

# **Reno High School Progressive Discipline Plan 2009-2010**

## **MISSION STATEMENT:**

The Reno High School community will provide each and every student the opportunity for educational excellence and guidance leading to respect, honor, and strength for our ever-changing society.

## **BELIEF STATEMENTS:**

The Reno High School community strives to...

- foster a strong sense of pride and tradition.
- ensure a physically and emotionally safe learning environment.
- promote extracurricular programs that enhance creativity, self-esteem, team building, and leadership.
- make available and incorporate current technological resources.
- improve understanding of our personal uniqueness and diversity.

In order to achieve our mission and beliefs, a clear commitment to effective communication and collaboration is needed.

The following progressive discipline plan was created to support Reno High School's Mission and Beliefs.

## **PROGRESSIVE DISCIPLINE PLAN:**

The primary responsibility for discipline in the classroom rests with the teacher, who shall use reasonable and professional judgment in maintaining order and in administering disciplinary measures. Teachers will inform students of their classroom rules and what procedures will be followed for any violation of these class rules.

### Examples of minor offenses the teacher would handle:

- Academic integrity (lack of)
- Chewing gum
- Drinking/eating
- Excessive talking during class time
- Mild profanity
- Not being in assigned seat
- Not having homework completed
- Not prepared for class
- Passing notes
- Refusing to work
- Tapping pencils/pens on desk

- Tardies
- Any other offense that can be handled by the teacher

Examples of major offenses that the Discipline Office would handle:

- Bus citations
- Destruction of property
- Disruption of class so severe that the teacher cannot continue to teach
- Dress code violations
- Driving/parking violations
- Electronic device violations
- Excessive tardies
- Fighting
- Insubordination
- Physical or sexual harassment
- Severe profanity
- Stealing
- Suspicion of being under the influence of or possession of drugs/alcohol
- Any other offense that is a severe disruption of school or is a safety concern

Possible Disciplinary Actions:

Reno High has established a discipline plan with three steps:

1. Classroom expectations/consequences
2. Discipline office referral
3. Removal from class (As a general rule, a parent conference, resulting in a plan for student improvement, will precede a student being removed from a class for discipline reasons.)

Step One: Classroom Expectations/Consequences

Teachers are in charge of their classrooms and have complete authority over the students enrolled. Students who disrupt classes keep teachers from doing their jobs effectively and deprive their classmates of valuable learning time. Therefore, teachers will inform all students of their classroom expectations and the procedures that will be followed for any violation of these expectations. Parents/guardians and students will be provided a copy of each teacher's classroom expectations/consequences.

Step Two: Discipline Office Referral

Once all interventions in the classroom have been exhausted in an attempt to guide the student in making appropriate choices, a referral will be issued. The student will be sent to the Discipline Office. After meeting with the student and speaking with the teacher, a consequence will be determined.

Examples of Discipline Office consequences include:

- Administrative warning
- Parent/guardian contact
- Parent/teacher/administrator conference

- Work Crew and Saturday School
- Behavior contract
- Discipline Educational Packets
- Co-curricular probation/suspension
- In-school suspension
- Out-of-school suspension
- Attendance in an intervention program such as Conflict Resolution, Violence Prevention, Gang Resistance, Substance Abuse and Anti-Tobacco.

Step Three: Removal from Class

Students who fail to change their behavior as a result of the interventions at Steps 1 and 2 (including a student/teacher/parent/guardian conference) may be removed from the classroom with a loss of credit. NRS 392.4644 guides removal from class. A student may be deemed a Habitual Disciplinary Problem as guided by NRS 392.465.

Regulations regarding the temporary removal of students from class and/or school:

Suspension is the temporary removal of students from class (In-school Suspension, Out-of-School Suspension) or from school sponsored activities (Co-curricular Suspension). Students may be suspended for the following reasons:

- Violation of any state law or local ordinance in a school building, on school grounds, or at a school sponsored activity. Specific examples of these violations are listed in Administrative Regulation 5144.1, PROHIBITED CONDUCT.
- Violation of WCSD or school rules or regulations established under School Board Policy; refer to Administrative Regulations 5144.1, PROHIBITED CONDUCT. Student actions or inactions at school sponsored activities which disrupt, interfere with or pose a threat to the educational program, to other students, to staff, to visitors, or to the student personally.

The primary purpose of suspension is to give the student, his or her parents/guardians, and the school the time needed to resolve the problem. The duration of suspension is related to a course of action designed to resolve the problem.

