

Clark County School District (CCSD)

Progressive Discipline Plan - Secondary

2017-2018

The Clark County School District has established the following discipline plan for the progressive discipline of pupils and on-site review of disciplinary decisions. The plan was developed with the input and participation of teachers, other educational personnel (counselors, strategists and specialists), support personnel, and the parents and guardians of pupils who are enrolled within CCSD. The plan has been developed in accordance with written rules of behavior prescribed in NRS 392.463 and NRS 392.4644.

It includes, without limitation, provisions designed to address the specific disciplinary needs and concerns of the school. The plan provides for the temporary removal of a pupil from a classroom or other premises of a public school in accordance with NRS 392.4645. The plan was reviewed and developed by the Discipline Committee. The plan was reviewed and revised by administration, teachers, other educational personnel, support staff personnel, and parents. The review and revisions were made continually and collaboratively as requested following discipline committee meetings, administrative meetings, and Parent Advisory Committee meetings. A copy of this plan is located in the main office lobby of each CCSD secondary school and is posted electronically on the school's website for public inspection.

This following discipline plan outlines specific and reasonable rules of expected conduct in classrooms and other premises of a public school along with logical and realistic consequences for negative behaviors and actions. All students will follow the progressive discipline plan established by administration, teachers, and parents of the Clark County School District.

DISCIPLINE AND TIERS OF BEHAVIOR:

All staff members will use a form of progressive discipline. Each classroom teacher will create and provide a copy of their progressive discipline plan to their supervising administrator. These plans will vary slightly from each other, but teachers will design plans that align with the school-wide discipline plan, District Behavior Tiers, school district policy and those common practices associated with disciplining students at a secondary school. A behavior referral in Infinite Campus is to be completed for all cases that are sent to Dean's Office/Administrative Office. When students are referred to the Dean's Office/Administrative Office, the structure for discipline is aligned with CCSD Publication 776: *Behavior Guidelines for Secondary Students*.

Tier 1 Behaviors:

- Minor behavior infractions that violate school or classroom rules, policies or procedures.

Tier 2 Behaviors:

- Tier One behavior infractions that are severe in nature or are repeated three or more times during the school year (discretion of site administration).
- Major behavior infractions that violate CCSD policy or regulation, impact student or staff safety, are subject to law enforcement involvement, and/or cause property damage.

Tier 3 Behaviors:

- Behavior infractions identified as mandatory expellable offenses and sexual assault.

BEHAVIOR TIERS

TIER ONE

Definition:

- Minor behavior infractions that violate school or classroom rules, policies or procedures.

Behaviors:

- ✓ Absence
- ✓ Acceptable Use Policy
- ✓ Aggressive Behavior
- ✓ Auto Misuse
- ✓ Bus Infraction
- ✓ Cheating
- ✓ Class Disruption
- ✓ Closed Campus
- ✓ Disregard Rules/Regulations
- ✓ Dress Code Violation
- ✓ Forgery/Dishonesty
- ✓ Insubordinate
- ✓ No Show – Detention
- ✓ No Show – Office
- ✓ Non-Dress PE
- ✓ Nuisance Item
- ✓ Out of Seat
- ✓ Outbursts
- ✓ Personal Communication Device
- ✓ Plagiarism
- ✓ Public Display of Affection
- ✓ Tardies
- ✓ Tardy Lockouts/Sweeps
- ✓ Truancy
- ✓ Unacceptable Language

Interventions:

- Reminder
- Redirection
- Rule Review
- Conference with Student
- Counseling Referral
- Behavior Contract

Resolutions:

- Warning
- Timeout
- Phone Conference with Parent/Guardian
- Detention
- Required Parent Conference (RPC)

(follow progressive discipline)

BEHAVIOR TIERS

Clark County School District's Tiers of Behavior

TIER TWO

Definitions:

- Tier One behavior infractions that are severe in nature or are repeated three or more times during the school year (discretion of site administration).
- Major behavior infractions that violate CCSD policy or regulation, impact student or staff safety, are subject to law enforcement involvement, and/or cause property damage.
- Includes all discretionary expellable offenses.

