

**Pioneer High School, Carson Online, MBRJJC  
School Progressive Discipline Plan  
2018-2019**

<b>School:</b> 1-Pioneer (Alternative) High School 2-Carson Online 3-Murphy-Bernardini Regional Juvenile Justice Center (MBRJJC)	<b>Principal:</b> Jason Zona
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**Individuals responsible for developing site Progressive Discipline Plan.**

**Per NRS 392.4644, plans are to be developed with input/participation from teachers & parents of enrolled pupils**

<b>Name:</b>	<b>Title:</b>
Jason Zona	Principal
Tanya Watts	Teacher
Cheri Hall	Attendance Clerk
Cary Jordan	Counselor
Danielle Langum	Safe School Professional
Monica Ward	Office Specialist and Parent
Jill Council	Carson Online Coordinator
Kathleen Gregovich	School Psychologist
Diana and Robert Uzzell	Parents
Elijah Rotter	Instructional Aide

**Prevention:**

**How does the school use prevention to deter inappropriate behavior?**

- Counselor, SSP, BIP staff, and student conferences are utilized
- Project Discovery Partnership is utilized for character development
- Progressive Disciplinary Procedures per CCSD Rubric
- Implementation of BIP program
- Student and Parent Conferences
- Online Education Schedules as Applicable
- School Assemblies (Sgt. Mom, etc.)
- School Advisory Classes in Master Schedule
- SEL Lions Quest Curriculum in Advisory

**Behavior Management:**

**How is the behavior plan distributed to pupils and their families? Where it available at the site?**

- School Website
- District Website
- Presentations to students by teachers
- Presentations to parents by administration
- Initial registration process with parents, student, and administration
- Student Advisory Class

**Staff training as it refers to the Progressive Discipline Plan:**

- Staff Development and Training
- Progressive Discipline Team Meetings and Referral meetings
- Professional Development Days
- Staff Meetings/SIP meetings
- SIT Meetings

**Show evidence the site's Progressive Discipline Plan is consistent with written rules of behavior prescribed in accordance with NRS 392.463:**

**Ex: list rules, progressive discipline steps, consequences, etc**

**Please refer to the CCSD Student Behavior Matrix. This is published on the school district website.**

**PHS Rules and Regulations align with the CCSD Behavior matrix and clarifies additional infractions and interventions.**

**Incentives**

Various school wide incentives will be coordinated and adjusted based on school goals. Such incentives might relate to increasing school attendance, Pass/Fail ratios, etc.

**PHS Student Rules and Regulations**

Listed below are some basic rules to guide Pioneer High School students. The rules are itemized because they represent difficult areas. Violations of any of the following school rules will result in appropriate disciplinary action as determined by the proper staff member.

1. Students are expected to respect members of the school staff and/or any visitors to the school.
2. Couples should show proper respect for each other and those around them by avoiding excessive displays of affection.
3. Students must obtain administrative approval for any meeting or assembly held on school property and any printed matter they wish to distribute or post on school property.
4. Only staff, parents/guardians (once they have checked in with the office), and enrolled students attending scheduled classes are allowed on school grounds. Students who have completed their school day will not be allowed to loiter on the school grounds or in the school buildings. A Trespass Warning will be issued to unauthorized individuals on a first offense, on a second offense individuals will be subject to arrest per NRS 207.200.
5. No students may leave the campus for any reason during class without obtaining a pass from the office. **Permission from a teacher to leave is not sufficient.**
6. Students in the hall without a hall pass or who leave class without permission are subject to grade reduction and possible suspension.
7. Eighteen-year-old students must conform to the same requirements as students who have not attained the age of eighteen if they are to attend the regular day classes.
8. Students are to keep the campus clean.
9. **The school cannot assume responsibility for lost, stolen, or confiscated items, which may include lunch tickets, money, electronic equipment, school issued supplies, equipment, and**