Special Conditions of Suspension:

- A student may not participate in extracurricular activities during the term of his/her suspension.
- Suspensions may be reflected in the student's citizenship grade.
- A parent/guardian shall be notified whenever a student is suspended, and a mandatory conference will be held before the student may return to school.
- Students who are on a suspension are not allowed on any WCSD campus and may not attend any school functions.

Long-Term Suspension:

After appropriate procedures have been followed and a pupil has been deemed a "Habitual Disciplinary Problem" as defined in NRS 392.4655, a student will be

suspended for a period equal to a semester. A student may be deemed a “Habitual Disciplinary Problem” for one or more of the following reasons:

- Threatening or extorting another student or district employee
- Initiating at least two (2) fights
- Receiving five (5) suspensions in a school year

#### Intervention Programs:

Attendance in an intervention program, such as conflict resolution, violence intervention, substance abuse and tobacco cessation, may reduce the total number of days suspended. For example, eight (8) days of a ten (10) day suspension may be reduced upon successful completion of a WCSD program.

#### **OTHER INFORMATION:**

**NRS 392.4644** – If a teacher decides to remove a student from class because of a severe problem that is not being addressed by the administration, the student must be assigned to a temporary alternative placement. NRS 392.4644 requires the establishment of a committee at each school called the Placement Review Committee, consisting of the Dean of Students, the Assistant Principal, and/or the Principal. Reno High School has such a committee. If after a parent conference has been held, the principal recommends that the pupil return to the classroom and the teacher disagrees, the committee will meet to review the circumstances of the pupil’s removal from the classroom and assess the best placement for the student.

**NRS 392.466 & 392.4655** – A student may be deemed a Habitual Disciplinary Problem if any of the following conditions occurs:

- The student has threatened or extorted or attempted to extort another student or a teacher or other personnel employed by the school.
- The student has been suspended for initiating at least two (2) fights on school property.
- A student has been removed from a classroom at least four times.
- The student has a record of five (5) suspensions of three or more days in length.

If a student is considered a Habitual Disciplinary Problem, a change of placement and severe consequences, including expulsion, may occur.

#### **ADDITIONAL POLICIES AND PROCEDURES:**

##### **BUS CITATIONS**

Students who choose not to obey the rules set forth by the transportation department will receive the following consequences:

**First Citation** - Driver discusses the infraction with student. If the infraction is severe enough, the driver may issue a citation which will result in suspension from the bus up to 3 days. Parent/Guardian will be contacted.

**Second Citation** - Driver issues school bus citation. This will be given to the school administrator. Conference will be held with parent-driver-official from transportation. Suspension is up to 10 days.

**Third Citation** - All of the requirements from a second citation will be implemented and student will be suspended from the bus for 9 weeks.

**Severe Citation** - Below is a list of inappropriate behavior that will result immediate suspension of transportation privileges.

1. Physical harm or threat to another person.
2. Fighting
3. Weapons
4. Smoking or the use of drugs.
5. Constant refusal to obey the bus driver.
6. Total disruption of the bus.
7. Harassing and/or bullying.

Note: Any violation of school, bus or district rules can result in additional consequences.

### **COMPUTER VIOLATIONS**

Students who fail to appropriately utilize the computer network will be subject to consequences. Students are not allowed to be on district computers unless authorized by the teacher or librarian. All work must be part of the classroom curriculum assigned by the teacher.

**First Offense** - Student is assigned Discipline Packet (life skills educational curriculum) and/or Work Crew, loss of computer privileges for five school days and subject to pay for the fixing of the system.

**Second Offense** - Student is assigned Saturday School, loss of computer privileges for the semester and subject to pay for all costs of fixing the system or computer.

**Third Offense** - Student is assigned suspension, loss of computer privileges for the school year and subject to pay for all costs of fixing the system or computer.

### **DRESS CODE**

As specified in Washoe County School District administrative regulations (5132), “the dress or grooming of all students must not present potential health or safety problems or

cause distractions.” Specific prohibitions or limitations include, but are not limited to, the following:

### **Condition and Wear of Clothing**

1. Nothing that distracts or poses a safety hazard.
2. No holes, rips, or tears that reveal the body.
3. No tight-fitting or revealing clothing.

### **Safety**

1. No heavy winter coats inside.
2. No clothing that can pose a potential health or safety problem.
3. No gloves inside the building; no single glove at any time.
4. No jewelry or chains that can cause injury.
5. No hanging chains.
6. No metal-spiked or metal-studded accessories.

