

EHS 2020-2021  
The complete Version of the EHS  
STUDENT RESTORATIVE PRACTICES  
& ATTENDANCE POLICY  
is posted on the Elko High School Website  
<http://www.elkohigh.ecsdnv.net>

These guidelines were developed through the cooperative efforts of the staff, students, parents and administration to ensure the smooth operation of Elko High School. It is intended that these guidelines will help in understanding the rights and responsibilities associated with attending Elko High School.

Every student has the right and opportunity to learn in an environment which is safe, free of drugs, clean, peaceful, and well organized. Students must also recognize that they have a responsibility to ensure that their actions do not deprive others of the same opportunity.

It should be understood that this is not a limiting document; not all possible violations have been identified, and not all alternative solutions have been listed. In accordance with state law and school district policy, restorative practices are to be progressive; however, it should be understood that the severity of the circumstances surrounding an infraction in addition to attendance/behavior history may justify different or harsher consequences than those listed here.

Unless specifically stated otherwise, all rules defined below shall apply to students on school property and at school activities including, but not limited to, field trips, dances, conferences, athletic events, all transportation to and from school, and school sponsored activities.

**Parents and Students Please Note: If a student receives an Out of School Suspension (OSS), a parent conference is required upon re-entry to school by student and parent with the Vice Principal. (Conference may occur during 1<sup>st</sup> hour. Once conference is finished, student will be escorted to class by VP.)**

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## Online School Policies-new 2020-2021

A full description of the Elko High School policies can be found in our Student Handbook.

### **Student Code of Conduct**

Elko High School recognizes and strives to meet the individual needs of each student through programs which promote the development of self-esteem, cooperation, and vision. This expanded view of school will result in well educated, productive, and socially responsible citizens. To this end, we believe the school should reflect the desires and expectations held by our community for our youth, and that the school must provide an environment that ensures the safety and well-being of students. For this reason, it is important that the school provides clear expectations and guidelines for students.

It is our goal to work with parents to instill in each student respect and responsibility.

Proper respect must be shown by all students and staff at all times. Ideally, our school is an environment where students are free to learn and grow as individuals, and where staff is free to do its work. For this ideal to become a reality, it is necessary that each individual conform to an ethical code of mutual respect and courtesy, and to recognize that each individual is entitled to certain personal rights. All students have the right:

- To learn in an environment that is safe from any type of abuse;
- To feel appreciated by hearing and responding with “please” and “thank you”;
- To express themselves within each class respectfully, being thoughtful of others.

**An important objective of Elko High School is to provide an educational climate which assists students in presenting themselves in a manner that promotes a positive and productive online school environment, personal pride, and academic success.**

## EHS Virtual/Online Classroom Conduct

In order for a virtual/online classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual/online classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language, or any other forms of bullying.
- Students must abide by rules, policies, and procedures established by the course instructor.
- Students who violate the virtual/online classroom rules of conduct will be warned by the instructor to correct the behavior and/or may be prohibited from communication with classmates for the rest of the session and/or longer depending on the infraction.
- Parents will be asked to not interrupt online classroom instruction. If you have a question for your student's teacher, please either email the teacher to ask your questions or schedule a telephone conference to have a conversation about your concerns. If you are not satisfied with the results of your conversation with the teacher then we will ask you to contact a school administrator to see if we can help you with your concerns.
- If a student has been repeatedly disciplined in a virtual/online classroom, the student may receive read-only privileges in the virtual/online classroom for the rest of the semester or until the instructor, administrator and or the student's Restorative Practices Team deems it appropriate to restore privileges to the student. While students are in live teacher-led lessons, all chat and audio student interactions are considered "privileges".

