



**Welcome to
The Mojave
Academy**

The Academy Program Expectations

1) First Week of Enrollment

- a) Students will be given access to a school laptop and an account to Apex Learning.
- b) Students are expected to complete and submit required paperwork to their cohort teacher, including The Academy contract, Technology Release and Liability forms, Health Class release, and Parent Contact information.

2) Attendance

- a) The Academy expects students to attend school on a regular basis and follow district attendance rules (unless otherwise specified).
- b) Students are expected to continue logging-on to the online APEX system on a regular basis. Failure to log into APEX will result in the student's automatic withdrawal from classes and a possible risk of stating the class over.

3) Policies and Code of Conduct

- a) The Academy staff expects that all Mojave High School and CCSD policies including the Student Code of Conduct will be applied to all students enrolled.
- b) All students should act in accordance to The Academy contract at all times.

4) Academic Honesty

- a) The Academy expects all students to behave in an ethical manner regarding issues surrounding academic honesty.
- b) The Academy faculty and administrators will vigorously investigate any suspicions of academic dishonesty including but not limited to plagiarism, collusion, or cheating on graded assignments and tests.

5) Time Management

- a) The Academy expects that students either have or will develop good time management skills as they relate to completing online course requirements.
- b) Some suggestions include:
 - i) Set aside specific hours of the day for schoolwork.
 - ii) Set your own deadlines based on your personal schedule in combination with goals set with your cohort leader.
 - iii) Create your own calendar of class events and requirements, or keep up-to-date to-do lists provided by cohort leader.
 - iv) Don't wait until it is too late to ask for help.

6) APEX

- a) Logging in for the first time

- i) APEX will be the main source of teaching for The Academy. It may be accessed by going to APEXVS.COM in your web browser.
 - ii) Please see your cohort leader for your username and password, or if you are experiencing difficulties logging in.
- b) Quizzes and Tests
 - i) In order to maintain Academic Honesty and Integrity, the following procedures must be followed:
 - (1) Students are only allowed Three (3) attempts per quiz.
 - (2) Students are only allowed Two (2) attempts per Computer Scored Test (CST).
 - (3) Students are only allowed One (1) attempt at the Final Exam.
 - ii) Resets
 - (1) Are only to be given by the teacher who is stationed at Headquarters.
 - (2) Before being granted a reset, you may be required to see the content teacher for one on one attention to clarify possible misunderstandings.
- c) Important Things to Know
 - i) If you are in a credit recovery class, the Pretest at the beginning of each unit is very important.
 - (1) Successfully completing the pretest could result in testing out of assignments that you have demonstrated mastery.
 - (2) In some cases, it is possible to test out of an entire unit at a time.
 - ii) Do not skip over the study and read portions of the class. These sections contain course material that is vital to your success in the class.
 - iii) Take Notes!
 - (1) Your notes, as well as Internet research can be used as you take your quizzes, tests, and finals.
 - iv) Perhaps the most important thing to know is if you need assistance, simply ask. We are here to ensure that you are successful.



Nuts and Bolts: Schoolwide Discipline Policies

"You Will Comply" Policy – Effective 1/19/16

- The non-negotiable is a non-disruptive learning environment.
- Referrals must be submitted "real-time"; two sentences is sufficient (refer to example)
- Must follow Behavior Plans; students cannot be disciplined for something related to disability

New Tardy Policy – Effective 1/19/16

- Remove all tardy lock-out/tardy pass signs. When we conduct random tardy sweeps, we will make an announcement as such. Close your door and deny students entry. We will round them up and issue RPCs.
- Make copies of and post the Classroom Tardy Log; teach the procedure to your students. (The yellow copy is your master copy.)
- Be in the hallway monitoring and encouraging students to get to class between every passing period.
- Record tardies in Infinite Campus consistently so students can be held accountable.