Behaviors:

- | | |
|---|-----------------------------|
| ✓ Alcohol – Possession (1 st Offense) | ✓ Graffiti |
| ✓ Alcohol – Use (1 st Offense) | ✓ Habitual Truancy Citation |
| ✓ Arson | ✓ Hazing |
| ✓ Assault – Staff | ✓ Hitting |
| ✓ Assault – Student (bullying type) | ✓ Immoral Conduct |
| ✓ Battery – Student (bullying type) | ✓ Inappropriate Touching |
| ✓ Bullying | ✓ Robbery |
| ✓ Campus Disruption | ✓ Theft |
| ✓ Controlled Substance – Possession (1 st Offense) | ✓ Threat – School |
| ✓ Controlled Substance – Use (1 st Offense) | ✓ Threat – Staff |
| ✓ Cyberbullying | ✓ Threat – Student |
| ✓ Drug Paraphernalia | ✓ Tobacco – Possession |
| ✓ Extortion (bullying type) | ✓ Tobacco – Use |
| ✓ Fighting | ✓ Trespassing |
| ✓ Fire Alarm Pull | ✓ Vandalism |
| ✓ Gambling | ✓ Verbal Abuse |
| ✓ Gang Involvement | ✓ Verbal Confrontation |

Interventions:

- Parent/Guardian Conference
- Peer Mediation
- Behavior Mentor
- Counseling Referral
- Social Worker Referral
- Threat Assessment Referral
- Substance Abuse Awareness Program (SAAP)
- Enrollment in On-Site HOPE² Program

Resolutions:

- In-House Suspension
- Suspension
- STAR-On/Corresponding On-Site Alternative Placement
- Behavior School Recommendation
- Discretionary Expulsion Recommendation

(follow progressive discipline)

BEHAVIOR TIERS

Clark County School District's Tiers of Behavior

TIER THREE

Definition:

- Behavior infractions identified as mandatory expellable offenses and sexual assault.

Behaviors:

- ✓ Alcohol – Distribution
- ✓ Alcohol – Possession (2nd Offense)
- ✓ Alcohol – Use (2nd Offense)
- ✓ Battery – Staff
- ✓ Battery – Staff with Injury
- ✓ Battery – Student with Injury (bullying type)
- ✓ Controlled Substance – Distribution
- ✓ Controlled Substance – Possession Repeated
- ✓ Controlled Substance – Possession with Intent
- ✓ Controlled Substance – Use (2nd Offense)
- ✓ Possession of Weapons
- ✓ Possession/Use of Weapons with Injury
- ✓ Possession of Weapons with Threat
- ✓ Sexual Assault

Interventions:

- Substance Abuse Awareness Program (SAAP)
- Department of Pupil Personnel Services Involvement
- Law Enforcement Involvement
- Student Services Division Involvement

Resolution:

- Mandatory Expulsion Recommendation

HABITUAL DISCIPLINARY PROBLEM (HDP) CRITERIA

A student will be considered a Habitual Disciplinary Problem if written evidence documents that within one school year the student has:

1. Threatened or extorted, or attempted to threaten or extort, another student or school employee two or more times; or
2. Has a record of five suspensions for any reason. And
3. Has not entered into and participated in a behavior plan

A student who is declared a Habitual Disciplinary Problem (NRS 392.4655) will be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal of the school.

HABITUAL DISCIPLINARY PROBLEM (HDP) DECLARATION

If two teachers of a pupil enrolled at a CCSD secondary school request that the principal deem a student a Habitual Disciplinary Problem, the principal will meet with each teacher to review the student's discipline record. If, after the review, the principal determines the student does not meet the criteria of a Habitual Disciplinary Problem, the teacher(s) submitting the request may appeal that determination to the Board of School Trustees.

