



MOUNTAIN VIEW ELEMENTARY

**STUDENT & PARENT HANDBOOK
2019-2020**

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Mountain View Elementary School

Bell Schedule

2019-2020

Time	Schedule	Grades
8:15 AM	Students Arrive/Supervision	K-4
8:30 AM	Entrance Bell	K-4
8:35 AM	Tardy Bell	K-4
10:05 – 10:20 AM	Recess	2-4
11:10 - 12:00 PM	Lunch/Recess	K-1, (Conners)
11:55 - 12:45 PM	Lunch/Recess	2-4
2:00 - 2:15 PM*	Recess	K-2
3:10 PM **	Dismissal*	K-4
*No PM Recess - Wednesdays due to early out		K-4
<u>**2:00 PM Wednesdays Dismissal - Early Out</u>		K-4

Please remember to be prompt picking up your student at the above scheduled times.

STUDENT BEHAVIOR: EAGLE FEATHERS, EXPECTATIONS, AND DISCIPLINE

Eagle Feathers

Eagle Feathers represent behaviors that we value at Mountain View Elementary. When these practices are observed in students, teachers and staff members may award points to the student's *house. House points are then accumulated at the end of the quarter, and the house with the most points will earn a celebration party. Just as an eagle uses its feathers to fly, our school community will practice these positive behaviors to learn, grow, and soar!

*Further clarification of Mountain View's House System will be given in other documentation.

Eagle Feathers

- ❖ **Make eye contact and respond appropriately.**
 - ❖ **Respect others' comments, opinions, and ideas.**
 - ❖ **Use your manners.**
 - ❖ **Keep yourself and our campus clean and germ-free.**
 - ❖ **Help those in need.**
 - ❖ **Keep transitions in and between classes swift, quiet, and orderly. Move with a purpose.**
 - ❖ **Use kind words. Apologize and mean it.**
 - ❖ **Let an adult know if anyone is being bullied.**
 - ❖ **Make good choices even when no one is looking.**
 - ❖ **Always be honest, no matter the circumstances.**
-

DAILY DISCIPLINE POLICY

At Mountain View Elementary, we believe in *discipline with love*. That is, students will be corrected for any behavioral issues that infringe on the classroom learning environment. However, this discipline does not mean that we do not value your child. We believe students deserve chances to improve their behavior, but they will have natural consequences if they do not improve.

The following is the daily classroom discipline policy:

First infraction: Student will write his/her name on the board.

Second infraction: Student will get a check next to his/her name.

Third infraction: Student will get a second check next to his/her name and will lose one recess.

These infractions will not carry over to the next day. Students will walk into their classrooms with a fresh start every day. However, if a student loses three recesses, he/she will be given a **“silent lunch detention.”** **View the District Progressive Discipline Plan in Appendix A.**

Hallway Expectations: Always walk quietly with your hands to your side. Keep your hands to yourself.

Bathroom Expectations: Wash your hands. Throw paper towels into the trash can.

Lunchroom Expectations: Do not touch another person's lunch. Eat first then you can visit

quietly. Stay in your seat. Raise your hand if you need help. Clean up your lunch and wait until you are excused to go out to recess. Please do not ask to sit next to someone from another class, remain in your classroom line, and be seated where the lunchroom duty teacher assigns you.

Assembly Expectations: Sit quietly crisscross style. Keep hands to self. Keep your eyes on the speaker, and please do not speak to your neighbor when there is someone presenting or speaking at the assemblies unless you are asked to speak or join in an activity.

CELL PHONE POLICY

Cell phones and other electronic devices may not be used during the regular instructional day without the permission of the Principal. Cell phones and other electronic devices may be used before and after school, at lunch, at school activities, and on school sponsored trips, as long as they meet the requirements of the Elko County School District Acceptable Use Policy for Telecommunications/Internet.

CONSEQUENCES FOR VIOLATION OF THE DISTRICT POLICY

First Offense

- *The electronic device shall be confiscated.
- *The parent/legal guardian shall be notified.
- *The electronic device shall be turned over to the parent/legal guardian.
- *A warning shall be given regarding the consequence(s) for any future violation of the policy.

Second Offense

- *The electronic device shall be confiscated.
- *The parent/legal guardian shall be notified.
- *The electronic device shall be turned over to the parent/legal guardian.
- *School-determined consequences for "administrative insubordination" or "disregard for school rules".
- *The policy shall be again reviewed with this student and his/her parent/legal guardian.
- *A further warning shall be given regarding the consequence(s) for any future violation of this policy.