## ATTENDANCE

To ensure that all students receive a quality education, it is important they attend school regularly. Students must be in class on a regular basis to ensure a quality educational experience. Any student who is absent must have a valid reason. **An excuse written by the parent/guardian must be presented to the Attendance Office within 72 hours of absence.** Students that are deemed unexcused (an unexcused absence is defined as any absence that has not been approved by the school). *Failure to do so will result in a truancy being issued for the absence.*

The following attendance policy is predicated on the premise that positive attendance habits will promote successful student career and life experiences. Poor attendance leads to poor academics and student outcomes.

Ten or more days missed, per semester, may result in loss of credit. As per statute, Parents will be notified of student absences when the students have missed five (5) days and then ten (10) days. Parents may request a conference with the school administrator to discuss absences as well as loss of credit at any time; however excessive absences and/or truanancies will result in a conference with school administration.

The following factors may be considered, but are not limited to, as unavoidable and/or defensible exceptions to the minimum number of attendance days:

1. Doctor verified medical release
2. School Nurse verification
3. Prearranged educational experiences outside of school
4. Verifiable family emergencies
5. Extended injury or illness which is doctor verified
6. Absences directly related to a student's identified disability
7. Verified court requirements.

Minimum attendance requirements for course credit are specified in NRS 392.122, and state that a student may not earn credit upon the accrual of more than 10 (ten) unexcused absences in a semester. Students in grades 9-11 and Seniors in their first semester must, upon loss of credit due to excessive absences, make arrangements to obtain the credit through alternative means including online, summer school, or credit recovery programs. Only seniors in their second semester will be allowed to make up excessive absences. Any required make-up hours must be completed and approved by May 24th. Students with 10 (ten) or more absences may be subject to doctor or physicians notes only in order to be excused.

**PREARRANGED ABSENCE REQUEST FORMS:** These forms are available in the attendance office and online on the school website for medical, dental, and legal appointments, family bereavement, religious observances, family trips, appointments that cannot be scheduled outside the school day, or other important business. When accompanied by an acceptable note, such absences may be considered exempt at the discretion of administration. Absences for medical or dental appointments will not be made exempt without a note from the physician/dentist. Prearranged absences are not intended for errands, babysitting, free day, or entertainment. Makeup work or work in lieu of classwork missed, may be assigned to the student so that these days do not count against the student's total absences.

## TARDIES

Punctuality is necessary for a positive educational atmosphere. In order to prevent classroom disruptions students are to be in their assigned classroom, by the end of the final bell. Tardies accumulate **per semester** in the same class.

### DISCIPLINARY ACTION:

3 Tardies:	3 hours of noon or after school detention.
4 Tardies:	4 hours of noon or after school detention.
5 Tardies:	5 hours of noon or after school detention and parent contact, next tardy will result in a Truancy being issued.
6 Tardies:	Six hours of noon and/or after school detention, or ISS, parent contacted and Truancy issued.
7 Tardies:	8 hours of lunch or after school detention or ISS and parent contacted
8 Tardies:	2 days of ISS and , parent contacted
9 Tardies:	3 Days of ISS and parent contacted.
10+ Tardies:	3-10 days of ISS for each offense, parent contacted and Truancy issued.
14+ Tardies:	3-10 days of ISS for each offense, parent contacted and Truancy issued.

\*If detention is missed without prior permission or being excused, the student will be assigned a day of ISS for each day missed. Student is subject to receiving a truancy for the missed detention.

\*\*If a student is assigned detention for tardies and/or truanancies and a conflict exists between serving detentions and participating in a school activity, club or other organization, the detentions will take precedent.

## 10 MINUTES LATE

If a student arrives over 10 minutes late to class without a note from a parent/guardian or faculty/staff member they will be marked absent and will be referred to the office and/or sent to detention for the remainder of the hour. The student will receive an unexcused absence or truancy for the period.

### DISCIPLINARY ACTION:

1<sup>st</sup> violation: Students will serve the remainder of class in detention and will be excused with a parent note for 1<sup>st</sup> and 6<sup>th</sup> hour only. Other periods students will be unexcused and receive an additional hour of detention.

2<sup>nd</sup> violation: Students will be unexcused even with a parent note and serve the remainder of the hour in detention and 3 hours of detention.

