCATION**

BUSINESS SOFTWARE APPLICATIONS  
CULINARY ARTS I  
CULINARY ARTS II  
CULINARY ARTS III  
CULINARY ARTS AS  
FASHION DESIGN I  
FASHION DESIGN II

FASHION DESIGN III  
FASHION DESIGN AS  
VIDEO PRODUCTION I  
VIDEO PRODUCTION II  
VIDEO PRODUCTION III  
VIDEO PRODUCTION AS

**ENGLISH**

ENGLISH 9/ENGLISH 9 H  
ENGLISH 10/ENGLISH 10 H  
ENGLISH 11/ENGLISH 11 H  
ENGLISH 12

**MATH**

ALGEBRA I  
ALGEBRA II  
ALGEBRA II H  
GEOMETRY  
GEOMETRY H  
MATHEMATICS OF PERSONAL  
FINANCE  
PRE-CALCULUS H

**PHYSICAL EDUCATION/HEALTH**

HEALTH  
PHYSICAL EDUCATION I  
PHYSICAL EDUCATION II

**SCIENCE**

BIOLOGY I  
BIOLOGY I H  
CHEMISTRY I  
CHEMISTRY I H  
GEOSCIENCE  
PHYSICS I H  
PRINCIPLES OF ANATOMY AND  
PHYSIOLOGY

**SOCIAL STUDIES**

GEOGRAPHY  
U.S. GOVERNMENT  
U.S. HISTORY  
WORLD HISTORY  
WORLD HISTORY H

**ADVANCED PLACEMENT**

AP BIOLOGY  
AP CALCULUS AB  
AP CHEMISTRY  
AP COMPUTER SCIENCE PRINCIPLES  
AP ENGLISH LANGUAGE & COMP.  
AP ENGLISH LITERATURE & COMP.  
AP PHYSICS  
AP PSYCHOLOGY  
AP SPANISH LANGUAGE & CULTURE  
AP STATISTICS  
AP U.S. HISTORY  
AP U.S. GOVERNMENT & POLITICS

## CCSD DIPLOMA OPTIONS

### *For all diploma types:*

#### **Testing Requirements**

Students enrolled in Grade 11 of a Nevada school during an administration of the College and Career Readiness Assessment (ACT) must take the ACT to be eligible for a diploma. Students not enrolled in Grade 11 of a Nevada public school on either of the administration dates of the ACT are exempt from this assessment participation requirement for graduation (NRS 389.807).

NOTE: End of Course (EOC) examinations have been transitioned from a graduation requirement to an End of Course final exam as required by AB7 of the 2017 legislative session.

## STANDARD DIPLOMA

To receive a standard high school diploma, each student must complete twenty-two and one-half (22.5) units of approved course work.

<b>Credit Type</b>	<b>Units</b>
English.....	4
Mathematics.....	3
Science.....	2
World History or Geography*.....	1
U.S. History.....	1
U.S. Government.....	1
Physical Education.....	2
Health Education.....	0.5
21 <sup>st</sup> Century Learning**.....	0.5
Electives.....	7.5
<b>TOTAL.....</b>	<b>22.5</b>

\* World History or Geography taken in CCSD fulfills the Arts/Humanities or Career and Technical Education state requirement.

\*\* Successful completion of a one-semester computer literacy course offered in grades 6, 7, or 8 will satisfy the 21st Century Learning graduation requirement.

## ADVANCED DIPLOMA

To receive an Advanced Diploma, each student must complete twenty-four (24) units of approved course work and achieve a minimum cumulative grade point average (GPA) of 3.250 and complete the Units outlined below.

<b>Credit Type</b>	<b>Units</b>
English.....	4
Mathematics.....	4
Science.....	3
World History or Geography*.....	1
U.S. History.....	1
U.S. Government.....	1
Physical Education.....	2
Health Education.....	0.5
21 <sup>st</sup> Century Learning**.....	0.5
Arts/Humanities/CTE***.....	1
Electives.....	6
<b>TOTAL.....</b>	<b>24</b>

\*\*\* For students pursuing the Advanced Diploma or Advanced Honors Diploma, World History or Geography will satisfy either the student's third social studies credit or the student's Arts/Humanities or Career and Technical Education elective credit, but not both.

**ADVANCED HONORS DIPLOMA**

Students planning to apply to universities with competitive admission requirements may pursue the CCSD Advanced Honors Diploma. The Advanced Honors Diploma requires additional rigorous coursework beyond those required for the Advanced Diploma. Students will be required to fulfill the 24.0 credit Advanced Diploma requirements (including 4-years of mathematics, 3-years of science and an additional Arts/Humanities or Career and Technical Education course) and must complete the Honors or Advanced Placement (AP) courses required of the Honors Course Program. Students must achieve a minimum of a 3.25 GPA Weighted and 3.85 GPA Weighted with Bonus Points. GPA calculations are exact and not rounded to meet diploma requirements.

Students must earn the Advanced Diploma and complete the Bonus Point Units outlined below

<b>Credit Type</b>	<b>Bonus Points Units</b>
English.....	3
Mathematics.....	2
Science.....	2
World History, Geography, US History, or US Government.....	2
Foreign Language****.....	1
Electives.....	2
<b>TOTAL.....</b>	<b>12</b>

\*\*\*\*First year foreign language courses will not receive Honors credit

AB288 in the 2013 Legislature eliminated the Certificate of Attendance. Students must meet all of the graduation requirements to receive a diploma and participate in graduation ceremonies. Students receiving an adjusted diploma as prescribed by IEP requirements can also participate in graduation ceremonies.

# GENERAL INFORMATION

## ***MESSAGES FOR STUDENTS***

If you have an emergency and need to contact your child, please come into the main office and provide photo identification. Messages will not be delivered to students. Please make arrangements for transportation, doctor's appointments, etc. before leaving for school. Thank you for your cooperation in helping us to provide safety and protection for your child.