Third Offense

- *The electronic device shall be confiscated.
- *The parent/legal guardian shall be notified.
- *The electronic device shall be turned over to the parent/legal guardian.
- *School-determined consequence for second offense for "administrative insubordination" or "disregard for school rules".
- *Electronic device privileges shall be revoked for a period of 90 school days.
- *The policy shall be again reviewed with this student and his/her parent/legal guardian.
- *A further warning shall be given regarding the consequence(s) for any future violation of the policy.

Fourth and Subsequent Offenses

- *The electronic device shall be confiscated.
- *The parent/legal guardian shall be notified.
- *The electronic device shall be turned over to the parent/legal guardian.
- *School-determined consequence for third offense for "administrative insubordination" or "disregard for school rules".
- *Electronic device privileges shall be revoked for 180 school days.

PARENT CONCERNS PROCEDURES

If you have questions or concerns about your child's education, please follow this process:

- 1.) Meet with your child's teacher and work through the problem-solving process:
 - A.) What is the problem?
 - B.) What are the causes of the problem?
 - C.) How can the problem be solved? (Identify all the options.)

- 2.) If you were unable to solve the problem after meeting with your child's teacher, please schedule an appointment to meet with the school administrators and the teacher.

STUDENT CHECK-OUT DURING SCHOOL HOURS

Students are involved in learning at all times during the school day. If at all possible, please do not take your child out of school earlier than the regular dismissal time. In the event a student needs to be taken out of class early during the school day, a parent or guardian must sign the student out at the office regardless of classroom location. Once the student is signed out, **parents/guardians need to wait at the office for their child.** Students will be called down to the office for pick-up by the secretaries so that disruptions to the classroom learning environment are kept to a minimum. **A current Driver's License will be required to check out a student.**

STUDENT MESSAGES DURING SCHOOL HOURS

If you need to get a message to your child before the end of the day, **please send an email message to your child's teacher by 2:45 pm.** If you get an email that states the teacher is away from the classroom, please contact the office and we will get the message to the classroom/substitute. The administration must be able to verify the identity of the person leaving the message. For emergency messages delivered via phone, parents will be asked a variety of confidential questions to verify their identity before the message will be delivered to the student. Persons leaving the message in person will need to have a valid photo ID.

ABSENCE POLICY

Please notify the office with a written note that is signed and dated, if your child will be absent. Notify the office by 9:00 if you are requesting homework. Homework can be picked up at the office after school. If your child is unexpectedly absent from school due to sickness or emergency, please call the office. When your child returns to school, you will need to send a written note explaining the absence. Please include the child's first and last name and date/dates of absence. If an absence remains unexcused for THREE school days after the student returns to school, they will be considered truant. If your child was seen by a physician, bring the school the doctor's excuse. A doctor's note will exempt the child's absence and will not count towards days missed in the attendance policy.

TARDY POLICY

If child is tardy, please stop by the office to take a tardy slip before proceeding to classroom. For morning attendance, the first bell to line up with your class rings at 8:30 a.m. If students arrive to school between 8:30 a.m. and 8:35 a.m. they should report directly to their classroom, and the teacher will mark them tardy. Students who arrive after the 8:35 a.m. bell are counted as tardy and they first need to receive a "pink tardy slip" from the office. For lunch tardies, refer to the bell schedule. Excessive student tardies will be dealt with in the following manner:

- 5 Tardies:** Student receives a verbal warning from the office and/or teacher.
10 Tardies: Notification Letter sent home from the office. After the 10th tardy the student will begin receiving detention during recesses and or lunch recess.
15 Tardies: Updated Notification Letter sent and call from administration.

QUICK REFERENCE GUIDE

These are sample situations to assist parents in understanding the attendance policy.

<u>Type of Absence</u>	<u>PARENTAL ACTION</u>	<u>Excused/Exempt Status</u>
Child is sick.	Notify School	Excused but not Exempt without doctor or nurse verification.
Child is on a school sponsored trip.	None	Student is considered in attendance.
Child gets sick at school and is sent home.	Sign student out at office.	Excused and Exempt
Child is on family vacation while school is in session.	Absence needs to be pre-arranged.	Excused but not Exempt
Child is absent due to a serious illness or death of a relative.	Notify School	Excused and Exempt. This is a verifiable family emergency.
Child is absent due to an educational experience outside of school.	Absence needs to be pre-arranged.	Excused and Exempt. Principal needs to pre-approve the educational experience.
Child is ill and absent numerous days throughout the school year.	Notify school for each absence and ask doctor for a note if one was seen.	Excused and exempt with doctor or nurse verification.
Child is absent for unknown reason.	No note or call received from parent.	Unexcused absence and NOT Exempt.

MEDICATION POLICY

Students who are required to take any type of medication during school hours, must have medical note on file in the school nurse’s office with a **Prescription Medication Authorization Form** signed by the prescribing physician/practitioner and the parent or guardian.