Additional violations: lunch or after school detentions or Saturday school or ISS, administrators discretion.

## TRUANCY

A TRUANT IS DEFINED BY THE State of Nevada Revised Statues as any student who is absent from school, for any period of time, without a valid excuse acceptable to the students teacher or principal, unless the pupil is physically or mentally unable to attend school. Students may be required to provide a doctors excuse for absences. **Per ECSD Policy: students are allowed 3 days to bring a note for absences. If they fail to bring a note, those absences will become truanancies.**

## HAT and/or HEAD COVERING

All head coverings, including bandanas, are unacceptable with the exception of those for medical purposes or religious observances. If caps are worn to school, they are not to be worn in the buildings or they will be confiscated. The exception would be spectators at extracurricular activities or special school activities.

## Electronic Device Use Policy\*

The use by students of personal communication devices such as cell phones, pagers/beepers, or other similar electronic communication devices, is prohibited during the instructional day. As long as use is not disruptive, students may use these devices during scheduled nutrition or lunch periods and while on district buses. Cell phones will be confiscated if used other than during the lunch period or before and after school.

**1<sup>st</sup> infraction:** Confiscation of phone and returned to student's parent or guardian.

**2<sup>nd</sup> infraction:** Confiscation of phone for one week and returned to parent/guardian. The student will also be assigned 3 hours of lunch or after school detention for disregard for school rules.

**3<sup>rd</sup> infraction:** Confiscation of phone and returned to parent or guardian. The student will be assigned 1 day of ISS for administrative insubordination.

**4<sup>th</sup> infraction:** Confiscation of phone and returned to parent or guardian. The student will also be assigned 2 days of ISS for administrative insubordination.

Note: Cell Phone offenses are cumulative for student's grades 7-12. Further disciplinary measures apply as per ECSD Policy JD Student Restorative practices.

***Failure to sign and return the "Acceptable Use Policy for Telecommunication/Internet" is cause for revocation of all electronic device privileges until said document is signed and returned.***

**\* Electronic Devices are: Cell Phones, Stereos/Radios, Walkman, Discman, MP3 Players, Cameras, Video cameras, almost any device that has a rechargeable battery.**

## COMPUTER USE

Students agree to exhibit ethical behavior at all times when using school computers. This includes, but is not limited to, staying in programs and features as instructed by the teacher, keeping non-lab or classroom software off the computers, refraining from using inappropriate language for directory and file names, keeping the content of E-mail messages appropriate for school, refraining from behaviors which may damage equipment or software and following E.C.S.D. policies and protocols when using the Internet. Students will not be allowed to access sites such as myspace.com, chat rooms, or any sites similar in nature. All students must have an AUP on file in order to use the internet.

## **DISCIPLINARY ACTION:**

1<sup>st</sup> Violation: Loss of computer privileges; time period; administrative discretion of ISS and OSS; parent contacted

2<sup>nd</sup> Violation: Permanent loss of computer privileges (EHS); parent contacted

## **NUISANCE ITEMS**

Because the items listed below have a tendency to provide a disruption of the educational process the following items are considered Nuisance Items and are not allowed to be used during school hours:

-Skateboards -Roller blades -Laser Pointers - any other items deemed a nuisance by teachers/administration.

Inappropriate use of nuisance items, as deemed inappropriate by the administration, may result in ISS or OSS, depending upon the circumstances of the infraction. **Skating, skateboards, or riding bicycles is strictly prohibited on school district property at any time.**

## **DISCIPLINARY ACTION:** Except as otherwise stated:

1<sup>st</sup> Violation: Item confiscated and taken to the office.

2<sup>nd</sup> Violation: Item confiscated and taken to the office. Returned to parent only, student will be assigned 3 hours of detention for administrative insubordination.

3<sup>rd</sup> Violation: Item confiscated. Returned to parent only. Student will be assigned 1 or more days of ISS.