**books, etc.**

10. Students representing the school must conform to standards established by the sponsors of the activity. All fees MUST (No Exceptions) be paid in order to participate in any extra-curricular activity. Students involved in school-sponsored activities, either on or off campus, are subject to the Pioneer High School Discipline Code and the right to represent agreement.
11. Any item defined as dangerous is prohibited from campus. Staff will use Carson City School Board Policy and NRS to define dangerous items. Prohibited items will be confiscated.
12. Lockers are considered to be school property and may be searched at any time. School officials may search students, student's lockers and vehicles, if there is reasonable suspicion the students have violated school rules or civil law.
13. Student records are confidential information and are made available only to the parent/guardian and/or the student. Parents/guardians wishing access to their student's records may do so by contacting the Principal's Office, and providing proper identification.
14. Carson City School District prohibits behavior that is intimidating, harassing, threatening or disruptive and/or which is associated with gang membership, including solicitations to join or become associated with a gang.
15. **Visitors are not allowed to attend classes.**
16. Hazing of students on school property, at school sponsored activities, and/or on school district transportation is prohibited. Any student hazing another student will be subject to disciplinary action.
17. Students must give proper identification to school personnel upon request.
18. Students may be removed from the alternative educational program based on credits, age, behavior, attendance or health.
19. Any discussion referencing the following items is prohibited and will result in disciplinary action.
  1. Gangs
  2. Drugs
  3. Fighting
  4. Comments of a sexual nature
  5. Reasons for suspension
20. Cigarettes, matches, lighters, and porcelain cigarettes, incense, spice, and controlled substances are not to be in the possession of students while on campus, in vehicles, or on school activities. These items will be confiscated and progressive discipline will be initiated. Law enforcement may be contacted and loss of field trip privileges may also occur.
21. Smoking (on and off campus) during the (3) minute passing periods are not allowed. Failure to comply could result in suspension, a Required Parent Conference, or removal from PHS.
23. Open campus lunches: Students will not be allowed to spend the lunch break in the residential streets or corners. Off campus lunches are to be eaten on the restaurant property or you can bring your lunch back onto campus. Failure to comply can result in a closed campus for lunch.
24. PHS and Carson Online is a "harassment and bully free zone." All forms of harassment, bullying, and cyber-bullying between students, towards staff, or other members of the community will not be tolerated. Students who experience these issues or witness these incidents are to report the incidents immediately to the main office and complete a written witness statement. PHS will utilize the district's progressive discipline and PHS's student disciplinary policies to address the above issue.
25. **Toy Air Soft Pellet Guns**

This is a reminder that toys that resemble guns or other weapons in any way are strictly forbidden on school campuses in the Carson City School District. This includes, but is not limited to, toy air soft pellet guns. Students who bring such items to school will have them confiscated, law enforcement authorities will be notified, and appropriate disciplinary action will be taken. Disciplinary action could result in long term suspension from school per NRS 392.466.

## **STUDENT DRESS CODE**

The purpose of this policy is to promote an atmosphere of learning. With this purpose in mind, the dress and personal appearance of each student is required to be of such character as not to disrupt or distract from the educational environment or to diminish instructional effectiveness or disciplinary control of the teacher.

- Shoes or sandals, shirts or tops must be worn at all times.
- Midriff revealing or sagging apparel, see-through outfits, slippers or pajamas are not appropriate for school. Shorts and skirts shorter than fingertip length will not be acceptable.

This is measured by the student's arm length at the side hip and leg.

- Clothing, symbols, jewelry, or other paraphernalia which advertise controlled substances, alcoholic beverages, display inappropriate words or pictures, or which are derogatory to any ethnic group or intended to cause disruption of any school or class activity are not acceptable for school wear.
- Studded/spiked clothing and accessories are not acceptable and will not be worn.
- Apparel, jewelry, notebooks or any manner of grooming which, because of its color, the way it is worn, its trademark, or any other characteristic, carries known gang connotations are not acceptable and will not be worn.
- Headphones **will not** be worn in the classroom during instructional time.
- Sunglasses and hats/head coverings will not be worn in the school building, and will be confiscated.
- Inappropriate tattoos may not be exposed.
- Clothing that conceals a student's identity is not allowed
- Any combination of clothing that forms a gang connotation is prohibited
- Red, Blue and other colored clothing items that may cause a disruption have been restricted for all students at PHS and Caron Online. Only dress shirts or collared polo style shirts (not solid red or blue) can be worn if they are tucked in.

### **PROHIBITED ACTIONS**

The disciplinary policy defines school rules that apply to any student who is on school property, in attendance at school, or is in attendance at a school sponsored activity (Carson City School District Regulation Number R-519.5 and R-525). When city, state or federal laws have been violated, referral will be made to the proper legal authorities. An offense deemed serious by the proper administrator may result in expulsion as stipulated by Carson City School District Board Policy and Nevada Revised Statute. There are four types of prohibited actions referred to as offenses.

All offenses in this class will be referred immediately to the administration of the school.