ALL medication **MUST BE** contained in a current pharmacy container labeled with the student’s name, prescriber’s name, date, medication, dosage, and time to be given. Any change in type, frequency or amounts of medication will require completion of a new Prescription Medication Authorization Form. Parents need to bring student’s medication to the school nurse. In the absence of the parent or guardian an authorized adult may bring the medication to the nurse. Only the parent/guardian, school nurse or the principal’s designee will be allowed to administer medication to the student during school hours per district policy.

CONCUSSION POLICY

Nurse Laila will follow the “Guidelines for the Nurse in the School Setting” and the “CDC Concussion Checklist” to determine if your child has been sent to her for signs of a concussion or head injury. If she determines that your child has shown specific signs, she has the right to contact the parent and ask the parent to pick up your child for further medical evaluations.

CLOSED CAMPUS

Mountain View Elementary School operates on a closed campus concept. Students must stay on the school grounds from the time they arrive, until dismissed or picked up by the bus at the end of the school day. Students who ride the bus must not leave campus after arriving or before getting on the bus after school.

Parents or other authorized designee (emergency contact) must go to the office to sign out their student *before the school will release them to leave campus during school hours* for medical appointments or any other reason. Students will only be released to parents or persons over the age of 18 who are listed as emergency contacts on Infinite Campus.

HOME LUNCH

Students who are excused for home lunch must have written permission from a parent and/or guardian on a daily/weekly basis. *Home lunch means that students are excused to go to their own home for lunch.* We will release students to go to lunch with their parent or legal guardian only. If a student returns to school from home lunch before the bell rings they must report to the office and wait for the office to dismiss them to the playground. If students return to school after the bell rings, they need to report to the office for a tardy slip. All other school rules apply during the lunch period.

SCHOOL LUNCH

Hot lunches are \$2.85 per day. Please deposit money to your child's account in advance. Lunches **MUST** be pre-paid. One week is \$14.25 and two weeks are \$28.50. For those of you who would like to pay for the entire school year, 180 days total \$513.00. **Students need to pay for lunch at the office in the morning before school starts.** Visitors and adults are \$3.85 per lunch. Online access to account information and to add money to account go to **myschoolbucks.com** and create an account.

FOOD ALLERGY AWARENESS

1. Keep allergy student's home lunch in separate basket and area away from other students' home lunches.
 2. All students must wash their hands before sitting down for lunch, and after coming in from lunch recess to avoid spreading nut protein contaminants. (Hand sanitizer will not kill the protein!)
 3. Limit food that is brought into the classroom for treats or classroom learning activities. **Any food item that does not have the ingredient list may not be brought into the classroom.**
 4. The exclusion to this would be the "Emergency Food and Water" stored separately in a closed container that should be in a closed cabinet.
 5. "Peanut aware signs" will be posted outside designated classrooms in the building.
- NOTE: If an unacceptable food item is discovered in the classroom call the office right away. The food item must be removed from the classroom immediately. If food item was opened in the classroom a custodian will be sent in to clean/disinfect the contaminated area. Remember to have students wash hands to remove the food protein.**

SCHOOL SAFETY

All doors will be locked during school hours with the exception of the Main Office Entrance doors. The gates enclosing our playground will be locked daily from 8:35 am- 2:45 pm. Students that have permission to leave campus and walk home for lunch are required to leave campus from the main office front doors.

NOTE: Mountain View is a closed campus. There will be teachers at all the entry gates monitoring these entry areas. Only students will be allowed to enter the playground gates in the morning. Please be respectful to our teachers and anyone who is on duty, as we create a safe environment for all the students at Mountain View.

VISITORS/VOLUNTEERS

All individuals on campus must sign-in at the front office BEFORE attending a classroom. Visitors must be a teacher support volunteer, or have a scheduled appointment with a faculty member. If it is necessary to speak with a student or teacher directly you need to contact the office. The office personnel will make the proper arrangements. We are a closed campus, so please understand that it is vital for the safety of our students and staff that we follow this procedure. If you have any questions or concerns with this, please contact the office.

Teacher or room visitations by parents/legal guardians may be considered and granted by the MVE administration when arranged with a **72-hour advance notice** by contacting the principal in writing, phone, or appointment. All visitors must sign-in at the office BEFORE proceeding down the hallway.

Please note that children who are not MVE students are not allowed in the classroom during the instructional day. This includes the children of parent volunteers and/or children that are in town visiting your family. **All volunteers must sign a confidentiality agreement.**

FERPA

FERPA is a federal law that allows parents and students certain rights with regard to student's education records.