## ***INFINITE CAMPUS***

To help you more effectively monitor the progress of your child, the Clark County School District provides a web based system. This system will provide detailed, real-time information, including: Calendar, Schedules, Attendance, Grades, Health (Immunizations Only), Assignments, Academic Planner, Academic Progress, Fees/Payments, To Do Lists, Reports, District/School Notices, Cafeteria Balance, School Meals Application. If you do not have your log-in ID and password, please contact the front office.

## ***BEFORE SCHOOL-QUAD AREA***

West Prep campus will open at 7:30 am. Students are to report directly to the quad area or cafeteria when arriving to school and remain there until the first period bell rings. Students are not allowed in the hallways unless given special permission and a pass by a teacher or administrator.

## ***PARENT LINK***

The ParentLink system is utilized to send phone calls and emails to parents regarding school information and events. ParentLink interfaces with Infinite Campus to send these messages. Students and parents no longer have individual ParentLink accounts.

## ***BICYCLE/SCOOTER RIDERS AND SAFETY***

All bicycles must be walked on campus. The bicycle rack is locked at the start of the school day and unlocked at the end of the school day. Students leaving school early must visit the Dean's Office to get their bike from the enclosure. WEST PREP ASSUMES NO RESPONSIBILITY FOR SCOOTERS/BICYCLES/BICYCLE PARTS OR ANY OTHER ITEMS LEFT IN THE BIKE RACK AREA THAT MAY BECOME LOST, DAMAGED, OR STOLEN.

## ***BUILDING/GROUNDS***

Students do their best work in clean, orderly surroundings. Let us all cooperate by putting all trash in the waste baskets provided. Food and beverages are not allowed in any classroom, hallway area, or quad unless specific arrangements are made by instructors through the administration. Gum/Gum chewing is not permitted on campus.

## ***CLOSED CAMPUS***

West Prep is a closed campus. This means that no student may leave the school grounds for any reason without first obtaining permission from the dean's office or the health office. Students who leave campus without permission will be declared truant. Students entering campus during the school day may be subject to a safety search in order to maintain campus security.

## ***CELL PHONES***

Cell phones are to be powered off during the instructional day. They may only be used before school, during lunch, and after school. Note that cell phones may be used for instructional purposes in the classroom at the discretion of individual teachers. Use of cell phones during instructional time or passing period may result in the phone being confiscated. Confiscated phones will be released to a parent/guardian only. Parents, please note, West Prep Academy nor its' staff assumes responsibility for any lost, damaged, stolen, or confiscated items.

## ***CONFISCATED/ LOST & FOUND ITEMS***

Items that have been confiscated will only be returned only to a parent/guardian. Parents, please note the school is not responsible for any lost, stolen, or confiscated items. When items are found on campus, they are to be taken to the lost and found area in the dean's office. All personal items are held in the lost and found for one quarter before being donated to charity. School property, such as textbooks, is returned to the appropriate department on a weekly basis. Students may pick up lost and found items before school or after school. It is recommended that students do not bring jewelry or large amounts of money to school. All personal belongings, e.g., coats, sweaters, physical education attire, lunch containers, should be clearly labeled with the student's name. The school will not be held accountable for lost, stolen, or confiscated items.

### ***NUISANCE ITEMS***

Any device or item that is determined by the school administration to be disruptive to the educational climate is not allowed on campus. Such items include, but are not limited to, noise making devices, radios, permanent markers, hand-held games, including video games. Students bringing these types of items will have them confiscated and they will be returned to parents only. Items deemed to be hazardous to student welfare will be confiscated and disposed of by the administration. Students using items that significantly disruptive to the educational environment will result in the student being placed on Required Parent Conference. Parents, please note the school is not responsible for any lost, stolen, or confiscated items.

### ***EARLY RELEASE***

In order to facilitate an organized departure for our students, students may not be released from school after 3:00 pm.

### ***HALL PASSES***

In order for a student to leave the classroom, the student must use the designated hall passes located in the agendas along with requesting the teacher's permission. Students in the corridors without a pass will be escorted back to class. Students found repeatedly in the halls with no pass will be subject to In-House Suspension followed by further disciplinary action.

### ***OFF CAMPUS PASSES***

Students who must leave the campus due to illness, dental, medical or court appointments must follow the steps below:

1. Students will be released to a parent or guardian (with proper I.D.) at the appropriate time.
2. Parents wishing to pick up their students should report to the main office and present photo identification prior to their student being released. Students will only be released to adult individuals listed on the student's household information in Infinite Campus.

***NOTE: STUDENTS LEAVING CAMPUS WITHOUT PERMISSION WILL BE CONSIDERED TRUANT FROM SCHOOL AND MAY BE SUBJECT TO AN ADMINISTRATIVE SAFETY SEARCH UPON RETURN TO CAMPUS.***

### ***INSTRUMENTS***

Students who bring band/orchestra instruments to school must be responsible for their security. The school will not assume responsibility for instruments lost or stolen during the day, at night or over a weekend. Fines for instruments must be paid prior to graduation; any unpaid fines will impact participation in any promotional activities.

### ***LIBRARY***

The library is open daily from the beginning of the school day to the end of the school and on a limited basis during lunch. During school hours, students must have a pass from their teacher to enter the library. Each student may have up to two (2) books checked out at any given time. Any questions regarding book check out should be directed to the librarian.

### ***LOCKERS/BACKPACKS/ P.E. LOCKERS***

For campus security purposes, students are not permitted to carry backpacks, backpack purses or other purses (larger than 9"x6") on campus during the school day. Students in grades 6-7 and 9-12 will be provided with a locker upon enrollment at West Prep. **ALL BAGS AND PURSES ARE TO BE KEPT IN STUDENT LOCKERS THROUGHOUT THE ACADEMIC DAY.** Designated times will be established for student access to lockers. Through the direction of the attorney general of the State of Nevada, school districts have been informed that school lockers remain the property of the school, and the school authorities have a responsibility and the right to examine the contents of those lockers for reasons of health, safety, and security. Acceptance on the part of the student of a locker is acknowledgment of this privilege retained by the school to examine the contents of that locker whenever determined appropriate. Students will be responsible for the locker assigned and must keep it clean and appropriate. Students are not to share their lockers or combinations with anyone. Students will also be assigned a P.E. locker to use while enrolled in a P.E. class. Due to availability, P.E. lockers may be shared. Therefore, students are cautioned against storing valuables in P.E. lockers. P.E. lockers are not to be used in lieu of academic lockers, as access to P.E. lockers is restricted to the P.E. class period only.