4<sup>th</sup> Violation: Will result in 1 or more days of OSS.

**Note:** Offenses for nuisance items are cumulative for student's grades 9-12. Student will be monetarily responsible for any damage caused from using a nuisance item.

## **DISRUPTIVE BEHAVIOR**

Physical or verbal actions which distract students or teacher or otherwise interfere with the teaching/learning process are considered to be disruptive. This is not limited to the classroom, but also encompasses school grounds.

Disruptive behavior includes, but not limited to:

- Throwing paper etc.
- Inappropriate behavior
- Profanity
- Public Displays of Affection (see separate section on this)
- Disrespect
- Failure to follow school rules & policies
- Roughhousing/Horseplay

## **DISCIPLINARY ACTION:**

1<sup>st</sup> Violation: Up to 3 days of Period ISS; Administrative Discretion may include OSS; parent contacted.

2<sup>nd</sup> Violation: Up to 3 days of all day ISS; Administrative Discretion may include OSS; parent contacted.

3<sup>rd</sup> Violation: 1-3 Days of OSS; parent contacted, parent conference upon reentry with Vice Principal.

4<sup>th</sup> or More: 1-10 Days of OSS; Administrative discretion which may include Long Term Suspension, Disruption of the Educational Process, or Habitual Restorative practices Problem designation; parent contacted.

## **CONTINUAL BEHAVIOR REFERRALS**

**Repeat trips to the office and a history of disruptive behavior and other office referrals will not be tolerated.** It is our intention at E.H.S. to create a positive learning environment. Therefore, repeat referrals to the office for offenses other than attendance matters, will face tougher disciplinary action. This includes action being taken for the **DISTURBANCE OF THE EDUCATIONAL PROCESS. THIS INCLUDES FIGHTING.**

**DISCIPLINARY ACTION:** Excessive student violations will move to the subsequent violation of the restorative practices policy for that infraction. Possible restorative practices will be based on **DISTURBANCE OF THE EDUCATIONAL PROCESS. NRS392.900, 392.910**

## **INSUBORDINATION**

Insubordination is the intentional failure to comply with the requests of teachers, administrators, or other school personnel. This may also be deemed Willful Disobedience. Insubordinate acts may be verbal, defiant action, or intentional inaction.

## **DISCIPLINARY ACTION:** (Severity of infraction may change the level of consequence.)

1<sup>st</sup> Violation: 3 days of period ISS.

2<sup>nd</sup> Violation: Up to 3 days of all day ISS; Administrative discretion; parent contacted

3<sup>rd</sup> Violation: 1-3 days OSS; Administrative discretion; parent contacted

## RESTORATIVE PRACTICES for SERIOUS INFRACTIONS

The following behaviors are considered to be highly inappropriate and, depending on circumstances, should result in immediate referral to the office. This is not limited to the classroom, but also encompasses school grounds.

- Profanity and/or obscene gestures directed toward the school staff or other students.
- Endangering the health, safety, and welfare of others
- Making threats
- Participating in sexual harassment
- Gang activities
- Participating in physical or mental harassment
- Hazing
- Bullying and or Harassment\*(see separate section regarding this restorative practices).

### DISCIPLINARY ACTION:

- 1<sup>st</sup> Violation: 1-3 Days of ISS; administrative discretion may include OSS\*.  
2<sup>nd</sup> Violation: 1-10 Days of OSS; administrative discretion; parent contacted  
3<sup>rd</sup> Violation: 1-10 Days of OSS; may recommend long term suspension; administrative discretion; parent contacted.

**\* Parents and Students Please Note: If a student receives an Out of School Suspension (OSS), a parent conference is needed upon re-entry to school by the student with the Vice Principal.**

## BULLYING AND/OR HARASSMENT

It is the policy of Elko High School to maintain a learning and working environment that is free from bullying and harassment. The school district prohibits any and all forms of bullying, including cyber-bullying, because it violates the basic right of the students and staff to be in a safe and orderly learning environment.