### **Tops/Skirts/Dresses**

1. Tops must cover the upper- and middle-torso at all times.
2. Skirts must cover the lower torso with no skin showing between top and skirt.
3. Skirts and dresses must be at least mid-thigh in length; no mini-skirts.
4. No exposed undergarments.
5. No halter, tank or tube tops; no transparent(s)/guardian(s), half or muscle shirts.
6. No exposed shoulders.
7. No low-cut necklines, exposed cleavage, or spaghetti straps.
8. No pajamas, lounge wear, or bath robes.
9. Inappropriate tops may not be covered with sheer shirts, sweatshirts or jackets.

### **Pants/Shorts**

1. Must cover lower torso with no skin showing between top and pants/shorts.
2. No exposed undergarments.
3. No sagging pants or shorts.
4. No single rolled-up pant leg.
5. No exposed buttocks.
6. Belt buckle monograms must be appropriate.
7. No hanging or extended belt lengths.
8. No unfastened overalls.
9. No cut-offs.
10. Shorts must be hemmed and at least mid-thigh in length.
11. No mini-shorts; no spandex shorts.

### **Head Coverings**

1. No head coverings or sunglasses brought in the building during school hours.
2. Head coverings (hats) will be returned to parent(s)/guardian(s) only.
3. Exceptions are made for religious or medical reasons.
4. No bandanas (all colors), do-rags (all colors), hairnets, surgical/shower caps, or hair picks at any time on campus or at any school-sponsored event.

**Footwear**

1. Proper footwear at all times.
2. No house slippers.

**Language/Illustrations on Clothing**

1. No obscene, vulgar, profane, or derogatory language or illustrations on clothing.
2. No sexual overtones or anything that promotes weapons, alcohol, drugs, tobacco, gang membership, or violence.
3. Nothing that may be deemed a safety issue.

**Gang Attire**

All items that have been identified as gang-related by local law enforcement agencies and Washoe County School District school police are prohibited. These may include, but are not, limited to:

1. No dangling belts.
2. No chains.
3. No unfastened overalls.
4. No sagging pants/shorts.
5. No single rolled-up pant leg.
6. No hairnets, bandanas, or do-rags (all colors).
7. No blue or red shoelaces on footwear at any time; other colors may be deemed inappropriate as necessary to protect student safety on campus.
8. No altered insignias or graffiti.
9. No jewelry or belt buckles symbolizing any gangs.
10. No graffiti in or on personal belongings symbolizing any identified gang.

**Consequences**

At the beginning of the 2009-2010 school year, if a student violates the dress code he/she will be given a warning by school staff. School staff will notify school administrators with the student's name. School administrators will notify parent(s)/legal guardian(s) of the warning. The student must correct the clothing violation at that time, prior to returning to his/her class schedule. Refusal to change clothes will constitute insubordination. After the first five (5) school days of the 2009-2010 school year, the warning system will be terminated and the following sequential and progressive discipline plan will be followed:

**First Offense**

1. Parent(s)/guardian(s) notified;
2. Student must change clothing;
3. Student warned of consequence for second offense.

**Second Offense**

1. Parent(s)/guardian(s) notified;

2. Student must change clothing violation;
3. Discipline Packet and/or Work Crew
4. Student warned of consequence for third offense; and
5. Consequence/conference entered in student discipline documentation.

### **Third Offense**

1. Parent(s)/guardian(s) notified;
2. Student must change clothing violation;
3. Work Crew and or Saturday School may be issued;
4. Warned that any further violations may result in more severe punishment; and
5. Consequence/conference entered in student discipline documentation.

### **ELECTRONIC DEVICES**

The current policy of electronic devices is currently being revised. Per a district draft given to WCSD schools on May 20, 2009, the policy reads:

5.5.2.13 Electronic devices including, but not limited to, cell phones, personal digital assistants (PDA's). and iPods.

WCSD is proud to be a 21<sup>st</sup> century district and we promote responsible and thoughtful use of personal electronic devices to support student achievement. However, cell phones, iPods, PDA's and other electronic items should not interfere with the instructional process. Teachers and administrators reserve the right to confiscate a student's device if it is interfering with the learning process. The first time a student's personal electronic device appears to be a nuisance, it will be taken away and returned to the student at the end of the school day. Parent/guardians will need to come to the school to collect their child's personal electronic device any subsequent times the device is confiscated.

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones, provided that the use of such devices does not interfere with the instructional process.

Electronic signaling devices shall not be carried into classrooms during assessments, semester exams, or other testing situations.

Inside school buildings and during the school day, electronic signaling devices shall be in the "off" position unless the devices are being used for instructional purposes. Students should not be allowed the use of electronic signaling devices as a "time filler" during instructional time.

### **Consequences**

**First Offense**-Device will be confiscated, parent notified, student reminded of policy, and warning given of future consequences.