### ***MEDICATION AT SCHOOL***

Students leaving medication in the health office must have a completed Medication Release form on file. All medication must be in a labeled prescription bottle. Parents contacted by the health aide to pick up a sick student should report to the health office with a photo I.D.

### ***STUDENT BREAKFAST/LUNCHES***

**ATTENTION PARENTS/GUARDIANS:** A 2018-2019 lunch application must be completed for every student enrolled at West Prep. **FOR MORE INFORMATION PLEASE CALL 799-3120 X4012.**



### **TELEPHONES**

Students needing to use a school phone must visit the Dean's Office. The Dean's Office telephone is a business phone and should be used by students only in emergencies. There is a three minute time limit for use of the phone.

### **TEXTBOOKS**

Textbooks are the parent/student's responsibility. Textbooks are provided to students by the school district free of charge. However, all library books and textbooks remain the property of the school. If a textbook is lost, stolen, or damaged, its replacement cost must be paid for by the parent/student. A lost book must be paid for before another is issued. Serial numbers placed in the book are for the purpose of identifying the person to whom the book is charged. If this number is defaced, changed, illegible, or removed, the book will be returned to the book depository without credit to the student (CCSD Regulation 6161).

### **VALUABLES**

It is recommended that students do not bring jewelry and large amounts of money to school. All personal belongings, e.g., coats, sweaters, physical education attire, lunch containers, etc. should be clearly labeled with the student's name. The school will not be held accountable for lost, stolen, or confiscated items.

### **VENDING MACHINES**

Gum is not allowed in class or on campus. Foods are to be eaten in the cafeteria only. Vending is allowed before school, after school, and, at the discretion of the administration, during lunch. Any unauthorized vending outside these times will be confiscated without return and subject to progressive discipline.

### **VISITOR POLICY**

**Students** are *NOT* allowed to bring guests with them to school. If you have a house guest, you **MUST** make other arrangements for them during the school day.

**Parents** are always welcome at West Prep. However, classroom visitations must be scheduled 24 hours in advance. If you would like to observe your child's class, please call or stop by the office at least 24 hours in advance to set-up an appointment in order to provide the necessary notice to each of the required teachers.

### **WITHDRAWALS AND TRANSFERS**

Students moving from the West Prep attendance zone must obtain a Pupil Release and Transfer form from the registrar. All withdrawals must be requested one day in advance.

#### **PARENT/GUARDIANS MUST:**

1. Personally come into the office.
2. Verify their identification.
3. Request a withdrawal form.

#### **Then STUDENTS MUST:**

1. Present the withdrawal form to each teacher for signatures and grades.
2. Hand in all textbooks, library books, etc.
3. Pay all fees and/or fines.
4. Must clean out their lockers.

Once parent and student complete these procedures, grades and school records will be forwarded to the appropriate school.

# COUNSELING/GUIDANCE DEPARTMENT

## ***GUIDANCE SERVICES***

Guidance services are available to all students at West Prep. The main purpose of guidance is to enable all students to better understand themselves through the various services available. Whether the students' concerns are social or educational in nature, they are always welcome to visit the guidance office for assistance.

**SCHEDULE CHANGES WILL BE MADE FOR THE FOLLOWING REASONS AND ONLY WITH PRIOR ADMINISTRATIVE APPROVAL:**

- 1) Inappropriate class placement;
- 2) Need to balance class sizes; and
- 3) To facilitate placement in an elective.

## ***TEACHER CONFERENCES***

Parents desiring to consult with teachers should telephone the counselor's office at 799-3120 to arrange an appointment with a specific teacher or teaching team.

## ***HOW DO I SEE A COUNSELOR?***

If you need to see a counselor, go to the secretary in the counselors' office, and fill out a request form. You will be called out of class later. You can reach your counselor by calling 799-3120 ext. 4000.

## ***CITIZENSHIP CRITERIA:***

- O- Outstanding- The student's behavior is above and beyond satisfactory.
- S- Meets Standards-The student's behavior is satisfactory.
- N- Needs Improvement- The teacher has had to make at least a phone call home to the parent and a counselor referral.
- U- Unsatisfactory- The student has been referred to the dean's office for his/her behavior.

## ***GRADING:***

All grades issued are based on the following percentages:

Semester 1: 40% Quarter 1, 40% Quarter 2, 20% Semester Exam

Semester 2: 40% Quarter 3, 40% Quarter 4, 20% Semester Exam

## ***ACADEMIC RPC (REQUIRED PARENT CONFERENCE)***

As West Prep High School is a school of choice, student grades will be inspected continuously. If at any time a student's grades fall below the academic standard, a Required Parent Conference will be held to determine the root causes of poor academic performance.

## ***ACTIVITY STATUS***

1. In order to attain Activity Status, the student must have all passing grades, no unsatisfactory citizenship markings, and have no suspensions or significant behavioral infractions for the quarter.
2. An Activity Status list is generated on a bi-quarterly basis. Students attending assemblies, field trips, dances, basketball games and any additional extracurricular events are required to maintain their Activity Status.
3. Suspensions are effective for all events of the current quarter.

## ***E-MAIL***

Teachers may e-mail those parents who provide their e-mail addresses on the CCF-703 form regarding academic and behavioral concerns. Proper etiquette must be maintained when corresponding at all times.

## ***EMERGENCY NUMBERS***

The Clark County School District requires all students enrolled to have an up-to-date information form available in case of an emergency. Each year a new CCF-703 form is mailed home to students in their registration packets. The information requested includes address, phone numbers, parents and/or guardians of record as well as emergency contacts. Please be sure to inform the registration office whenever there is a change in pertinent information. The information generates all computer address labels for West Prep. It also affects the administration's ability to reach a parent in case of an emergency.