- Gang Activity (written, communicated verbally or physically, electronic communication, symbols or drawings)
- Arson
- Extortion
- Physical or verbal assault on school district employee
- Possession, use, distribution, sale of or under the influence of any controlled substance, prescription medications, drugs, narcotics, alcoholic beverages, intoxicants, all types of marijuana, or synthetic substances
- Possession, sale or use of drug paraphernalia
- Possession or use of Dangerous Article, Weapon, Substance or its counterfeit (Pursuant to NRS 202.350 and 392.466)
- Fighting or Incitement to a fight
- Threats to any person (human being) or organization (students, staff, parents, and community members)
- Hazing/Harassment/Racial and Gender Motivated Intimidation
- Property Damage
- Physical assault (Battery)
- Campus Disruption
- Blocking Staff Access to a Fight

#### Progressive Discipline for offenses:

- Student Conference
- Required Parent or legal guardian Conference RPC (with Student)
- ALC or ISS (In School Suspension)
- Written Apology to staff or students
- Harassment Agreement Signature
- 10 Day suspension (Off Campus)
- Referral to Opportunity School 90 or 180 days' minimum
- 90 days (Off Campus) Suspension/Expulsion
- 180 days (Off Campus) Suspension/Expulsion
- Referral to sheriff for citation and/or arrest

- Possible Referral to Ron Wood Family Resource Center Proof of satisfactory completion will be required to return to school
- Possible Restitution and Community Service for Damages

### **OTHER OFFENSES**

All offenses in this class will be referred immediately to the administration of the school.

- Alteration of school records
- Carrying or using lighters, matches, cigarettes/tobacco, and or paraphernalia (no porcelain cigarettes)
- Theft
- Trespassing or Violation of Trespass Warning
- Computer violation
- Disorderly conduct, profanity, obscene language / behavior or intimidation
- Bullying/Cyber-bullying or Harassment
- Leaving campus without permission
- Non-compliance or disrespect with staff
- Scholastic dishonesty (NRS 392.461)
- Unauthorized area
- Vandalism
- Classroom disruption
- Dress code violations
- Loitering before or after school
- Lying
- Unauthorized presence in hall
- Littering on campus or streets, sidewalks, private property
- Not reporting a crime or infraction which is witnessed on campus

Possible Progressive Discipline for Offenses: Some of the following progressive disciplinary procedures are required based on the level of infraction. (See CCSD Behavior Matrix)

- Student Conference
- Required Parent or legal guardian Conference RPC (with Student)
- ALC or ISS (In School Suspension)
- Written Apology to staff or students
- Harassment Agreement Signature
- 3, 5, or 10 Day suspension (Off Campus) (Progressive)
- Referral to TAP program
- Referral to Opportunity School 90 or 180 days' minimum
- 90 days (Off Campus) Suspension/Expulsion
- 180 days (Off Campus) Suspension/Expulsion
- Referral to sheriff for citation and/or arrest
- Possible Referral to Ron Wood Family Resource Center Proof of satisfactory completion will be required to return to school
- Possible Restitution and Community Service for Damages

### **(WEAPONS)**

Any weapon in the possession of a Pioneer High School student will result in a 90-day suspension or expulsion from PHS, pursuant to NRS 202.350 and 392.466. Possession is defined as the student's person, purse, backpack, locker or vehicle. A knife with a fixed or lockable blade more than 2 ½" in length as measured from the tip of the blade to the tang (hinged end) of the knife is a dangerous weapon. Also, any item(s) that can be altered or constructed as a weapon that can be used to endanger or harm students or staff will be deemed a dangerous weapon.

On a first offense Nevada Statute provides for a **90 day** at home suspension or expulsion for **(1) battery which results in injury of a school employee, and (2) sale or distribution of a controlled substance.** (NRS 392.466.1)

On a first offense Nevada Statute provides for a **180 day** at home suspension for **possession of a**

**dangerous weapon.** For a second offense, the student must be permanently expelled from school. (NRS 392.466.2)

### **(HABITUAL DISCIPLINARY STATUS)**

Students who have been suspended five or more times are considered habitual offenders and may be suspended for 90 school days. A student's suspension record is cumulative and will be maintained for his/her high school career. All suspensions will continue into the next school year. (NRS 392.4655)

### **(K9 Visitations)**

Carson City Sheriff's Officers may conduct canine visitations of school hallways, lockers, classrooms, buildings, parking lots, and other school property and may also conduct canine sniffs of the personal property including vehicles of students. K9 unit visitations will occur at random, at the discretion of the School District and at the availability of a canine unit. Additionally, canine sniffs can occur in response to a reasonable suspicion that an illegal or prohibited substance, weapon, or bomb may be located in the area or on the item being searched. There shall be no canine sniffs of a student's person.

