

Department of Pupil Personnel Services

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The Director, Department of Pupil Personnel Services, is responsible for processing student expulsion recommendations and coordinating due process hearings as prescribed by state and/or federal laws and district regulations. All expulsion referrals from the approximately 320 Clark County School District Schools are forwarded to this department for resolution. Results may include, but are not limited to the following: return to a comprehensive school, referral to an outside agency, assignment to a behavior school, and/or placement in a continuation school. Furthermore, the department processes and evaluates out-of-district expulsions and other long term suspensions in enrollment. During the 2011-2012 school year, the Department of Pupil Personnel Services processed approximately 6,000 student disciplinary referrals.

The Office of Attendance Enforcement

The Office of Attendance Enforcement includes the supervision of the day-today functions of the district’s twenty five Attendance Officers, the school Truancy Citation process, and the attendance and truancy initiatives as required of the state and district. The Coordinator, Office of Attendance Enforcement, assumes a global responsibility of identifying the cause of student absences and working with schools, parents, and other district and community agencies to resolve attendance issues and ensure that all parties are in compliance with state and federal compulsory attendance statutes and applicable district attendance policies and regulations. Furthermore, these provided services assist schools in meeting state and federal accountability standards in accordance with the No Child Left Behind legislation and AYP requirements.

The Office of Expulsion Due Process

The Office of Expulsion Due Process provides due process at the Education Services Division Hearing Panel and the Board of School Trustees’ Expulsion Review Board levels. These functions include the coordination of service required for those student/parents electing to challenge such recommendations beyond a hearing officer’s decision. The office also coordinates students assignments for those students completing expulsion terms and providing recommendations to the Director, Department of Pupil Personnel Services, regarding such assignments.

The Office for Home Schooling and Work Exemptions

The Office for Homeschooling & Work Exemption provides services for students desiring to be excused from compulsory attendance at a public school.

The Office of Student Adjudication

The Office of Student Adjudication coordinates, with CCSD transition officers, as well as state and county parole officers, the assignment of students to schools or programs following incarceration. The coordinator, Office of Student Adjudication, also conducts due process hearings for students recommended for expulsion or other long-term disciplinary action.

Education Services Division Website:  
<http://www.ccsd.net/edservices/>

Department of Education Options Correctional

The main function of the Department of Education Options Correctional is to work cooperatively with the Nevada Department of Corrections to provide GED, diploma, and Career and Technical Education services to inmates incarcerated in correctional facilities in southern Nevada.

Department of Education Options East & West

The Department of Education Options (East & West) - provides support and supervisory services to behavior and continuation schools, the Horizon and Sunset programs, and one adjudicated youthful offender school within the district.

The Departments adjudicate expulsion and behavior school referrals, where, upon successful completion of each student’s consequence term, assign the returning student to the district’s comprehensive schools. This includes follow-up and outreach services to the students and schools.

The Department, East, specifically oversees Global Community High School, Morris and Cowan Behavior Schools, Morris and Cowan Sunset Schools, and the three Continuation Schools (Biltmore, South and Washington).

The Department, West, specifically oversees Jeffrey, Peterson, and Southwest Behavior schools, Burk Horizon/Sunset Southwest Schools.

Office of Administrative Services

The Office of Administrative Services provides administrative services to the Assistant Superintendent and all Education Services Division schools and programs. These services include: researching and resolving personnel issues; creating and managing division, department, and school budgets; approving purchases and other expenses; school banking issues; processing all administrative paperwork; seeking and managing alternative funding; and creating, appropriating, and administering the Adult Education and Corrections grants and the day-to-day fiscal management of funds. Additionally, this office supervises the Office of Accounting and Budget Services and assigned support staff.

Office of Accounting & Budget Services

The Office of Accounting and Budget Services provides accounting and budgeting resources for the Education Services Division. The office works with all schools and programs within the division to ensure that all CCSD accounting policies and procedures are maintained. The office provides training and assistance to each school’s Banker/Office Manager on their banking needs and conducts periodic audits of the school’s banking and purchase card operations. The office is responsible for all fiscal aspects of the Regional Professional Development Program (RPDP) budget including appropriations, processing all required paperwork for purchases and expenses, and day-to-day management of the funds. The office also assists in maintaining the Adult Education and Correctional grants.

Department of Adult English Language Acquisition Services (AELAS)

Adult English Language Acquisition Services

The Adult English Language Acquisition Services (AELAS), formerly known as Community ESL, provides non-English speaking adults the workplace literacy and life skills needed to become self-sufficient and productive members of their community. Students can use these skills to enhance employment and career opportunities, become better citizens or obtain citizenship, progress to vocational or academic programs, and function in English at higher cognitive levels. The program also provides resources such as free notary services, domestic violence referrals, GED referrals, and continuing education referrals.

Gang Alternative Program

The Gang Alternative Program (GAP) offers young children and young adults the opportunity to focus on the arts and extra-curricular activities. This group, Xyachimal Ballet Folklorico, is involved in Community service in partnership with the city of Las Vegas, keeping them away from gangs or drugs. The group consists of 75 or more active students and performs at schools, and city functions. After school tutoring is offered to those students who are experience academic problems in the regular classroom. The parents of these students are required to attend ESL and/or Parenting classes.