## ***HOMWORK***

West Prep administration and faculty will adhere to the Clark County School District's Regulation 6143 pertaining to homework. Homework assignments shall take into consideration the individual needs and academic abilities of the students. Routine work on skills, which have already been mastered, shall be avoided. Homework assignments should generally be an outgrowth of classroom interest and 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. Difficult or new work should always be thoroughly taught before home study is given. Homework assignments should be given and, if necessary, started in the classroom under supervision. Homework assignments should be acknowledged and checked and/or graded in a timely manner. Teachers shall insist on high standards of work turned in by students. Accuracy, neatness, legibility, proper arrangement on the page, and correct spelling and punctuation are to be stressed.

## ***REPORTING TO PARENTS***

Because reports to parents are useful in improving students' academic and behavior performance, West Prep uses a variety of ways to communicate with parents:

1. **Teacher-initiated calls to parents:** West Prep teachers call parents when students' performance drops or improves dramatically.
2. **Progress Reports:** Progress reports are distributed midway through each nine-week grading period. The progress reports are given to the students who are then expected to deliver them home. The primary purpose of the reports is to notify parents of the academic progress and citizenship of their child and to prevent failure for students who are experiencing difficulty in their classes.
3. **Infinite Campus:** The Infinite Campus Portal, Clark County School District's new web based system, will provide parents with detailed, real-time information, including: schedules, assignments, assessment scores, grades, attendance, graduation progress, academic planner, to do lists, reports, and district and school notices.
4. **Report Cards:** Report cards are issued every nine weeks and are provided to inform parents of their child's progress. Report cards reflect academic grades and citizenship in each class. Report cards are distributed to students during the first three quarters and are mailed to the student's home following the last quarter.

## ***NATIONAL HONOR and NATIONAL JUNIOR HONOR SOCIETY***

Students are inducted into the West Prep Chapter of the National Honor and National Junior Honor Society in ceremonies conducted in the spring of each year. Students must satisfy the following criteria in order to be inducted into this prestigious organization:

1. Have earned a minimum cumulative grade point average of 3.5.
2. Received no unsatisfactory progress reports.
3. Demonstrated leadership potential.
4. Completed a written application for candidacy in the organization.

# **DISCIPLINE / STUDENT EXPECTATIONS**

## ***STUDENT EXPECTATIONS***

The essence of good discipline is *respect*: respect for authority, respect for others, respect for self, and respect for rules. It's an attitude, which begins at home, is reinforced at school, and applied throughout life. At West Prep, students are expected to be orderly and courteous in the hallways and respectful to one another, the staff, and the faculty itself. This code applies to conduct on school premises, on buses, and at any and all school functions.

To guarantee a good social and educational climate in the classroom and on school grounds, it is expected that students will conduct themselves in a manner that does not interfere with the teachers' right to teach, with the students' right to learn, nor with the safety of the staff and students on campus.

### **Behavior expectations:**

- Follow class and school rules.
- Arrive to class on time.
- Come to class prepared with assignment, books, paper, pen, pencil, binder, and your agenda.
- Wear appropriate clothing.
- Move through the building in an orderly manner.
- Use appropriate language.
- Respect school property and the property of others.
- Be an active participant in class.
- Attempt to do your best in all activities.
- Complete all assignments.
- Demonstrate good decision-making skills.
- Bring signed material from home.

## **Progressive Discipline Policy:**

### **1. Classroom Consequences**

- a. Teacher/student conference, warning, possible teacher detention.
- b. Phone call to parent.
- c. Counselor referral.
- d. Request for parent conference.
- e. Dean's referral.
  - Except for major infractions (listed later), students referred to the dean's office will have been given previous opportunities to correct inappropriate behavior. Steps for correcting such behaviors, prior to referral, are listed above. These interventions and dates will be noted on each Dean's Referral form submitted. Therefore, students referred to the dean should expect strict consequences for inappropriate behavior.

### **2. Administrative Consequences**-depending upon the nature and/or severity of the infraction, and discipline history, any of the following consequences may be assigned:

#### **a. Dean's Detention**

- i. Detention will be served after school from 3:30 p.m. to 4:00 p.m. Twenty-four hour notice will be given before a detention must be served. A no-show to detention will result in an In-House Suspension.

#### **b. In-House Suspension**

- i. In-House may be assigned for single periods, all day, or successive days, depending upon the infraction. A no-show will result in a re-assignment. Multiple no-shows may result in a Required Parent Conference. School work and support is provided for students while in In-House.

#### **c. Required Parent Conference (RPC) Procedures and Temporary Removal from school**

- i. The student is informed of the RPC and signs the RPC form. Parent contact is attempted by the Dean's Office and results are noted on the RPC form. The student is provided a copy of the RPC.
  - Students involved in incidents of fighting or flagrant disrespect will be sent home immediately with automatic short-term temporary removal from school assigned upon parent contact.
- ii. If parent contact by the Dean's Office was unsuccessful, parents should call the school immediately to arrange an appointment to be held within two (2) days. Students should attend the conference with the parents. ***All conferences must be conducted in person with a school administrator. The student is reinstated after the meeting is held, except in such cases where further discipline steps are not enacted.***
- iii. The purpose of the RPC meeting and temporary removal from school is to:
  - Investigate allegations made.
  - Bring parents and administration together to discuss the situation and to provide a forum for resolution.
  - Discuss alternatives for future decision-making on the part of the student. ***If, at the time of the conference, the student is exonerated, the record will be noted.*** When a student is held out of school, make-up work may be requested from the dean's office, and should be completed and returned.

#### **d. Suspension**

- i. In accordance with CCSD Regulation 5141.1, a student may be temporarily removed from school for the following reasons:
  - a. Assault or Battery on a School Employee.
  - b. Verbal Abuse, Intimidation or Cyberbullying.
  - c. Racial or Sexual Harassment.
  - d. Physical Abuse on Any Person.
  - e. Violations of Authority and Behavioral Guidelines.
  - f. Immoral Conduct.
  - g. Theft, Loss, or Destruction of School District and/or Private Property.
  - h. Arson.
  - i. Weapons/Simulated Weapons .
  - j. Drugs, Alcoholic Beverages, Use or Possession.
  - k. Tobacco.
  - l. Robbery/Extortion.
  - m. Disruption of School.
  - n. Activities of Criminal Gangs
  - o. Violation of any state or local law in school buildings or on school district property.