**Second Offense**- Device will be confiscated, parent notified, device returned to parent/legal guardian only, school consequences determined for “insubordination” or “disregard for school rules” if necessary.

**Third Offense**-Device confiscated, parent notified, device returned only to parent/legal guardian, school determined consequences for “insubordination” or “disregard for school rules” if necessary, electronic device privileges shall be revoked for **90 school days**.

**Fourth Offense**-Device confiscated, parent notified, device returned to parent/legal guardian, school determined consequence for third offense for “insubordination” or “disregard for school rules” if necessary, device privileges revoked for remainder of student’s school year.

Appeals: A parent or legal guardian shall have the right of appeals to the Superintendent or his/her designee regarding fourth or subsequent offenses. The request for appeal shall be submitted in writing directly to the Superintendent or the Superintendent’s designee within ten (10) working days after the determination of a fourth offense.

### **INITIATING A FIGHT**

A student deemed responsible for initiating a fight will receive the following consequences:

**First Offense** - The student is suspended for ten days with up to eight days waived if he/she attends the district Violence Prevention Program. The student and parent will be issued the Habitual Discipline form.

**Second Offense** - The student will be placed on an Emergency Suspension which can result in permanent removal from Reno High School and all other Washoe County Schools.

- The police can cite and/or arrest students who are involved in a fight. The police can cite and/or arrest students for inciting a fight.
- The privilege of attending dances/proms will be affected by any fighting violations.

### **MUTUAL FIGHTING**

Students who are involved in a mutual fight will receive the following consequences:

**First Offense** - The student is suspended for ten days with up to eight days waived if he/she attends the District Violence Prevention Program.

**Second Offense** - The student is suspended for ten days with up to five days waived if he/she attends the district Violence Intervention Program. If the student has past discipline issues an Administrator may place the student on an Emergency Suspension, which can result in permanent removal from Reno High School and all other Washoe County Schools.

**Third Offense** - The student is placed on Emergency Suspension for up to ten days. The student re-enrolls in the district Violence Intervention Program and receives counseling or psychological evaluation by a district staff psychologist. If the student has past discipline issues an Administrator may place the student on an Emergency Suspension, which can result in permanent removal from Reno High School and all other Washoe County Schools.

- The police can cite and/or arrest students who are involved in a fight. The police can cite and/or arrest students for inciting a fight.
- The privilege of attending dances/proms will be affected by any fighting/inciting violations as stated in the student handbook.

### **PARKING**

Faculty and staff, seniors and juniors may park their vehicles on the Reno High School campus in designated parking lot areas. All vehicles driven by faculty, staff, and student drivers must be registered with the school police office. Each driver will be issued an identification sticker that should be placed in the lower right front windshield and must be parked in the area designated by the identification sticker. Registration of vehicles should take place prior to September 14. After September 14, vehicles parked on campus without the appropriate identification sticker may be towed at the owner's expense.

The following regulations apply for all vehicles that are parked on Reno High School property:

1. All vehicles shall be parked within painted boundaries.
2. "No parking" areas include those areas with painted red "curbing", painted white "curbing", painted yellow "curbing", sidewalk approaches, and any fire/garbage lanes.
3. No parking is permitted within fifteen (15) feet of any fire hydrant or fire alarm box.
4. The speed limit is 10 miles per hour on campus and in all campus lots. Failure to adhere to this speed limit may result in the consequences listed later in this section as well as the issuance of a traffic citation from the School Police officers.
5. Sitting in cars before or during school and at lunchtime is not permitted. (Students may be confused with trespassers or with individuals engaged in illegal activities, if they are not in class during the school day.)

Students who violate these regulations will be subject to these consequences:

**First Violation** - A warning will be issued and a notice-of-violation card will be sent home.

**Second Violation** - The vehicle will be suspended from parking on the campus for ten (10) days and a notice-of- violation card will be sent home. Other consequences may also apply (detention or suspension).

**Third Violation** - The vehicle will be suspended from parking on campus for the remainder of the semester/school year, and a notice of violation will be sent home. Other consequences may apply (detention, or suspension).

Any vehicle suspended from parking on the Reno High School campus and found on campus during the suspension time will be towed at the owner's expense.

In addition, Washoe County School District Administrative Regulation 5144.206 will be enforced regarding vehicles bringing onto campus any container of alcoholic beverage, any harmful drug or substance, or any weapon. District consequences, as well as vehicle suspension, will apply.

### **SMOKING AND TOBACCO**

The use of such products is prohibited on or within sight of the school. Students who choose not to obey the rules will receive the following consequences:

**First Offense** - The student will be assigned an anti-tobacco discipline packet.

**Second Offense** - The student will be assigned Work Crew.

**Third Offense** - The student may be assigned Saturday School, In-house Suspension or suspended from school for continual disregard for school rules.