Institute of National Education for Adults

The Institute of National Education for Adults (INEA) is a Public Institute of the federal government with more than 50 years of experience. It is committed to promote, organize and provide free educational services in a permanent way throughout the Mexican territory at the literacy, primary, and secondary levels. The educational services are addressed for adults, who have initiated or finished their basic education skills.

Institute for Parental Involvement and Student Success

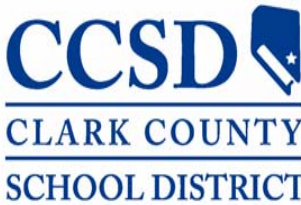
The parent institute sets the stage for a nurturing and healthy relationship between parents, children and teachers. It fosters life-long literacy that defines a good education and offers parents a plan of action for ensuring that their children achieve it. The parent Institute provides parents assistance, translation of documents, counseling referrals, assistance with non-contested divorces, and immigration forms with citizen intent.

Office of Instructional Support

The Office of Data Services provides support to Education Services Division administrators, principals, and teachers in increasing student learning and achievement.. The office assists staff in effective collaboration with all stakeholders and district, state and local community supports for planning, monitoring, implementation and assessment of student learning.

EDUCATION SERVICES DIVISION

DIVISION OVERVIEW GUIDE



Mission Statement:

*It is the mission of the Education Services Division to provide our students with the essential skills, attitudes, and integrity necessary to become successful, responsible citizens.*

Clark County School District



<http://www.ccsd.net/edservices>

Overview

The Education Services Division, a part of the Clark County School District (CCSD), oversees unique comprehensive and non-traditional schools throughout Clark County. Collectively, Education Services Division programs provide instruction and related services to nearly 50,000 students annually. Mostly, the schools serve the most at-risk students offering instruction to those students who desire, or have been identified, to receive a non-traditional education. The unique needs of these students require a proactive, progressive approach in the development of curriculum and instructional programs.

Schools/Programs/Functions

- Adult Education
  - Adult High School
  - Adult English Language Acquisition Services
  - Desert Rose High School
  - Desert Rose Adult High School
  - General Education Development Test (GED)
- Global Community High School at Morris Hall
- Office for Home Schooling and Work Exemptions
- Horizon/Sunset High Schools
  - Burk Horizon High School
  - Burk Sunset Southwest High School
  - Cowan Sunset Southeast High School
  - Global Community High School at Morris Hall
  - Morris Sunset East High School
- Behavior Junior/Senior High Schools
  - Cowan Behavior Junior/Senior High School
  - Jeffrey Behavior Junior/Senior High School
  - Morris Behavior Junior/Senior High School
  - Peterson Behavior Junior/Senior High School
  - Southwest Behavior Junior/Senior High School
- Continuation Junior/Senior High Schools
  - Biltmore Continuation High School
  - South Continuation Junior/Senior High School
  - Washington Continuation Junior High School
- Institutional Programs
  - Florence McClure Women’s Correctional Center Adult High School
  - High Desert State Prison Adult High School
  - High Desert State Prison — Youthful Offender Program
  - Jean Conservation Camp Adult High School
  - Juvenile Court Schools
  - Program of Regimental Discipline
  - Southern Desert Correctional Center Adult High School
  - Spring Mountain Junior/Senior High School
  - Three Lakes Valley Conservation Camp Adult High School
- Institute for Accelerated Studies
- Department of Pupil Personnel Services
  - Office of Attendance Enforcement
  - Office of Expulsion Due Process
  - Office for Home Schooling and Work Exemptions
  - Office of Student Adjudication

Adult Education

Concurrent and/or Full-Time Enrollment

Adult Education is an educational program designed to serve adults and out of school youths, 17 years of age or older, who desire to earn a high school diploma or obtain a Nevada State Certificate of High School Equivalency. There is no enrollment fee for out of school youth and adults. The program also serves students enrolled in comprehensive or non-traditional schools (concurrent students) who desire to make up high school credits. Students concurrently enrolled pay \$100 per 1/2 credit course. The Adult Education Program may award an adult standard diploma to individuals who meet state requirements. Approximately 40 day and evening locations are available in Clark County including Las Vegas, Henderson, Laughlin, Mesquite, Moapa, and Virgin Valley.

For additional information call 702.799.8655 or Desert Rose Adult High School at 702.799.6240.

**General Education Development Test (GED)** (Nevada State Certificate of High School Equivalency)

In the absence of a high school diploma, the General Education Development Test is used as a measure of an individual’s basic competencies in the areas of English (writing and literature), social studies, science, and mathematics.

Individuals who desire to pursue a Nevada State Certificate of High School Equivalency must meet the following requirements:

- 17 years of age or older w/parental permission (16-year olds require administrative approval);
- Officially withdrawn from school;
- Registration;
- GED testing fee of \$65.00; and
- Proof of identity (i.e. valid drivers license or Department of Motor Vehicles identification card).