***NOTE: STUDENTS FOUND TO BE IN POSSESSION OF A GUN, SELLING OR DISTRIBUTING/USING A CONTROLLED SUBSTANCE SHALL BE EXPELLED FROM THE REGULAR SCHOOL OF CLARK COUNTY AND BE PROSECUTED TO THE FULL EXTENT OF THE LAW.***

- Students found to be in possession of any item perceived to be a weapon (knives, switchblades, fireworks, etc.), or in possession of a controlled substance, shall be placed on RPC, suspended and/or referred to the appropriate law enforcement authority. Additional administrative action may include a referral to an alternative behavioral program or expulsion from the regular school of the Clark County School District. Referral to the district's Drug Education Program is required before students are allowed to return to school when they have been found to be involved with controlled substances.
- Parents must call the school to arrange an appointment prior to the student returning to school.

### ***BULLYING & CYBERBULLYING***

Bullying and/or cyberbullying is prohibited on the premises of any public school, at an activity sponsored by a public school, or on a school bus. This includes every classroom, hallway, locker room, cafeteria, restroom, gymnasium, playground, athletic field, school bus, parking lot and other areas on the premises of a public school.

CCSD Policy P-5137

#### A. Definition of Bullying

1. Under NRS 388.122 "bullying" means written, verbal or electronic expressions or physical acts, gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
  - a. Have the effect of
    - (1) Physically harming a person or damaging the property of a person; or
    - (2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or
  - b. Interfere with the rights of a person by:
    - (1) Creating an intimidating or hostile educational environment for the person; or
    - (2) Substantially interfering with the academic performance of a student or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
  - c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:
    - (1) Actual or perceived age, race, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or
    - (2) Association of a person with another person having one or more of those actual or perceived characteristics.
2. The term includes, without limitation:
  - a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual perceived age, race color national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
  - b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;
  - c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive menacing, or disrespectful gestures;
  - d. Threats of harm to a person, to his or her possessions, or to other persons, whether such threats are transmitted verbally, electronically, or in writing;
  - e. Blackmail, extortion, or demands for protection money or involuntary loans or donations;
  - f. Blocking access to any property of facility of a school;
  - g. Stalking; and
  - h. Physically harmful contact with or injury to another person or his or her property.

- B. Under NRS 388.123 "cyberbullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photograph or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.

Students, parents, and faculty throughout Nevada now have access to SafeVoice, an anonymous reporting system used to report threats to the safety and well-being of students. SafeVoice was established by the Nevada Department of Education under SB 212 in 2017 to protect student wellness, prevent violence and save lives.

In partnership with the Nevada Department of Public Safety, the SafeVoice program provides students a safe place to submit tips concerning their own safety or that of others. A fully trained professional team of experts responds in an appropriate manner 24/7/365. Tips always stay anonymous.  
1-833-216-SAFE (7233) safevoicenv.org

### ***PUBLIC DISPLAYS OF AFFECTION***

School personnel insist that there are certain standards of good taste in displaying affection in public. The school expects student's cooperation in showing others that they have self-control and know the proper place and the proper time to show affection. Excessive public displays of affection are subject to progressive discipline.

### ***STUDENT SEARCHES***

Students are hereby informed that they will be subject to search when they enter campus after the beginning of the day. This includes, but is not limited to, unauthorized returns. This notice does not exclude personnel, however, from searching a student at any time should there be reasonable suspicion of wrongdoing.

### ***COMMENCEMENT CEREMONY***

Participation in the commencement ceremony is a privilege for graduating seniors. Infractions of school regulations may result in loss of the privilege to participate in the commencement ceremony. School regulations must be obeyed at the place of commencements.

### ***HEALTH OFFICE***

You may, with parent/guardian permission, self-medicate at school. Upon request you must be able to provide written permission. All medication must be properly labeled with your name, prescribing practitioner, and instructions for administration. You will not be monitored by the health aide or school nurse. If you require assistance with your medication, you must have a signed and witnessed medication release on file, and medication must be prescribed by an appropriate health care provider. This applies to both prescription and over-the-counter medication.

### ***DRESS CODE***

West Prep has Standard Student Attire and students are asked to adhere to specific guidelines associated with student dress.

**HIGH SCHOOL MALE & FEMALE** students attending West Prep **MUST** wear the following:

#### Shirts:

- **Black or Grey** collared shirts. "Polo" style only.
- **Undershirts may be worn under the approved attire**, but they must be **black or grey** in color and be tucked inside of the pants or skirt. Collarless School Sponsored shirts can only be worn on Fridays.

#### Outerwear: Sweaters/ Sweatshirts/ Jackets/ Coats:

- **Solid Black or Grey sweaters, sweatshirts, jackets or coats** may also be worn, but the Black or Grey collared shirt must be worn underneath.
- **No hooded outerwear is permitted on campus for safety/security reasons. This includes 'hoodies.'**  
**Note: NO LOGOS except the school's logo may be worn on shirts or outerwear.**

#### Pants/Shorts:

- **Pants must be Black, Grey or Navy Blue.** Any other fabric may be considered out of dress code. Excessive stitching is not allowed. **Jeans, denim fabrics, and cut-offs are not permitted.** Females may not wear leggings, jeggings, yoga, joggers, sweat pants, or any other form of stretch pants.
- Appropriate fit is required. **'Sagging' is strictly prohibited.**

#### Skirts:

- Female students may wear **Black or NavyBlue** skirts rising no higher than where the fingertips reach the thigh. Stockings/leggings may be worn underneath but must be Black, Grey or Tan.

#### Shoes/Footwear/Misc.:

- Shoes must have soles. Flip-flops/sandals and other open-toed/open heeled footwear are not permitted.
- No hats, bandanas, headbands, scarves, or other headgear may be worn or possessed on campus.