- Parents and eligible students have the right to review education records within 45 days of the day the school receives the request for access.
- Parents and eligible students have the right to request an amendment to the student's education records they believe to be inaccurate or misleading.
- FERPA authorizes exceptions in disclosure of student's education records without consent; i.e. school officials to fulfill professional responsibilities, records sent to other schools which a student intends to enroll, and directory information publicly provided as designated by Elko County School District (but not limited to name, address, telephone number, email address, date/place of birth, photographs or likenesses, audio and video tapes, participation in officially recognized activities and sports, field of study, height and weight of members of athletic teams, enrollment status, dates of attendance, awards received, the most recent previous school attended, grade level, honor roll status, and class list).
- Parents or eligible students may refuse to let the school designate any or all of those types of information about the student as directory information by notifying the school in writing that the parent or eligible student does not want any or all of this information designated as directory information. To review the complete FERPA federal law, contact the school office.

BUS CONDUCT POLICY

Each school bus passenger shall:

1. Be under the direct supervision and authority of the bus driver.
2. Have written permission to leave the bus other than at the regular stop or at school.
3. Be in their assigned seat when door closes and a bus begins motion.
4. Keep hands and feet, books and other objects to yourself.
5. Refrain from swearing, rude gestures, cruel teasing (verbal or nonverbal).
6. Follow bus driver's instructions.
7. Be at the bus stop at least five (5) minutes, but not more than ten (10) minutes prior to bus arrival time.

Bus policy:

- For the first bus conduct/email report, the parent will be notified by phone and a copy of the bus conduct form or email may also be sent home.
- If a second report is made, the parent will be notified by phone that their student has been suspended from the bus for one week and another form of transportation will be necessary during the weeks' suspension.
- After the week of suspension from the bus, if a student receives another report, the student will be suspended from riding the bus for the remainder of the year.

Inappropriate behavior that has been observed and/or reported includes:

- Punching
- Hitting
- Kicking
- Jumping in seats
- Cussing
- Wrestling in seats
- Out of the seat
- Turning around in the seat
- Throwing backpacks, food, etc.
- Yelling, screaming

Please talk with your child about appropriate bus behavior. If you have any further questions or concerns, please do not hesitate to contact administration.

RECESS POLICY

All students will be sent outside for recess. Students who are ill will not be allowed to stay indoors without a doctor's excuse. In the event that a student is allowed to stay indoors, only that student will be allowed to stay inside.

Note: When the bell rings to enter the building, all students will make their way to their designated classroom lines. All students will stop their activities, and line up quietly waiting for a teacher to bring them back into their classroom.

PLAYGROUND EXPECTATIONS

Duty teachers will be visible wearing their neon vests. When issues develop students will need to communicate with the duty teacher.

If a student wants to use the restroom or visit the nurse, they must be issued a pass by a duty teacher.

Slide Rules: Only go down the slide feet first one at a time. Students are not allowed to climb up the slide.

Monkey Bars: Students are not allowed to crawl on top of the bars.

Wood Chip/Tree Area: Students are not allowed to play in this area. This is a quiet area.

Walkways: Students cannot leave campus during the school day. Gates to walkways will be locked during the school day from 8:30-2:45.

Tag: Two finger touch

Football: Touch only, no tackle, again two finger touch.

Soccer, baseball, football, kickball, and tag all need to be on the grass

Tetherball OFFICIAL Rules:

Players:

Two to Four but generally two

Description:

The first server is picked by a lot (Rock, paper, scissors). One player stands on each side of the pole. The server puts the ball in play by tossing it into the air and hitting it in the direction he/she chooses. The opponent tries to hit the ball back in the opposite direction. As the ball is hit back and forth, each player tries to hit the ball so the rope winds around the pole in the direction in which he/she has been hitting the ball. The player who succeeds in doing this or whose opponent forfeits the game by making a foul wins the game. A foul is any of the following:

1. Hitting the ball with any part of the body other than the hands or forearms.
2. Catching or holding the ball during play.
3. Touching the pole.
4. Throwing the ball.
5. Winding the ball around the pole below the 5-foot mark.

After the opening game the winner of the game continues to stay in position. The new opponent will become the new server.

TOY POLICY

Students need to leave personal toys at home. Exceptions to this rule are basketballs, footballs, and jump ropes which need **student's name printed on it with a black permanent marker.** Teachers and administration have the right to confiscate any toys that are brought too school, but will be returned at the end of the school day, once parent is informed.

Skateboards, Scooters, Bikes, Rollerblades/Skates and Wheelie Shoes Policy

Skateboards, Scooters, Bikes, Rollerblades/skates **are not** allowed to be ridden on campus at any time. This includes before or after school, during school hours, and the weekends. Once on campus, all students need to walk and park bikes in the designated area. Shoes with wheelies are not allowed to be worn on campus.

FIRE/EMERGENCY DRILLS

Students and staff will participate in regularly scheduled emergency drills, including but not limited to, fire drills, shelter in place drills, and lockdown drills.