Counseling services are mandatory and are available to all enrolled and prospective students. Students may be counseled on a walk-in or an appointment basis at various locations throughout Clark County. For information regarding the GED program call 702.799.8650 x341.

Global Community High School at Morris Hall

Global Community High School at Morris Hall (Global) is a school, grades 9-12, dedicated to offering a welcoming and nurturing environment for eighth grade and high school students new to the United States. Global’s mission is to assist students with the cultural transition to the American school system while also focusing on English language development, core graduation requirements, and preparation for post-secondary opportunities.

Global Community High School has adopted five Components of Success to assist students in reaching their academic goals. The components consist of assisting students with the transition to American culture, introducing and enhancing language acquisition, providing a small-school environment consisting of ongoing assessment and staff support, assisting students with post-secondary opportunities, and working collaboratively with parents of students by offering Adult ELL services on the same campus.

Office for Home Schooling and Work Exemptions

Home School Exemption

A student may be excused from compulsory attendance at a public school when written evidence is provided to the school district that a student will receive equivalent instruction. Upon receipt of such document, CCSD provides a home school exemption letter to the student’s parent(s). For additional information call 702.799.8630 x316.

Work Exemption

In accordance with Nevada Law, specifically NRS 392.110, any child between the ages of 14 and 18 years who has completed the work of the first eight grades may be excused from full-time school attendance and may be permitted to enter proper employment or apprenticeship, by the written authority of the board of trustees excusing the child from such attendance. The board’s written authority must state the reason or reasons for such excuse. For additional information call 702.799.8630 x316.

Horizon/Sunset High Schools

Concurrent and/or Full-Time Enrollment

Horizon and Sunset High Schools provide a unique academic setting for students who desire a non-traditional program, including those who have already dropped out and are under 21 years of age. These programs operate during the day (Horizon) or evening (Sunset), and offer concurrent (Sunset) and full-time enrollment options (Horizon/Sunset).

- Burk Horizon High School 702.799.8150
- Burk Sunset Southwest High School 702.799.8150
- Cowan Sunset Southeast High School 702.799.6370
- Global Community High School 702.799.8850
- Morris Sunset East High School 702.799.8880

Behavior Junior/Senior High Schools

Five geographically zoned behavior schools serve as short-term intervention programs (usually 4-9 weeks) for secondary students who have committed disciplinary offenses at comprehensive schools. These students are expected to return to a comprehensive school upon completion of the program. A behavior school program provides required academic courses to students in a structured environment with emphasis on assisting the student in improving self-control, social interaction, and instilling life-skills. The schools are: Cowan, Jeffrey, Morris, Peterson, and Southwest.

Continuation Junior/Senior High Schools

The Clark County School District provides educational programs for students who have been expelled by action of the Board of School Trustees from attendance at comprehensive secondary schools. A continuation school program provides required academic courses to students in a structured environment with emphasis on assisting the student in improving self-control, social interaction, and instilling life-skills. Washington, Biltmore, and South Continuation schools provide instruction for these students.

Institutional Programs

The Clark County School District provides educational programs for students who are no longer eligible, either temporarily or permanently, due to being incarcerated, for enrollment in comprehensive schools as well as the adjudicated youth of Clark County, Nevada.

Upon release from incarceration, the student may become eligible for enrollment in a comprehensive school or in an educational program offered by the Education Services Division. The Clark County School District, Education Services Division, provides programming for incarcerated persons at the following locations:

- Florence McClure Women’s Correctional Center Adult High School
- High Desert State Prison Adult High School
- High Desert State Prison — Youthful Offender Program
- Jean Conservation Camp Adult High School
- Juvenile Court Schools
  - Child Haven
  - Clark County Detention Center
  - Juvenile Detention
- Program of Regimental Discipline
- Southern Desert Correctional Center Adult High School
- Spring Mountain Junior/Senior High School
- Three Lakes Valley Conservation Camp Adult High School

Institute for Accelerated Studies

This Clark County School District partnership with Ombudsman Educational Services provides an education program for approximately 550 students from CCSD high schools including those identified as dropouts, as well as those individually identified by school staff and placed directly into the program. These students will participate in an education program that offers highly personalized, computer-assisted learning at an off-campus learning center. Ombudsman’s non-traditional learning environment allows students to benefit from small class size, increased interactions with instructors, and the opportunity to work at their own pace. Ombudsman learning centers are located within the school district, but away from comprehensive campuses to minimize social distractions and allow students to focus on academic preparation and their social and emotional development.

Each student will be provided with a customized learning environment that will include an Individualized Learning Plan. Face-to-face instruction, with small learning groups and direct instruction will include test-taking skills and strategies for state testing, social skills programs, life skills management and transition services for post-secondary and/or career readiness. When students are coached in the value and rewards of accountability for their academic performance many experience success and report self-confidence for the first time, even if they have been unsuccessful in past academic endeavors. Please contact staff at the Maryland Avenue campus at 702.534.0259 for additional information about any of the five locations located throughout Clark County.