Students that are out of dress code will be given the opportunity to call home and rectify the dress code violation and return to class. Students that cannot rectify the dress code violation will finish the school day in in-house suspension.

**Prohibited clothing items and non-SSA colored accessories, such as hoodies, outerwear with designs, pictures, writing, or slogans, and headgear, will be confiscated and returned to a parent/guardian only. Due to lack of storage space, these confiscated items will be donated to charity on the first of each month throughout the school year.**

***The Administration may add new restrictions as the school year progress to address new fads, trends or items not addressed here.***

### ***EATING AREA/LUNCH BEHAVIOR***

The cafeteria is the only designated eating area; food and drink is not allowed to be taken beyond the cafeteria doors. Open food and/or drinks taken outside the café will be confiscated and disposed of. After students receive their meals, they are to sit at their assigned tables while eating and remain seated until dismissed by staff. Students are expected to place their trash in the cans provided. Students who fail to do so may be assigned cafeteria clean up or lose cafeteria privileges. Running, yelling, and horseplay during lunch will not be tolerated at West Prep. Students who violate these rules are subject to cafeteria clean-up duty, dean's detention, in-house suspension, or Required Parent Conference. Any identified student throwing food at lunch or school activities will automatically be placed on Required Parent Conference (RPC) status.

### ***FIRE DRILLS***

Fire drills are held at unannounced intervals under the direction of the City of Las Vegas Fire Department. The route to be followed from each classroom is posted next to the door in each individual classroom, as the drill may be held at any hour of the school day. **LEAVE ALL BOOKS IN THE CLASSROOM.** Take purses, money, pens, jewelry, and other personal valuables with you. **WHEN THE ALL CLEAR SIGNAL IS ANNOUNCED, STUDENTS SHOULD LINE UP WITH THEIR TEACHER AND RETURN DIRECTLY TO YOUR CLASSROOM.** Any student who happens to be in any area that is not under the direct supervision of a teacher at the time a fire drill bell rings must take the nearest exit and follow the most direct route to the area where his/her class is waiting. Students who leave campus during fire drills will be cited for truancy. Any violation of a smooth transition will result in a Required Parent Conference.

### ***LOITERING***

West Prep wishes to remain a good neighbor. Therefore, students are not to loiter on properties within a one-block perimeter of the school campus either before or after school. Loitering may lead to an arrest by North Las Vegas Police, Las Vegas Metropolitan Police or School Police officers.

### ***SCHOOL BUS GUIDELINES***

Bus service is provided for students who live over two (2) miles from the West Prep campus. In order to provide safety to passengers and effective use of buses, the following rules are established to regulate conduct of school bus passengers.

1. Stand in an orderly, single file line at pick-up points until the bus comes to complete stop.
2. Enter the bus in an orderly fashion and go directly to a seat.
3. All passengers must be seated while the bus is in motion.
4. At your stop, remain in your seat until the bus has fully stopped then enter the aisle and go directly to the front exit door. Loud talking, use of profanity, scuffling, throwing things, smoking, damaging the bus, standing or changing seats are examples of activities that draw the attention of the bus driver from his/her main task of safe operation of the bus. Such action or any other distracting action by the rider creates a safety hazard by demanding unnecessary attention of the driver and are forms of misconduct.
5. When a rider is guilty of misconduct, that rider will be reported to the administration. CCSD's progressive discipline for bus violations will be followed. Misconduct may result in loss of riding privileges.

### ***SMOKING TOBACCO & E-CIGARETTES (VAPOR-CIGARETTES)***

Smoking is prohibited. Any student possessing or using cigarettes or e-cigarettes or any form of tobacco or lighters will be placed on Required Parent Conference or Suspension.

### ***SUBSTITUTE TEACHERS***

When a teacher is absent from school, West Prep students are expected to treat substitute teachers as guests and exhibit proper and respectful behavior. If a substitute teacher refers students to the office for misbehavior, a parent conference will be required.

### ***NON-DISCRIMINATION***

In compliance with Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, 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. The district is an equal opportunity employer and does not knowingly consider for employment any candidates referred by agencies known to discriminate in defiance of civil rights laws.

### ***SALES***

The principal must approve the sale of any items at school. Banking Protocols must be followed all food items must comply with CCSD guidelines (due to nut allergies, items containing peanuts are not allowed to be sold on campus.)

## ***SOCIAL EVENTS GUIDELINES***

Students are reminded that during any event sponsored by the school, or in which the school or members of the school participate (dances, concerts, festivals, field trips, athletics), they are subject to the same rules and regulations that are in effect during the regular school day. All West Prep students are welcome to attend dances/extra-curricular activities unless they are on a Required Parent Conference (RPC) or suspension. Students may be required to present their school IDs at events. A responsible adult family member **MUST** accompany eligible students attending any school function or activity outside regular school hours. Unattended students will be directed to leave the premises by the administration. Students who leave an activity requiring admission at West Prep will not be readmitted.

## ***JR.- SR. PROM***

The Junior-Senior Promenade is a formal, school event sponsored by the junior class in honor of the graduating class; therefore, it will be governed according to the rules and regulations that have been established by Clark County School District and Charles I. West Preparatory Academy.

The Junior-Senior Promenade is a **PRIVILEGE** and not a **RIGHT**. All students and guests that attend WP Academy's Prom must be properly dressed. The Prom is a formal affair where formal attire is expected. Formal attire is clothing that is worn to formal occasions in the evening. This consists of clothing of a distinctive style that is designed specifically for a special occasion. Attendees will be expected to dress and behave in a dignified manner. All guests and/or non-CCSD students must obtain special permission to attend at the discretion of the principal.

## ***SCHOOL-SPONSORED ACTIVITIES, FIELD TRIPS, DANCES, SPORTING EVENTS, AND ASSEMBLIES***

Students must have clear Activity Status in order to participate in a field trip. Students and parents are notified of status before a student can participate in a field trip, and any baggage may be searched. This is for the protection of all students. The administration reserves the right to DENY the privilege or participation if the student's attendance/conduct has been unsatisfactory.