When a **false alarm** is transmitted to the City Fire Department from any residential or commercial system or by telephone or voice message, the perpetrator will be assessed a fee recommended from the Fire Chief.

CLASS PARTIES

Parties are not a requirement of our curriculum. They are optional. Individual grade levels need to determine at the first of the year if their grade level is going to hold the following parties: Halloween, Christmas, and Valentine's Day. You will need to make alternative arrangements for students who are not to participate in the party due to religious beliefs. Notes need to be sent home prior to class parties informing parents of grade level party times and expectations for treats.

- ◆ All parties will be held at the teacher's discretion.
- ◆ Due to safety issues, teachers and students are **not allowed to wear masks at school** even during the Halloween parade or classroom party.
- ◆ All treats that are purchased must have the ingredient list on them.

DRESS CODE

The following guidelines are enforced for the **SAFETY, HEALTH, AND WELL-BEING** of all students:

- Shorts, skirts and dresses will be no shorter than 3" above the top of the knee.
- Students may wear shorts until November 1 and begin wearing them again on March 30, weather permitting.
- Wintertime can be extremely cold. Prepare your child for the temperature by having them wear layers of clothes and also sending them with a coat, hat, gloves, and boots).
- Please refrain from having your child wear make-up to school, this can be a distraction.
- No hats, caps, or handkerchiefs are to be worn in the building except on school sponsored spirit themed days.
- Clothing is to fit and be worn on the hip. No sagging and bagging. No holes or fraying.
- Shoulder straps must be a minimum of 2 inches AND no crop tops.
- Sleeveless tops must fit under the arm.
- Due to safety, facial piercing jewelry will be taped or removed during Physical Education.
- Footwear must be worn at all times and must offer sanitary and safety protection. Flip-flops are not appropriate for recess or PE and therefore not allowed to be worn by students. Any sandal that the strap fits between the toe and/or over all 5 toes and does not have a strap on the back to keep them secured on the feet qualifies as a flip flop. Dress sandals that are secured with ankle straps that keep the shoe on the feet are permitted.
- Transparent clothing, low cut shirts, tank tops and crop tops are not to be worn.
- Chains or spiked jewelry are not to be worn.
- No clothing that advertises a controlled substance, tobacco, alcohol, sexual connotation or racist connotations.



**Mountain View Elementary School
2019-2020**

I have read and reviewed the Student/Parent Handbook with my child.

Student Name

Student Signature

Parent Signature

Date

Teacher

*If you prefer, you may review and sign online at <http://www.mtnview.ecsdnv.net/>

Appendix A

ECSD 2019-2020 Progressive Discipline Plan Template

Infraction	Grade Level	Applicable ECSD/NRS Code	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation	7th Violation
Bus Conduct and Citations	K-12	JCCC	Driver gives verbal warning to student by name.	Driver changes seat assignment of student.	Driver issued first written misconduct report. Parent conference or written notification to parent by administration.	Driver issued second written misconduct report. Student may be suspended from riding school transportation for 3 to 5 days (determined by administration). Parent conference to be held prior to reinstatement.	Driver issued third written misconduct report. Student suspended from riding bus minimum of 10 days by administration. Parent conference held prior to reinstatement.	Driver issued fourth written misconduct report. Student suspended from riding bus minimum of 30 days by administration. Parent conference held prior to reinstatement.	Driver issued fifth written misconduct report. Student excluded from the bus for the balance of the year by administration. Parent conference and/or written notification.
Classroom/Activity Disruption, Profanity/Inappropriate Speech	K-12	JDB, NRS 392.910	D 1-3 days	PC, D 3-5 days	PC, ISS/OSS - 1-5 day	Progressive from previous step			
Dress Code Violation	K-12	JCD, JDB	Verbal Warning, Change Clothing	PC, D 1 - 3 days, Change Clothing	PC, ISS 1 - 3 days, Change Clothing	PC, ISS/OSS 1 - 5 days, Change Clothing	Progressive from previous step		
EDV Policy - Use/Misuse by Pupils of Pager, Cell Phone, Electronic, or Digital Devices During Class/Passing Time <i>ED violations are cumulative from 7th – 12th grades.</i>	K-12	JDBA, NRS 392.4637	PC, Warning, Device Confiscated, parent/guardian notified, device returned to Parent/Guardian only.	PC, D 1 - 3 days, Device Confiscated & Returned to Parent/Guardian only.	PC, ISS/OSS 1 - 5 days, Device Confiscated & Returned to Parent/Guardian only, ED privileges lost for 90 school days.	PC, ISS/OSS 1 - 5 days, Device Confiscated & Returned to Parent/Guardian only, ED privileges lost for 180 school days, HDP notice.	Progressive from previous step		