“Bullying” means a willful act on the part of one or more persons which exposes a pupil to an oral or written communication or physical act that:

1. Places the pupil in reasonable fear of harm to his or her person or property,
2. Creates a hostile environment for the pupil at a public school,
3. Infringes on the rights of the pupil at a public school,
4. Interferes with the operation of a public school, or
5. Is highly offensive to a reasonable person, and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress. NRS 388.122- NRS 388.135

It shall be a violation of this policy for any person to engage in bullying, cyber-bullying, harassment, or intimidation of a pupil at any place or by any method, including, without limitation, on the premises of any public school, on the property immediately adjacent to a public school, at a school bus stop, at any activity sponsored by a public school or on any school bus, van or any other motor vehicle owned, leased, or chartered by a school district to transport pupils or school employees. A single act of the above unlawful behavior may constitute bullying.

School staff shall report suspected bullying behavior to school administration for investigation using appropriate district forms.

Administration will promptly and thoroughly investigate reports of bullying, whether of a physical or non-physical form. If it is determined that bullying has occurred, appropriate action will be taken as follows:

### DISCIPLINARY ACTION:

- 1<sup>st</sup> Violation: Parent contact, 1-3 days detention, ISS, or OSS  
2<sup>nd</sup> Violation: Parent contact, 3-5 days detention, ISS, or OSS  
3<sup>rd</sup> Violation: Parent contact, 3-5 days ISS or OSS  
4<sup>th</sup> Violation: Parent contact, 3-5 days OSS  
5<sup>th</sup> Violation: Parent contact, up to 10 days OSS pending investigation, Habitual Restorative practices Problem, Long Term Suspension of up to 90 days.

## FIGHTING

Fighting is mutual and willing physical combat between two or more individuals. The definition will encompass more than pushing/shoving/wrestling. Behaviors of this nature will be considered endangerment to the health, safety and welfare of others. Assault is the direction of physical violence toward another unwilling individual. Fighting will be cause for a student to be charged under **DISTURBANCE OF THE EDUCATIONAL PROCESS**. NRS392.900, 392.910

### DISCIPLINARY ACTION:

- 1<sup>st</sup> Violation: 3-5 days OSS; administrative discretion; possible police contact; parent contacted  
2<sup>nd</sup> Violation: 5-10 days OSS; possible police contact; Habitual Restorative practices Problem Status; recommendation for long term suspension of not less than 90 school days.

For all violations involving fights, NRS 392.465 section 1(b), NRS 392.465 section 4 and NRS 392.466 section 3. Must be enforced in any event parents will receive notification of Habitual Restorative practices Problem Status. **Two fights in a school year or five suspensions within one school year will result in mandatory long term suspension and/or expulsion as deemed by NRS.**

## POSSESSION AND/OR USE OF TOBACCO/VAPE/E- CIGARETTES/ETC.

At no time may students be in possession of or use tobacco products while on E.C.S.D. property, or while participating in any school sponsored activity. This includes Electronic Cigarettes and other items that imitates illegal substances or items. **All incidents of vaping or possession of vaping material will be reported to law enforcement. New city ordinance makes it a crime for people under the age of 18 to participate in vaping activity.**

### **DISCIPLINARY ACTION:**

- 1<sup>st</sup> Violation: 3 days of ISS; parent contacted
- 2<sup>nd</sup> Violation: 3 days of OSS; parent contacted
- 3<sup>rd</sup> Violation: 3-5 days of OSS; parent contacted
- 4<sup>th</sup> Violation: Progressive from previous step

## **POSSESSION AND/OR USE OF ALCOHOL**

Use of, possessing, or being under the influence of alcohol while on E.C.S.D. property or in attendance at school functions will not be tolerated.