New Hall Pass – Effective 1/19/16*

- All students must use their provided hall pass card when they want to leave class for any reason. (Single Exception: Nurse's Pass.) When an Office is summoning a student, the Office will issue a pass.
- Each entry must be filled out in INK and signed by the teacher.
- New students receive their passes upon enrollment.
- Once the 18 slots are filled up (or if the card is lost), the student can get another one by serving 1 hour of school beautification. This is arranged through the Dean's Office.

**No new hall passes are being issued between now and the end of the semester. Students must not be out of class unless it is a pertinent reason. Every student must have a pass.*

New Security Procedures – Effective 1/19/16

- No passes are to be issued during lunches (Rattler). The bathrooms and 200/300 and 800/900 breezeway doors are locked.
- During the school day, there is only one way to enter and leave the parking lot (Washburn) and to enter the campus (Main Gate). All other parking lot gates and entry doors are closed.
 - Staff is still permitted to park in the back of the school by the fields and enter through that door, but if you have a need to leave campus during the instructional day, park in the main lot on Washburn.
- All guests and visitors must sign in at the Main Gate and obtain a badge.
- All bus-riding students must enter through the Main Gate in the mornings.
- During passing periods, the Main Entrance will be locked and a 5th CSM will open the exterior doors near the Gym and 400s to allow those students entry into the main campus after class.

Reminders

- Students are not to be out of class during the first 10 and last 10 minutes of class.
- Do not release students from class prior to the dismissal bell.
- No bathroom passes during Rattler; use the electronic pass procedure to move kids between classes.
- Keep classroom doors locked.
- Keep classroom door windows uncovered.
- All students must have their valid hall pass card in hand to be in the halls during instructional time.
- Do not issue your own passes.

MOJAVE STUDENT SUCCESS ACADEMY
2015-2016

Dear Parent/Guardian of _____
Student Name SID

Your student has been selected to participate in the Mojave High School's Student Success Academy this coming school year. We are excited to extend this opportunity to your student as a pathway toward his/her graduation.

The Academy structure is different from a normal school day. In a relaxed atmosphere, your student will have a unique opportunity to finish their academic classes through an online curriculum. This will allow your student to work at his/her own pace with instructors ready to assist at all times. Since your student is behind on credits, the Academy can provide ways to finish credits, pass proficiencies, and graduate. There are teachers, student success advocates, and a counselor who all work with your child, keeping the class-size one-to-one and optimizing your student's potential for success.

Your child will also be assigned a case manager to develop your student's individualized learning plan, consisting of benchmarks that will need to be met every two weeks. These benchmarks will include course work goals, attendance goals, behavioral goals, and other goals the Academy team decides. Failure to reach these goals will result in the following:

- First time: Conference
- Second time: Probation until next benchmark
- Third time: Withdrawal from Mojave High School

Further details on the Academy's contract will be explained during your meeting with your student's case manager. This has been scheduled for: _____

Your student's success in the Academy is vital to graduation, and our Academy team is highly committed to helping your student reach that goal through the Academy pathway. Please contact us with any general questions, and plan on attending your planning meeting with your child.

Print Parent Name	Parent Signature	Date
Academy Administrator	Administrator's Signature	Date

MOJAVE STUDENT SUCCESS ACADEMY
ACADEMIA DE ÉXITO ESTUDIANTIL -MOJAVE
2015-2016

Estimado Padre/Guardián de:

Nombre del Estudiante

SID

Su estudiante ha sido seleccionado/a para participar en el programa "Academia de Éxito Estudiantil" en Mojave High School este año. Estoy emocionada de extender esta oportunidad a su estudiante como un camino hacia su graduación.

La estructura de La Academia es diferente a un día normal en la escuela. En una atmósfera relajada, su estudiante tendrá una oportunidad única de terminar sus clases académicas a través de un plan de estudios en línea. Esto permitirá que su estudiante trabaje a su propio ritmo y tiempo con instructores preparados para asistirlos a todo tiempo. Como su estudiante está atrás con créditos, La Academia puede proveer maneras para terminar estos créditos, pasar competencias, y graduarse. Hay instructores, defensores de éxito estudiantil, y consejeros que trabajaran con su estudiante, manteniendo la interacción uno a uno, y optimizando el potencial de su estudiante para su éxito.