Infraction	Grade Level	Applicable ECSD/NRS Code	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation		
Public Display of Affection (PDA)	5th-12th	JDB	Verbal Warning	PC, D 1 - 3 days	PC, D/ISS 1 - 3 days	Parent Conference, D/ISS 3 - 5 days	Progressive from previous step		
Loitering	7th -12th	JDB, NRS 207.270, 393.410	PC, Verbal warning	PC, D, SRO 1 - 5 days	PC, ISS/OSS, SRO 1 - 5 days	PC, OSS, SRO 1 - 5 days	Progressive from previous step		
Skipping Detention/ISS	K-12	JDB	D/ISS, 1 additional day added to total	PC, ISS 1 - 3 days	PC, ISS/OSS 1 - 3 days	PC, OSS 1 - 5 days	Progressive from previous step		
Tardies	K-12	JDB	Determined by school site						
Truancy	K-12	JBC, NRS 392.130, 392.140	PC, D/ISS, SRO Contact 1 - 3 days	PC, D/ISS, SRO Contact 1 - 5 days	PC, SRO, ISS 3 -5 days, TC, (NRS 392.140) - HT designation	Progressive from previous step			
Truancy - students over 18 (no citations issued)	9th-12th	JBC, NRS 392.130, 392.140	PC, D, SRO 1 - 3 days	PC, D, SRO 1 - 5 days	PC, SRO, ISS 1 - 3 days, HT designation, D 1 -3 days	PC, SRO, D 1 - 5 days, HT designation, ISS 1 - 5 days	Progressive from previous step		
Vehicle or Parking/Driving Violations	9th-12th	JDB	Report to SRO						
Impairing Health, Safety or Welfare of others	K-12	JDB	D/ISS/OSS, 1 - 3 days	PC, ISS/OSS 1 - 3 days	PC, OSS 1 - 5 Days	Progressive from previous step			
Inciting Conflict or Aiding the Inciting of Conflict	K-12	JDB	PC, D/ISS/OSS 1- 3 Days	PC, D/ISS/OSS 1-5 Days	PC, D/ISS/OSS 3-5 Days	Progressive from previous step			
Insubordination/Disrespect	K-12	JDB	PC, D/ISS/OSS - 1 - 3 days	PC, ISS/OSS 3 - 5 days	PC, OSS 3 - 10 days	Progressive from previous step			

Profanity/Inappropriate Speech directed at Staff	K-12	JDB, NRS 392.910	PC, ISS/OSS 1 - 3 days	PC, OSS 1 - 5 days	Progressive from previous step				
Theft	K-12	JDB, NRS 205.0832	PC, ISS/OSS 1 - 3 days, SRO's may file police report (restitution may apply).	PC, ISS/OSS 1 - 5 days SRO's may file police report(restitution may apply).	PC, OSS 5 - 10 days, SRO's may file police report(restitution may apply).	Progressive from previous step			
Infraction	Grade Level	Applicable ECSD/NRS Code	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation	6th Violation	
Use/Possession - Tobacco Product	K-12	JDB	PC, D/ISS 1 - 3 Days	PC, ISS 3-5 Days	PC, OSS 1-3 Days	PC, OSS 3-5 Days	PC, OSS 5-10 Days	PC, OSS HD, LTS 90+ days, NRS 392.4655	
Vandalism, Damage to School Property	K-12	JDB, NRS 393.410	PC, D/ISS/OSS 3 - 5 days, restitution, SRO will file a police report.	PC, ISS/OSS 5 - 7 days, restitution, SRO will file a police report.	PC, OSS 5 - 10 days, restitution, SRO will file a police report.	Progressive from previous step			
Bullying, Cyber- Bullying, Harassment, Verbal, Physical, or Sexual	K-12	JDA, JDAB, JDBA, NRS 388.122, 388.123	PC/D/ISS/OSS - 1-3 Days SRO Contact Complete <u>ECSD Bullying and Cyber-Bullying Investigation Report</u> . Notice of investigation sent to the parents of all students involved.	PC/OSS - 3-5 Days SRO Contact Complete <u>ECSD Bullying and Cyber-Bullying Investigation Report</u> - Notice of investigation sent to the parents of all students involved.	PC/OSS - 5-10 Days SRO Contact Complete <u>ECSD Bullying and Cyber- Bullying Investigation Report</u> - Notice of investigation sent to the the parents of all students involved.	PC/OSS - 10 Day Pending completion of investigation. SRO Contact Complete <u>ECSD Bullying and Cyber- Bullying Investigation Report</u> - Notice of investigation sent to the parents of all students involved. Long-term suspension, NRS 392.4655			