### **DISCIPLINARY ACTION:**

- 1<sup>st</sup> Violation: 5 days OSS or 3 days OSS if **ALERT** program is successfully completed; parent **and authorities** contacted
- 2<sup>nd</sup> Violation: 5-10 days of OSS; administrative discretion; parent **and authorities** contacted.
- 3<sup>rd</sup> Violation: 10 days OSS; parent contacted; police contacted; long term suspension/expulsion possible.
- 4<sup>th</sup> Violation: See district policy.

## **POSSESSION AND/OR USE OF CONTROLLED SUBSTANCE**

Using, possessing, or being under the influence of illegal drugs or other mind altering substances while on E.C.S.D. property or while in attendance at a school sponsored function will not be tolerated. For the purposes of the policy, the term Drug shall include an illicit drug, controlled substance, intoxication substance (other than alcohol), or inhalant or any item represented as a drug.

### **DISCIPLINARY ACTION:**

- 1<sup>st</sup> Violation: 5 days OSS; parent contacted; police contacted; ALERT PROGRAM; Successful completion of the ALERT PROGRAM will reduce the suspension to 3 days OSS. **Authorities notified.**
  - 2<sup>nd</sup> Violation: 10 days OSS; recommendation for long term suspension/expulsion; parent contact; police contacted
- Students trafficking controlled substances or represented as controlled substances will be referred to the police.

## **REQUIRED RESTORATIVE PRACTICES**

Violation of the following N.R.S. codes require restorative practices mandated by law:

N.R.S. 392.446(1) Battery of school employee resulting in bodily injury

N.R.S. 392.466(1) Sale or distribution of a controlled substance

N.R.S. 392.466(1) Possession of a dangerous weapon includes, without limitation, a blackjack, sling shot, billy club, sand-club, sandbag, metal knuckles, dirk or dagger, nunchaku, switchblade knife or trefoil, butterfly knife, or any object used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause bodily injury to another person.

N.R.S. 392.466(2) Possession of a firearm

### **DISCIPLINARY ACTION: MANDATED BY LAW**

## **DISHONESTY**

Dishonesty is lack of honesty or integrity: disposition to defraud or deceive. Dishonesty to a teacher, administrator, or any other school personnel will be subject to the following disciplinary actions:

**1<sup>st</sup> Violation**-1-5 days ISS/OSS; administrative discretion: parent contacted

**2<sup>nd</sup> Violation** 3-5 days OSS; administrative discretion; parent contacted

**3<sup>rd</sup> Violation** 3-10 days OSS; administrative discretion; parent contacted

## **Teacher Assigned Tutoring**

Freshmen and Sophomores failing or receiving a "D" in a required course **MUST** attend tutoring assigned by their teacher before or after school or during the lunch period. Tutoring for Juniors and Seniors receiving a "D" or Failing grade in a required course may be assigned tutoring by their teacher. Attendance at teacher-assigned tutoring sessions is mandatory. Students missing assigned tutoring must present a valid excuse for such absence in writing the following day they return. Failure to produce a valid excuse in writing for such absences will result in a restorative practices referral, and offending students will be assigned three hours of noon or after school detention for each offense.

## **FORGERY OR MISREPRESENTATION**

Impersonating a parent on the phone or signing for a parent, school employee, or medical personnel, etc., are all considered forgery, dishonesty or misrepresentation. Altering notes, documents, etc., for personal benefit or for the benefit of another student is considered misrepresentation. **This includes Plagiarism, copying work product, cheating on tests, or purchasing complete work from online sources.**

### **DISCIPLINARY ACTION BY TEACHER:**

1<sup>st</sup> Violation: Receive 0" on assignment—teacher to call parent.

2<sup>nd</sup> Violation: Receive 0" on assignment; teacher to call parent and refer to office

**OFFICE RELATED** (forged notes, phone impersonation, etc.)

1<sup>st</sup> Violation: 5 days ISS or 1-3 OSS; administrative discretion; parent contacted

2<sup>nd</sup> Violation: 3-5 Days of OSS; administrative discretion; parent contacted

3<sup>rd</sup> Violation: 5-10 Days of OSS; administrative discretion; parent contacted