Procedures for HDP Criteria #1 (THREATS or EXTORTION):

CCSD secondary school administration will process threats, extortion incidents, or any attempt thereof using existing expulsion procedures, however, in order to be considered Habitual Disciplinary Problem under current statute, the act of threatening or extorting, or attempting to threaten or extort, must have been documented at least twice during one school year. Habitual Disciplinary Problem language will be included in addition to identifying the infraction when preparing expulsion paperwork (CCF-571). Site administration will provide a written notice seven days prior to declaring a student a Habitual Disciplinary Problem to the parent or legal guardian that contains:

- A description of the act(s).
- Dates on which the act(s) were committed.
- An explanation that pursuant to NRS 392.466, a student declared a Habitual Disciplinary Problem may be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal of the school.

Procedures for HDP Criteria #2 (5 SUSPENSIONS):

Following a student's fourth suspension, Site administration will provide written notice to the parent or legal guardian that contains:

- Description of the act committed by the pupil.
- Date the act was committed.
- An explanation that if the student is suspended five times within one school year, the student will be deemed a Habitual Disciplinary Problem.
- An explanation that pursuant to NRS 392.466, a student declared a Habitual Disciplinary Problem may be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal of the school.

If the referral is contested, due process will occur prior to submitting the packet to Education Services Division. The last level of appeal for these students is the Board of Trustees.

Procedures for HDP Criteria #3 (BEHAVIOR PLAN):

Before a student is deemed a Habitual Disciplinary Problem, if within one school year, a student is suspended one time for threatening or extortion, or attempting to threaten or extort, another student or school employee; or if the student has been suspended four times, a plan of behavior will be developed with the parent and student. A student may enter into one behavior plan per school year. The plan, without limitation, may include a voluntary agreement for:

- A plan for graduating if the student is credit deficient and not likely to graduate according to schedule;
- Information on alternative schools;
- A voluntary agreement by the parent/guardian to attend school with the student;
- A voluntary agreement by the student and parent/guardian to attend counseling;
- A voluntary agreement by the student and the parent/guardian for the student to attend summer school, intersession school, or Saturday School.

If the student violates the conditions of the plan or commits the same act for which notice was provided (i.e. commits a second extortion or attempted extortion; or receives a fifth suspension) after he/she enters into a plan of behavior, the student shall be deemed a Habitual Disciplinary Problem.

The parent/legal guardian of a student who has entered into a plan of behavior may appeal the contents of the behavior plan to the Board of School Trustees.

DUE PROCESS: Site administration will provide due process notification to each parent at least seven days before the school deems the student a Habitual Disciplinary Problem.

AB521 REMOVAL

AB 521 is an option teachers have for a student who has engaged in behavior that seriously interferes with the ability of the teacher to teach and the other students to learn. Before a student's behavior reaches this level of severity, the teacher must attempt to correct the student's behavior through progressive discipline. According to AB 521, progressive discipline must be followed in the classroom before requesting that a student be temporarily removed (from the classroom or any other premises of a public school). Teachers will complete the following interventions before submitting an AB 521 referral:

- Conference with student.
- Parent contact by phone.
- If the parent/guardian does not have a phone, a copy of the parent contact form must be mailed home.
- Assign teacher detention.
- Counselor referral.
- Referral to Dean for disruptive behavior.

These steps must be documented, and documentation must be submitted with an AB521 referral.

Assembly Bill 521 (Temporary removal of student):

The CCSD Progressive Discipline Plan provides for the temporary removal of a student from a classroom or any other premises of a public school if, in the judgment of the teacher, the student has engaged in behavior that *seriously* interferes with the ability of the teacher to teach the other

students in the classroom or any other premises of a public school and with the ability of the other students to learn.

Progressive Discipline will be followed within the classroom or any other premises of a public school as explained, and may include such things as: verbal warning, parent contact, detention, counselor referral, and Dean's referral. If a student is removed by teacher, the administrator will explain to the student the reason for the removal and the student will have an opportunity to respond. The administrator will contact the parent within 24 hours. A temporary, alternative placement will be given to the student unless the student is suspended or expelled for disciplinary action.