If a canine unit alerts on an area of school property owned by the school, including lockers, a search by school officials can follow immediately.

### **(Battery)**

On a first offense Nevada Statute provides for a **90 day** at home suspension or expulsion for **(1) battery which results in injury of a school employee, and (2) sale or distribution of a controlled substance.**

On a first offense Nevada Statute provides for a **180 day** at home suspension for **possession of a dangerous weapon.** For a second offense, the student must be permanently expelled from school. To cooperate fully with the discipline procedures of other schools, Pioneer High School may not accept students who are under suspension/expulsion from another school until such suspension/expulsion has been completed. If a specific term is not indicated for the suspension, the student will not be permitted to enroll until the end of the current semester. Students on suspension are not permitted to attend or participate in school sponsored activities. Parents/guardians who wish to appeal the suspension of their student may do so by notifying the principal.

### **REFERRALS TO (CCSD Behavior Intervention Program) & APPEALS**

Referrals to BIP can be considered "Long Term Suspensions" if they are utilizing for over 10 days. These are over 10 consecutive days. Secondary students in CCSD may be suspended to BIP for specific infractions listed on the (BIP Referral Long Term Suspension Form). Students are not "placed" in BIP classes, they are referred by administration from the originating school. Long Term Suspension or Referrals to BIP are appealed 1<sup>st</sup> at the site level, then through the Superintendent's Office. BIP enrollment is limited due to staff, facilities and safety. A maximum number of 15 students may be enrolled in BIP at any given time. Students may be accepted after administration from any secondary CCSD school provides a completed "BIP" referral to the principal of Alternative Education. Change of Placement meetings must be held by the referring school prior to enrollment. BIP serves grades 9-12. Durations can include a class period or: 45, 90, or 180 days depending on the referral and time of year. Students may stay longer if they do not follow disciplinary guidelines. Students who are promoted to "Black Shirt" status will be eligible to enroll back in their referring school depending on the time completed and the referral.

### **DETENTION POLICY**

Detention is served by:

1. Reporting to BLD D and staying the full time for tardy detentions or 1:45 to 2:15 for after school disciplinary detention
2. It is the student's responsibility to ask which teacher is handling detention that week.
3. It is the student's responsibility to keep track of their days of detention.

Detention must be started the next day after receiving the detention; however, a student may start serving the detention the same day if desired. Once a student begins serving their detention time, it must be completed consecutively without interruption.

In addition, a teacher, for a variety of reasons, can give class detention, anywhere from 5 to 30 minutes after school. Class detention must be served when instructed by the teacher. The consequence for failure to serve class detention is that it becomes school detention. **School detentions (those assigned by the office must be served prior to classroom detention.**

**FAILURE TO SERVE DETENTION IS INSUBORDINATION AND CAN RESULT IN A SUSPENSION FROM SCHOOL!**

**Community Service** – Students who owe restitution to PHS, are truant, or involved in any other disciplinary infractions, may be assigned to the after school Pioneer High School Community Service work program if deemed necessary by the Administrator.

**DRIVING REGULATIONS**

Driving and parking on campus is a student privilege, which can be revoked if the student does not abide by the Pioneer High School driving and parking rules or the laws of the State of Nevada.

The speed limit in all parking areas provided is 5 miles per hour. Students exceeding this speed limit, or driving/parking in any unauthorized areas, or driving in a reckless manner will be suspended for 3 to 90 days for endangerment. If the violation is also a violation of state traffic laws, the students may be referred to the proper authorities. Students driving on school grounds are responsible for their passengers. Passengers riding in a reckless manner will be subject to disciplinary action along with the vehicle's driver. Students are required to register their vehicles with the office.

**Plan for temporary removal of a pupil from the classroom in accordance with NRS 392.4645:**

*The temporary removal of a student from any classroom is in accordance with NRS 392.4644 whereby students will be placed in a supervised area where school work can be completed for up to 3 days. Additional support/services are also provided to the students if they have an IEP while in temporary alternative placement, and these students will also be provided their procedural safeguards in this disciplinary change of placement as put forth in the IDEA. These rights include manifestation and due process rights, as placement in this setting will count against the school's 10 days of discretionary suspension.*

**NRS 392.4644**

**On or before November 1<sup>st</sup> – Associate Superintendent submits a compilation of site plans to the Board of Trustees**

**On or before November 30<sup>th</sup> – Associate Superintendent submits written reports to Superintendent of Public Instruction on behalf of the Board of Trustees.**