### **SUBSTANCE ABUSE**

Students having consumed or being in possession of alcohol, an illicit substance, drug-related paraphernalia, and/or a chemical or organic solvent to induce euphoria or hallucinations will be subject to the following consequences:

**First Offense** - The student is suspended for 10 days with 8 days waived if the student and parent/guardian attend 4 consecutive District Substance Abuse classes.

**Second Offense** - The student is suspended for 10 days with 5 days waived if the student receives a verbal chemical assessment at the expense of the parent/guardian. This assessment should be done during the 5 days suspension, written proof of the assessment must be returned to the Discipline Office. The student and parent/guardian must attend 8 consecutive alcohol/drug related programs approved by the district. Written proof must be presented to the Discipline Office staff weekly.

**Third Offense** - The student will automatically receive a 10 day suspension from school. The student will be on emergency suspension; this initial suspension shall not exceed ten school days, and is for the purpose of investigation, review, and determination of final action to be undertaken in this matter.

\*The privilege of attending dances/proms will be affected by any substance abuse violations.

**TARDY POLICY**

Each time a student is tardy to class, the teacher must interrupt the flow of teaching to change the attendance screen on the computer to comply with Washoe County School District attendance-keeping requirements. The student's late entry, together with the interruption of teaching, constitutes a "classroom disruption," especially if that tardiness becomes habitual.

To encourage students to arrive on time to class, five minutes have been scheduled for hall passing. This is adequate time for reaching each classroom on campus. Consequently, when tardiness occurs, the citizenship grading scale will be affected. These consequences apply for a semester, and the teacher has the option to raise the citizenship grade when a student shows improvement:

One tardy	Grade of "A"
Two or three tardies	No grade higher than "B"
Four or five tardies	No grade higher than "C"
Six or more tardies	No grade higher than "D"

**Tardy Procedures (Per Semester)**

<u>Violation</u>	<u>Consequence</u>
3rd tardy	Teacher warning, parent notified
6th tardy	Teacher refers student to discipline office; Tardy Discipline Packet issued.
7-9 tardies	Teacher referral to discipline office, teacher notifies parent, Work Crew issued.
10-13 tardies	Parent(s)/guardian(s) notified, Saturday School issued.
14-up tardies	Admin. decision

**STUDENT DISCIPLINE REFERRAL**

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Period \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (W) \_\_\_\_\_

1<sup>st</sup> Offense- Warning- Date \_\_\_\_\_ Immediate \_\_\_\_\_ Hold for Period \_\_\_\_\_

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_

2<sup>nd</sup> Offense- Conference- Date \_\_\_\_\_ Immediate \_\_\_\_\_ Hold for Period \_\_\_\_\_

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Parent Contact \_\_\_\_\_

3<sup>rd</sup> Offense- Detention- Date \_\_\_\_\_ Immediate \_\_\_\_\_ Hold for Period \_\_\_\_\_

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Parent Contact \_\_\_\_\_

4<sup>th</sup> OFFICE REFERRAL-Date- \_\_\_\_\_ 4<sup>th</sup> STEP \_\_\_\_\_ IMMEDIATE \_\_\_\_\_ ONE  
TIME REMOVE \_\_\_\_\_

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATION USE ONLY**

Discipline Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator Signature \_\_\_\_\_ Student Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Reno HS Work Crew Program**

2:30-3:00 Tuesdays and Thursdays

Please report to the cafeteria immediately after school

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Date(s) assigned \_\_\_\_\_ T TH (circle)

Reason \_\_\_\_\_ Referred by \_\_\_\_\_

The After School Work Crew Program is a tool the Discipline Office will use at their discretion for various discipline issues. Students are expected to show up to the cafeteria immediately after school. Students will be provided rubber gloves and a trash bag to clean the campus from 2:30-3:00 PM. Failure to attend may result in Saturday School.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Admin. Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reno High School**

**Saturday School Suspension**

**(8:30-10:30 AM)**

**Students please meet in front of the school**

**Your son/daughter has been issued a Saturday School Suspension for**

**DATE \_\_\_\_\_, 8:30-10:30 AM for the following disciplinary reason**

\_\_\_\_\_.

**Failure to attend an assigned Saturday School may result in an In-House Suspension or Out of School Suspension. Please contact Mr. Edwards 321-3105 or Mr. Hackbusch 321-3104 with any questions you may have.**

**Students will be either cleaning the campus and/or studying in a classroom. Please make sure your son/daughter is dressed appropriately including appropriate footwear.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Admin. Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Contacted \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