A conference with the student, parent, administrator, and teacher will be held within three days of the incident. Since it was the teacher that ordered the removal of the student, not the administrator, during the conference, the teacher must provide an explanation of the reasons for the removal and the parent must be given an opportunity to respond. Upon completion of the conference, the administrator will recommend whether the student returns to the classroom or any other premises of a public school or remains in alternative placement for additional time. If the administrator recommends that a student be returned to the classroom or any other premises of a public school from which he/she was removed and the teacher who removed the student does not agree with the recommendation, the administrator shall continue with the temporary alternative placement and will immediately convene a meeting of the AB521 Committee. The parent will be informed of the meeting.

The committee will convene to review temporary alternative placement. If the committee membership includes the teacher who removed the student, that teacher shall not participate in the deliberation on that case. The AB521 Committee will review the circumstances of the student's removal and behavior. Based upon its review, the committee shall assess the best placement available for the student and shall, without limitation 1) Direct that the student be returned to the classroom or any other premises of a public school from which he was removed; 2) Assign the student to another classroom or another premises of a public school; 3) Assign the student to an alternative school of education (Behavior School) if available or appropriate; 4) Recommend suspension or expulsion in accordance with NRS 392.467; or 5) Take any other appropriate disciplinary action against the student that the committee deems necessary.

AB521 Committee Members

Palo Verde High School: Jessica Lovell, AP; Scott Stockhill and Norm Smith, Deans of Students; Caroline Vacante, Julia Sinopoli, Wendy Rush, Tony Galvez, Lisa Dover, Carol Campbell, Don Lucente, Clara Bordelon, Teachers.

Members of this committee were selected based on their diverse educational backgrounds and willingness to volunteer their time.

Special Education Students (Assembly Bill 14)

If a student has a disability and is participating in special education, the student may be suspended or expelled from school in the same manner as a student without a disability if the behavior is not a manifestation of his/her disability. Part B of the Individual With Disabilities Education Act (IDEA) and established disciplinary procedures will be met when declaring a special education student a Habitual Disciplinary Problem.

The Individuals with Disabilities Education Act, the Americans with Disabilities Act of 1990, Title V of the Rehabilitation Act of 1973, any other federal law applicable to children with disabilities, and the procedures adopted by the CCSD board of trustees will be reviewed for students with disabilities and/or participating in special education pursuant to NRS 388.440 to 388.520 to be removed under AB 521.

Extremely Dangerous to Persons or Property

Any student who poses a continuing danger to persons or property may be removed from the school immediately, subject to the following conditions:

- Student is given a chance to explain his/her actions.
- Student is told the reasons why he/she is being removed from school.
- A recommendation for suspension/expulsion is initiated immediately.
- A hearing is conducted shortly after the infraction, and a decision is issued within 10 school days of the date of removal.

Racial and/or Sexual Harassment

A student shall not willfully or maliciously engage in either verbal or physical conduct which would cause a reasonable person to feel racial or sexually harassed.

- We, the staff and school administrators, have a compelling duty not to tolerate sexually/racially explicit remarks in the classrooms and/or hallways.
- Teachers, using language which is appropriate to the grade level you are teaching, please make it clear that harassment will not be tolerated.
- If harassment occurs, prompt remedial action must be taken by following the stated guidelines:

The Teacher Will...

- Take control and correct undesirable student behavior,
- Consider the individual circumstances of the incident,
- Remember that the safety and educational welfare of all students must be the major priority,
- Complete a disciplinary referral form, if warranted
- Inform the school administrator of the infraction.

******All incidents of sexual or racial harassment must be reported to a school administrator******

The School Administrator Will...

- Hold a conference with the student, giving him/her the opportunity to explain his/her inappropriate behavior,
- Inform the parent or guardian of the incident,
- Recommend and implement appropriate action, i.e., suspension and/or expulsion from school,
- Hold a conference with the student and parent/guardian as soon as it is practical and,
- Reach a decision and implement said action within 10 days of the students' removal from school.