***Unsatisfactory behavior includes, but is not limited to, the following:***

- Lack of activity status.
- Verbal or physical abuse to students, staff, substitutes, visitors.
- Possession or use of drugs, alcohol, weapons.
- Possession of or discharging fireworks, stink bombs, etc.
- Fighting, gambling, forgery, scholastic dishonesty.
- Excessive absenteeism, truancy, or tardies.
- Insubordination.
- Student harassment.
- Theft, vandalism, arson.
- Destruction of school property.
- Immoral conduct.
- Habitual disregard for school rules & regulations.

## ***STUDENT FINES***

All student fines must be paid prior to registration for the following year. Students failing to pay their fines may experience delays in registration and not be assured their choice of classes.

## ***TARDY POLICY***

All students arriving late to school must be signed in by a parent in order to obtain an excused note from the attendance office. Tardies will reset at each semester.

### ***Classroom Tardies:***

- 1<sup>st</sup> tardy—Teacher warning
- 2<sup>nd</sup> tardy—Parent contact by teacher
- 3<sup>rd</sup>-5<sup>th</sup> tardies—Dean's Detention (1-3 days)
- 6<sup>th</sup>-8<sup>th</sup> tardies—In-House Suspension (1-3 days)
- 9<sup>th</sup> tardy & above—RPC—parent must sign student in

### ***Tardy Steps:***

- Tardy sweeps will be held randomly at the discretion of the West Prep Administration.
- Consequences will be handed down separately from that of a classroom tardy.
  - Violation #1 will result in a direct move to step number three (#3) in the classroom tardy policy progression.
  - Each successive violation will result in the respective step in the classroom tardy policy.
    - E.g.: Violation #4 would result in a Dean's Detention for two consecutive days



### ***SUMMER SCHOOL***

If approved by Clark County School District, West Prep will offer summer school classes for credit retrieval. Only those students in need of retrieving credits to promote to the next grade level of stay on track to graduate will be invited to the summer program. There may be a non-refundable fee associated with summer school attendance. Students that have repeatedly disrupted classes, endangered the safety of students or staff, or participated in behaviors not pursuant to Clark County School District's Behavior Guidelines for Secondary Students may not be permitted to attend summer school at West Prep. This will be at the discretion of the administration only.

### ***TRUANCY LAW***

School attendance is vital to your child's academic success in school. SB269, established a new school attendance requirement for application and maintenance of student learner's permits and driver's licenses. All Nevada schools – including public, charter and private schools – are required to implement this law.

Truancy laws were changed to reduce the high rate of habitual truants in schools. The following are major changes made to the law:

- The principal of the school is required to report the pupils who are habitual truants to law enforcement.
- 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.
- A habitual truant is defined as “a student who has three unapproved absences within one school year.”
- If a pupil is absent due to physical or mental reasons, the parent/guardian must send an absent note to the school within three days of the absence.
- The law provided the court with the authority to order the student or the parent to pay a fine of \$100.00 for habitual truancy. 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 provided the court with the authority to order the student or the parent to pay a fine of \$200.00 for the second or subsequent times the child is found to be a habitual truant. The order can include 10 (ten) hours of community service, and the suspension of the driver's license privileges for 60 days for students 14 years or older.

**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 from 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.***

Student Signature \_\_\_\_\_ Student Number: \_\_\_\_\_  
Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**CÓDIGO DE HONOR**  
**DEPARTAMENTO DE EDUCACIÓN DEL ESTADO DE NEVADA**

Existe la expectativa clara de que todos los estudiantes realicen sus tareas académicas con honor e integridad, con el apoyo de sus padres, el personal, el cuerpo docente, la administración y la comunidad. El proceso de aprendizaje exige que los estudiantes piensen, procesen, organicen y creen sus propias ideas. Durante este proceso los estudiantes obtienen conocimiento, autorespeto y dominio del trabajo que realizan. Estas cualidades proporcionan una base sólida para las destrezas de la vida diaria e impactan positivamente a las personas durante sus vidas. Al copiar y plagiar se viola el proceso básico de aprendizaje y se compromete la integridad personal y el honor del estudiante. Los estudiantes demuestran honestidad e integridad académica al no copiar, no plagiar o no utilizar información de manera deshonestamente.

**¿Qué significa copiar?**

Copiar o deshonestidad académica puede representarse de varias maneras, pero siempre implica tomar o proporcionar información indebidamente de u a otro estudiante, individual o de otra fuente. Copiar puede incluir, pero no se limita con:

- ◆ Tomar o copiar respuestas de otro estudiante o de otra fuente en un examen o en cualquier otra asignación
- ◆ Dar respuestas a otro estudiante en un examen o en cualquier otra asignación
- ◆ Copiar asignaciones y presentarlas como trabajos originales
- ◆ Colaborar en exámenes, asignaciones, documentos y proyectos sin el permiso específico del maestro
- ◆ Permitir que otros realicen la investigación o escritura de un documento asignado
- ◆ Utilizar aparatos electrónicos no autorizados
- ◆ Falsificar datos o resultados de exámenes, incluyendo el cambio electrónico de notas

**¿Qué significa plagiar?**

El plagio es una manera común de copiar o incurrir en deshonestidad académica dentro del ambiente escolar. Es presentar y entregar para cualquier propósito los trabajos o ideas de otras personas como propias, sin dar el crédito al creador original.

Plagiar puede incluir, pero no se limita con:

- ◆ Entregar como propio el trabajo de otra persona, como trabajos publicados parcial o totalmente, sin dar el crédito al creador original
- ◆ Entregar documentos comprados o documentos de Internet escritos por otra persona
- ◆ Presentar como propios trabajos artísticos o escolares de otra persona, tales como composiciones musicales, programas de computación, fotografías, dibujos o pinturas
- ◆ Ayudar a otros a plagiar al darles tu trabajo

Todas las partes interesadas tienen la responsabilidad de asegurar la honestidad académica. Los educadores deben proporcionar a los estudiantes las herramientas y los conceptos que les permitan entender las características de copiar y plagiar. Los padres deben apoyar a los estudiantes a tomar buenas decisiones concernientes a completar las tareas escolares y tomar los exámenes. Cuando la naturaleza de la tarea lo amerite, los estudiantes deben realizar su trabajo solos, reconociendo la importancia de pensar por sí mismos y del aprendizaje individual. Al cumplir con el Código de honor para propósitos de honestidad académica se promueve una destreza fundamental que va más allá del ambiente escolar. La honestidad y la integridad son valores que impactan la vida de cada persona.