Gang Activities	K-12	NRS 388.122, 392.4635	PC, D/ISS/OSS 3 - 5 days, SRO will file a police report.	PC, ISS/OSS 5 - 7 days, SRO will file a police report.	PC, OSS 5 - 10 days, SRO will file a police report.	PC, OSS 5 - 10 days, SRO will file a police report.	PC, OSS 10 days, SRO will file a police report, HDP, LTS 90+ days, NRS 392.4655		
Infraction	Grade Level	Applicable ECSD/NRS Code	1st Violation	2nd Violation	3rd Violation	4th Violation	5th Violation		
Use/Possession - Controlled Substance (<i>alcohol is not a controlled substance</i>)	K-12	JDB, NRS 202.020 453.566	PC, OSS 5 days, 3-day ALERT option, SRO will file a police report.	PC, OSS 10 days, SRO will file a police report.	PC, OSS 10 days, SRO will file a police report.	PC, OSS 10 days, SRO will file a police report.	PC, OSS 10 days, SRO will file a police report, HDP, LTS 90+ days, NRS 392.4655		
Use/Possession/Distribution of Alcohol	K-12	JDB, NRS 202.020, 453.566	PC, OSS 3-5 days, SRO will file a police report.	PC, OSS 5-10 days, SRO will file a police report.	PC, OSS 5-10 days, SRO will file a police report.	PC, OSS 5-10 days, SRO will file a police report.	PC, OSS 10 days, SRO will file a police report, HDP, LTS 90+ days, NRS 392.4655		
Fighting (Major Infraction)	K-12	JDB, JDEAA, NRS 392.910, 203.010	PC, OSS - 3 - 5 days Written Notification to parents, report to SRO, may develop behavior plan.	PC/OSS/SRO/IR – up to 10 days pending investigation, HDP, LTS 90+ days , NRS 392.910 and 203.010 May file police report.					

<p>Possession of Firearm or Dangerous Weapon (NRS 392.466 Mandated Disciplinary Procedures)</p>	<p>K-12</p>	<p>JDB, JDDC, NRS 392.466, 202.265</p>	<p>PC/OSS/SRO/IR Up to 10 days pending investigation, HDP - LTS 180 days, 392.4655, SRO will file a police report.</p>						
<p>Sale of or distribution of a Controlled Substance (<i>alcohol is not a controlled substance</i>) (NRS 392.466 Mandated Disciplinary Procedures)</p>	<p>K-12</p>	<p>NRS 392.466</p>	<p>PC/OSS/SRO/IR – up to 10 days pending investigation, HDP - LTS 90+ days, 392.4655, SRO will file a police report.</p>	<p>PC/OSS/SRO/IR – up to 10 days pending investigation, HDP - LTS Permanently expelled, 392.4655, SRO will file a police report.</p>					
<p>Commits Battery of School Employee (NRS 392.466 Mandated Disciplinary Procedures)</p>	<p>K-12</p>	<p>NRS 392.466</p>	<p>PC/OSS/SRO/IR – up to 10 days pending investigation, HDP - LTS 90+ days, 392.4655, SRO will file a police report.</p>	<p>PC/OSS/SRO/IR – up to 10 days pending investigation, HDP - LTS Permanently expelled, 392.4655, SRO will file a police report.</p>					
<p>Habitual Discipline Problem-Threatened or extorted a pupil, a teacher, or other personnel employed by the school twice in one school year or student has a record of 5 suspensions within a school year. (NRS 392.466 Mandated Disciplinary Procedures)</p>	<p>K-12</p>	<p>NRS 392.466</p>	<p>May develop a behavior plan before deeming a student habitual</p>	<p>PC/OSS/SRO/IR – up to 10 days pending investigation, HDP - LTS May be suspended for 90- days, 392.4655, SRO will file a police report.</p>					

* School Administration has the authority to determine the appropriate consequences which may deviate from the above list of progressive consequences.

Restorative Discipline Procedure: Any student who has reached the point of suspension following the progressive discipline plan (ISS or OSS) MUST have a behavior plan in place before a suspension can occur. This DOES NOT apply to disciplinary instances where an OSS is mandated on the first offense. A behavior plan must be created for a student following any suspension event. (SB89)

Definition of Abbreviations

IR - Investigation Report: Must be sent to Central Office as soon as possible. We have 10 days from the first day of suspension to conduct a hearing if the parent appeals the suspension.

ED – Electronic Device (includes cell phones, MP3 players, pagers, handheld games, computers, etc.)

HDP - Habitual Disciplinary Problem: A classification of student behavior in NRS 392.4655 that results in a 90 – school day or more, long term suspension. The administration of a school **may** deem a student enrolled in the school a “Habitual Disciplinary Problem” if the school has written evidence to support the designation.