Su estudiante también será asignado/a un administrador de casos para desarrollar un plan de aprendizaje individualizado para su hijo/a. Este plan consistirá de exámenes intermedios que tendrán que ser cumplidos cada dos semanas. Estos exámenes intermedios (o puntos de referencia) incluirán metas de trabajo escolar, asistencia, comportamiento, y otras metas que decide La Academia. Si no se cumplen estas metas, lo siguiente sucederá:

Primera Vez: Conferencia

Segunda Vez: Periodo de Prueba hasta el siguiente examen intermedio

Tercera Vez: Retiración de Mojave High School

Más detalles sobre el contrato con la academia será explicado durante su junta con el administrador de casos de su estudiante. Esta junta está programada para el día:

El éxito de su estudiante en La Academia es vital para su graduación. Nuestro equipo está altamente comprometido para ayudar que su estudiante alcance la meta de graduarse por medio de La Academia. Por favor contáctenos con cualquier pregunta y planeé atender esta junta con su hijo/a.

Imprimir Nombre de Padre/Guardián

Firma de Padre/Guardián

Fecha

Administrador de La Academia

Firma de Administrador

Fecha

Mojave Student Success Academy

2015-2016

PARENT CONTACT FORM

The purpose of this form is to provide your students' teachers with relevant contact information.

Student Last Name * _____

Student First Name * _____

Cohort Teacher* _____

Parent Name * _____

How do you prefer to be addressed? _____

Phone Number * (Please provide the phone most convenient to be contacted)

○ Home: _____

○ Cell: _____

Parent Email Address _____

How do you prefer to be contacted? *

○ Choose all that apply

○ _____ Phone

○ _____ Email

○ _____ Text

Is there any additional information your teacher should know about your student?

Technology Equipment Release Form

By signing below, I agree to accept liability for the equipment listed below. I understand that should any damages occur while the equipment is in my possession, I will be held fully responsible and liable for the full amount of the repairs/replacement of the equipment.

Description of Item	Serial Number	Student Assigned Number
Laptop		

Signature Signature Date _____

Cohort Teacher Date _____

Admin Use Only

Check Out Date _____

Date Returned _____



**PARENT/GUARDIAN PERMISSION FORM
SEX EDUCATION**

Dear Parent/Guardian:

In compliance with the Nevada Revised Statutes 389.065, schools are required to obtain permission from the parent/guardian of students who attend a class where instruction may include topics about the human reproductive system and related communicable diseases. Your child's Health class will include instruction/discussion about the human reproductive system, communicable diseases, including AIDS, and/or sexual responsibility.

If you approve of your child attending class during the time of this instruction, please indicate your approval by signing this permission form below on the appropriate line.

It is also required that the school provide parents the opportunity to inspect instructional materials related to instruction about the human reproductive system, related communicable diseases, and sexual responsibility. If you desire to review these materials or if you have any questions, please call the principal's office.

Keep this portion of the letter for your reference.

Please complete this form and return it to the school. Students cannot begin the course until this form is received.

Please check: ☐ Yes, I want my child to have these lessons.
☐ No, I do not want my child to have these lessons.

I understand that appropriate educational alternate instruction will be provided.

Student ID Number: _____

Child's name: _____

Parent and/or guardian's signature

Date



NEVADA LEARNING
ACADEMY
AT CCSD

AUTORIZACIÓN DEL PADRE/TUTOR EDUCACION SEXUAL

Estimado Padre/Tutor:

De acuerdo con los Estatutos Revisados de Nevada 389.065, las escuelas tienen que obtener permiso de los padres/tutores de alumnos que asistan a una clase donde la podría incluir temas relacionados con el sistema reproductor y las enfermedades contagiosas relacionadas. La clase de Salud de su hijo/a incluirá instrucción/discusión acerca del sistema reproductor, enfermedades contagiosas, incluyendo el SIDA, y/o la responsabilidad sexual.