TRANSPORTATION AND PROGRESSIVE DISCIPLINE

The Clark County School District will provide student transportation to and from school when such transportation serves the major objectives of public education. Two-way student transportation will be provided for regular kindergarten through twelfth grade students who live

two miles or more from their assigned school as measured by the District. Special education students will receive District transportation as prescribed on an individual basis (CCSD Regulation 3530).

It is the intent of the District to provide transportation services as fairly as possible within the limits of practicality and budget resources. In order to provide a clearly defined method of determining walking limits, measurements will be made along dedicated public streets or roads. A dedicated public street or road is a right-of-way for the use and benefit of the public that is controlled and maintained by a government agency (CCSD Regulation 3530).

A "walking distance" of two miles from a school is measured from the edge of a dedicated street or road immediately in front of the main entrance to the school grounds along dedicated streets or roads to a point on the edge of the street or road immediately in front of the walkway or access to the individual residence. Exceptions are applicable when neighborhood paths are suitable and/or when back or side gates in fence-lines are readily available to pedestrians. Measurements can be calculated from either side of the fence/wall or by the routing software. In unique situations, where extensive school setbacks from a dedicated street exist, the Transportation Department, at its judgment, may use measurements on school district property to the main entrance of the school for determination of the two-mile "walking distance." (CCSD Regulation 3531)

Students residing within "walking distance" of their assigned schools may receive transportation on an as-available basis, with available seat preference being to students most distant from their assigned schools. Assignment of transportation to a student on an as-available basis will be done in accordance with standardized procedures established by the Transportation Department. Transportation granted on an as-available basis is a privilege and subject to a one-day written revocation notice at the discretion of the District (CCSD Regulation 3531).

The Clark County School District has established Rules of Conduct for School Bus Riders, which the schools will distribute to the students and parents or guardians. The Rules of Conduct for School Bus Riders are also posted on each school bus. Misconduct may be cause to suspend or deny transportation services to the student as determined by the principal of the student's assigned school (CCSD Regulation 3533).

Driver Responsibilities (CCSD Regulation 3533):

- District school bus drivers will be employed in compliance with the defined requirements set for the position and must possess the appropriate license, endorsements, and Nevada Department of Transportation physical. Exceptions to this requirement will be with prior approval of the Director, Transportation Department or a designated representative and only in emergency situations as determined by the Director, Transportation Department.
- Drivers are expected to consistently enforce the Rules of Conduct for School Bus Riders whenever students are aboard their buses. Drivers must follow the discipline guidelines set in the Clark County School District Transportation Department Employee Procedure Handbook.
- Drivers are to maintain respectful unbiased relationships with the student passengers. Proper precautions must be taken to avoid physical injury to student passengers and/or school employees.
- Drivers are to report student misconduct by issuance of a School Bus Incident Report. The report must state the specific circumstances of the violation.

- Drivers must not permit weapons aboard a school bus. If a student with a weapon is discovered boarding, on board, or in the immediate vicinity of a school bus, the driver will immediately call the appropriate authorities. If the student has already boarded the bus, the driver will stop and secure the vehicle and wait for the proper authorities to arrive. The driver will not attempt to approach the student and possibly cause a violent reaction.

Principal Responsibilities (CCSD Regulation 3533):

- School buses and/or other District-owned vehicles operated by District employees are regarded as an extension of the school and classroom. It is, therefore, the responsibility of school principals to process and take the appropriate action regarding the School Bus Incident Report issued by drivers.
- In an effort to maintain consistency between schools, the principal should take the appropriate disciplinary action as defined according to the category of offense.
- In conformance with the Rules of Conduct, the site administrator will address bus misconduct in the following manner:
 - ✓ Confer with the student, the parent/guardian, or appropriate transportation staff, as necessary, to resolve student conduct problems.
 - ✓ Designate students as ineligible for transportation services when warranted and notify the Transportation Department and the parent or guardian of the action taken.