***Las preguntas o comentarios relacionados con las consecuencias de una violación al Código de honor, pueden dirigirlos a la administración de la escuela de su hijo y al distrito escolar.***

Firma del Estudiante \_\_\_\_\_ Numero de Identificación: \_\_\_\_\_  
Escriba su Nombre \_\_\_\_\_ Fecha: \_\_\_\_\_

**EDUCATIONAL INVOLVEMENT ACCORD**  
**Nevada Department of Education**

**PARENT**

I understand that as my child's first teacher my participation in my child's education will help his/her achievement. Therefore, to the best of my ability, I will continue to be involved in his/her education by:

- Reading to my child or encouraging my child to read;
- Being responsible for my child's on-time attendance;
- Reviewing and checking my child's homework;
- Monitoring the activities of my child, such as the amount of time spent watching television, using a computer, playing video games, etc.; and
- Contributing at least 5 hours of time each school year in the area such as:
  - Attending school-related activities;
  - Attending organized parent meetings, such as PTA, PTO, or parent advisory committees;
  - Attending parent-teacher conference(s);
  - Volunteering at the school;
  - Chaperoning school-sponsored activities;
  - Communicating with my child's teacher(s) regarding his/her progress, as needed.

Parent/Legal Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

**STUDENT**

I realize that my education is important. Therefore, I agree to carry out the following responsibilities to the best of my ability by:

- Arriving at school each day on time and being prepared;
- Showing effort, respect, cooperation, and fairness to all;
- Using all school equipment and property appropriately and safely;
- Completing and submitting homework in a timely manner; and
- Reading each day before and after school.

Student Signature \_\_\_\_\_ Student Number: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**TEACHER AND SCHOOL STAFF**

We understand the importance of providing a supportive, effective learning environment that enables the children at our school to meet the State's academic achievement standards through our role as educators and models. Therefore, staff agrees to carry out the following responsibilities to the best of our ability by:

Ensuring that each student is provided high-quality curriculum and instruction, supervision and positive interaction;

Maximizing the educational and social experience of each student;

Carrying out the professional responsibility of educators to seek the best interest of each student; and

Providing frequent reports to parents on their children's progress, and providing reasonable access of staff to the parents and legal guardians of students to discuss their concerns.

School Staff Designee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

**CONVENIO DE PARTICIPACIÓN EDUCATIVA**  
**Departamento de Educación del estado de Nevada**

**PADRES**

Como primer maestro de mi hijo, entiendo que mi participación en su educación le ayudará a lograr un buen rendimiento. Por consiguiente, haré todo lo posible por continuar involucrado en su educación, por medio de:

- Leer con él o animarlo a leer;
- Ser responsable de que asista puntualmente a sus clases;
- Revisar y verificar sus tareas;
- Supervisar sus actividades, como el tiempo que pasa viendo la televisión, utilizando la computadora, practicando video juegos, etc.; y,
- Contribuir por lo menos 5 horas de mi tiempo durante cada ciclo escolar de la siguiente manera:
  - Asistiendo a las actividades relacionadas con la escuela;
  - Asistiendo a las reuniones de los grupos organizados de padres, tales como las asociaciones u organizaciones de padres maestros (conocidas en inglés por sus siglas PTA y PTO) o los comités de consejería para padres;
  - Asistiendo a las conferencias de padres y maestros;
  - Prestándome como voluntario en la escuela;
  - Acompañando a los estudiantes en las actividades patrocinadas por la escuela;
  - Manteniendo la comunicación necesaria con los maestros de mi hijo en lo concerniente a su rendimiento.

Firma del Padre/Tutor \_\_\_\_\_ Fecha: \_\_\_\_\_  
Escriba su Nombre \_\_\_\_\_

**ESTUDIANTE**

Entiendo que mi educación es importante. Por consiguiente, estoy de acuerdo en asumir las siguientes responsabilidades de la mejor manera posible:

- Llegar cada día puntualmente y bien preparado a la escuela;
- Mostrar esfuerzo, respeto, cooperación y justicia en todo y a todos;
- Utilizar adecuadamente todo el equipo y la propiedad de la escuela de acuerdo con las normas de seguridad;
- Terminar y presentar las tareas a tiempo y,
- Leer cada día antes o después de la escuela.

Firma del Estudiante \_\_\_\_\_ Numero de Identificación: \_\_\_\_\_  
Escriba su Nombre \_\_\_\_\_ Fecha: \_\_\_\_\_

**MAESTRO Y PERSONAL DE LA ESCUELA**

Entendemos la importancia de brindar un ambiente de aprendizaje efectivo y de apoyo que permita a los estudiantes de nuestra escuela cumplir con los estándares de rendimiento académico del estado, a través de nuestro rol como educadores y modelos. Por consiguiente, el personal está de acuerdo en asumir las siguientes responsabilidades de la mejor manera posible:

- Asegurar que el estudiante obtenga un programa de estudios y enseñanza de alta calidad, así como supervisión e interacción positiva;
  - Maximizar la experiencia educativa y social de cada estudiante;
  - Asumir la responsabilidad profesional de los educadores para descubrir los intereses personales de cada estudiante y,
- Proporcionar informes frecuentes a los padres con relación al progreso de sus hijos, así mismo el personal debe tener la disponibilidad razonable para que los padres y tutores de los estudiantes puedan discutir sus inquietudes.

Firma del Encargado del Personal de la Escuela \_\_\_\_\_ Fecha: \_\_\_\_\_  
Escriba su Nombre \_\_\_\_\_