Si usted aprueba que su hijo/a asista a clase durante el periodo de esta instrucción, por favor indique su aprobación firmando la parte inferior de este impreso en la línea adecuada.

También se exige que las escuelas proporcionen a los padres la oportunidad de revisar los materiales de instrucción relacionados con las clases del sistema reproductor humano, las enfermedades contagiosas relacionadas y la responsabilidad sexual. Si desea revisar estos materiales o si tiene alguna pregunta, por favor llame a la oficina del director.

Guarde esta sección de la carta como referencia.

Por favor complete este impreso y devuélvalo a la escuela. Los estudiantes no pueden comenzar el curso hasta que se reciba este formulario.

Por favor seleccione: ☐ Sí, quiero que mi hijo/a reciba estas lecciones.
☐ No, no quiero que mi hijo/a reciba estas lecciones.

Entiendo que se proporcionará una instrucción educativa alternativa.

Numero de identificación del estudiante: _____

Nombre del niño/a: _____

Firma del Padre y/o Tutor

Fecha

Clark County School District
ANNUAL RELEASE AND NETWORK ACCESS FORM INSTRUCTION SHEET

The **parent/guardian** must complete all three sections on the attached Annual Release and Network Access Form:

(1) Restrict Release of Directory Information; (2) Media and Public Release; and (3) Computer Network Access.

Once signed and dated, the attached form shall remain in effect until the end of the current school year. However, at any time during the school year, the parent/guardian may revoke this permission for future use by notifying, in writing, the principal of the school.

1. RESTRICT RELEASE OF DIRECTORY INFORMATION (to be completed by **parent/guardian** only)

The Family Educational Rights and Privacy Act (FERPA) allows the Clark County School District (CCSD) to release Directory Information without the consent of the parent/guardian. However, parents have the right to have Directory Information restricted upon request.

Directory Information is information not generally considered harmful or an invasion of privacy if disclosed. The term Directory Information means one or more of the following: student name; date and place of birth; address; school attended; grade level; years of attendance; photographs (only when used in **printed** school publications as defined in CCSD Regulation 5125.1); participation in officially recognized activities and sports; weight and height of members of athletic teams; and degrees and awards received.

2. MEDIA AND PUBLIC RELEASE -- BEYOND DIRECTORY INFORMATION (to be completed by **parent/guardian** only)

This section will apply if the materials contain personally identifiable information beyond Directory Information. The first box pertains to information for use in CCSD owned or produced materials. The second box pertains to information for use in non-CCSD owned or produced materials.

Personally identifiable information is any information about a student contained in his or her education records that cannot be disclosed unless there is parental consent or an exception to FERPA applies. The term personally identifiable information includes the student's: phone number; parent or other family member's name; personal identifier (e.g., social security number or student number); mother's maiden name; or other information that is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Additional examples of personally identifiable information include student grades, student discipline records, health records, and special education status.

****Note:** If the materials only contain Directory Information then Section 1 applies. If the materials contain information beyond Directory Information (such as electronic photographs or other personally identifiable information) then Section 2 applies. For example, a school newsletter will fall under Section 1 if it contains only Directory Information regarding your student, however it will fall under Section 2 if it contains an electronic photograph of your student and/or other personally identifiable information

3. COMPUTER NETWORK ACCESS

Parent Agreement:

Please read the terms and conditions for the Clark County School District's Acceptable Use Policy. Access to the Clark County School District's educational network resources is designed for educational purposes, and the District has taken precautions to eliminate access to controversial material. However, please recognize it is impossible for the District to restrict access to all controversial materials. Furthermore, if your student does not follow the Clark County School District's Acceptable Use Policy, privileges to access the District computer network resources may be revoked.

Student Agreement:

Students must also indicate that they understand and will abide by the Acceptable Use Policy of the Clark County School District. Furthermore, they must understand that violating the Acceptable Use Policy may result in loss of network privileges and/or other district disciplinary measures.