Rules of Conduct:

Students utilizing CCSD transportation are under the immediate supervision of the bus driver and are, thus, subject to the rules set by the Clark County Board of School Trustees and the State of Nevada. Any offense of these rules by a student is to be documented on a *School Bus Incident Report to Parents* issued by the bus drivers concerning the disciplinary offense with copies distributed to the principal/designee, the parents, and the Clark County School District Transportation Office.

- Bus students must stand in an orderly, single-file line at pickup points until the bus comes to a complete stop.
- Students must board the bus in an orderly fashion and go directly to a seat.
- All students must remain seated while the bus is in motion. Students must remain seated until the bus has fully stopped, then enter the aisle and go directly to the front exit door. Students must exit through the front exit door after the bus has come to a complete stop. If a student must cross the road, walk forward 10 feet or more; wait for the driver's signal, then cross when it is safe to do so.
- Any distracting action by a student which creates a safety hazard by demanding unnecessary attention of the driver may result in disciplinary action (loud talking, use of profanity, fighting, throwing objects, smoking, standing, eating, drinking, and/or damaging the bus or bus seats).



CCSD SCHOOL BUS OFFENSES/RESOLUTIONS

CATEGORY I OFFENSES	CATEGORY II OFFENSES	CATEGORY III OFFENSES
<ul style="list-style-type: none"> ● Deliberate littering ● Excessive noise/outbursts ● Continuous eating/drinking ● Failing to sit in assigned seat ● Failing to remain seated ● Rude, discourteous conduct ● Riding unauthorized bus ● Getting on or off the bus at an unassigned stop ● Repeatedly late to the bus ● Other behavior that has not improved after driver has given several verbal warnings 	<ul style="list-style-type: none"> ● Hanging out of window and/or door ● Refusing to obey driver ● Improper boarding and/or departing ● Bringing unauthorized objects aboard the bus ● Inappropriate language ● Other behavior resulting in the drivers attention being taken off the road 	<ul style="list-style-type: none"> ● Possession of a weapon ● Arson or smoking on bus ● Fighting ● Pushing ● Tripping ● Destruction of property ● Tampering with bus equipment ● Verbal or physical assault ● Indecent exposure

MINIMUM ADMINISTRATIVE RESOLUTIONS

	CATEGORY I OFFENSES	CATEGORY II OFFENSES	CATEGORY III OFFENSES
<i>First Offense</i>	Student-School Conference <i>and</i> Parent Notification	Student-School Conference <i>and</i> Parent Notification	Three-day Bus Suspension <i>and</i> Required Parent Conference
<i>Second Offense</i>	Student-School-Driver Conference <i>and</i> Detention or In-house Suspension	Three-day Bus Suspension <i>and</i> Required Parent Conference	Loss of Riding Privileges for Remainder of School Year
<i>Third Offense</i>	Three-day Bus Suspension <i>and</i> Required Parent Conference	Loss of Riding Privileges for Remainder of School Year	<i>Category III Offenses require immediate administrative response</i>

Misconduct may be cause to deny the privilege of transportation to the student for a limited, specified time. Continued misconduct may result in loss of riding privileges. Parents will be held responsible for any bus damage resulting from misconduct.

DRESS CODE

The Clark County School District (CCSD) reserves the right to insist that the dress and grooming of students be within the limits of generally accepted community standards and those students shall be required to show proper attention to personal cleanliness.

Students' dress, personal appearance and conduct are required to be of such character as to not disrupt or detract from the educational environment of the school. Any style that tends to diminish instructional effectiveness or discipline control by teachers, or which is a potential safety hazard, is not acceptable.

CCSD Regulation 5131 stipulates the following:

1. Require the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.
2. All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
3. Require that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
4. All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
5. Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.

6. Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited.
7. Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
8. Spiked or studded clothing, jewelry, and/or accessories are prohibited.
9. Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers,

******For the safety of students, tennis shoes are requested for P.E.******