HT – Habitual Truant: A student who has received his/her third truancy referral, citation, or notice.

ISS - In-School Suspension: Student removed from regular classes and placed in an ISS room with supervision for the entire day. Classroom teachers will be notified of students serving ISS and will deliver class work to the ISS supervisor.

JBB, JCD, JBB, etc. - Elko County School District Policies

D - Detention

NRS - Nevada Revised Statute: Nevada state law statutes.

OSS - Out of School Suspension: Student is removed from campus and prohibited from coming back on to campus for any reason or attending any school sponsored activities for the duration of the OSS. When a student is assigned OSS it is required that a conference between the parent and administration take place either before the student leaves the campus or before the student returns to the campus.

PC - Parent Contact: Parents will be contacted via mail whenever a discipline referral is received by administration. Other contact may come via phone, email, or face-to-face conference depending on the severity of the situation.

TC – Truancy Citation: Issued by School Attendance Officer after being labeled a habitual disciplinary problem for every truancy thereafter. Truancy Court will be assigned after the a citation is issued.

LTS - Long-term Suspension

Minor Infraction - Infraction that will not result in an OSS on first offence.

Major Infraction - Infraction that may result in OSS on the first offence or result in a LTS following progressive discipline plan.

NRS

* NRS 392.4655 Except as otherwise provided in this section, 1. a principal of a school **may** deem a pupil enrolled in the school a habitual disciplinary problem if the school has written evidence which documents that in 1 school year:

(a) The pupil has threatened or extorted, or attempted to threaten or extort, another pupil or a teacher or other personnel employed by the school **two or more times or the pupil has a record of five suspensions from the school for any reason**; and

(b) The pupil has not entered into and participated in a plan of behavior.

* NRS 392.466 Suspension or expulsion of pupil for battery on employee of school, possession of firearm or dangerous weapon, sale or distribution of controlled substance or status as habitual disciplinary problem; limitations for pupils with disabilities.

1. Except as otherwise provided in this section, any pupil who commits a battery which results in the bodily injury of an employee of the school or who sells or distributes any controlled substance while on the premises of any public school, at an activity sponsored by a public school or on any school bus **must**, for the **first occurrence**, be **suspended** from that school, although the pupil may be placed in another kind of school, *for at least a period equal to one semester* for that school. For a **second occurrence**, the pupil must be **permanently expelled** from that school.

2. Except as otherwise provided in this section, any pupil who is found in **possession of a firearm or a dangerous weapon** while on the premises of any public school, at an activity sponsored by a public school or on any school bus **must**, for the **first occurrence**, be **expelled** from the school **for a period of not less than 1 year**, although the pupil may be placed in another kind of school for a period not to exceed the period of the expulsion. For a second occurrence, the pupil must be permanently expelled from the school.

3. Except as otherwise provided in this section, if a **pupil is deemed a habitual disciplinary problem** pursuant to NRS 392.4655, the pupil **may** be suspended from the school **for a period equal to at least one semester** for that school.

4. If the pupil is expelled, or the period of the pupil's suspension is for one school semester, the pupil **must**:

(a) Enroll in a private school pursuant to chapter 394 of NRS, be homeschooled; or

(b) Under NRS 392.466, student will be provided placement in a different school as selected by the District, enroll in a program of independent study provided pursuant to NRS 389.155 for pupils who have been suspended or expelled from public school or a program of distance education provided pursuant to NRS 388.820 to 388.874, inclusive, if the pupil qualifies for enrollment and is accepted for enrollment in accordance with the requirements of the applicable program or

7. Any pupil in grades 1 to 6, inclusive, except a pupil who has been found to have possessed a firearm in violation of subsection 2, may be suspended from school or permanently expelled from school pursuant to this section only after the board of trustees of the school district has reviewed the circumstances and approved this action in accordance with the procedural policy adopted by the board for such issues.

8. A pupil who is participating in a program of special education pursuant to NRS 388.520, other than a pupil who is gifted and talented or who receives early intervening services, may, in accordance with the procedural policy adopted by the board of trustees of the school district for such matters, be:

(a) Suspended from school pursuant to this section for not more than 10 days. Such a suspension may be imposed pursuant to this paragraph for each occurrence of conduct proscribed by subsection 1.

(b) Suspended from school for more than 10 days or permanently expelled from school pursuant to this section only after the board of trustees of the school district has reviewed the circumstances and determined that the action is in compliance with the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq.

9. b. "**Dangerous weapon**" includes, without limitation, a blackjack, slungshot, billy, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchaku, switchblade knife or trefoil, as defined in NRS 202.350, a butterfly knife or **any other knife described in NRS 202.350, or any other object which is 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 a person.

NRS 200.481 - "Battery" means any willful and unlawful use of force or violence upon the person of another.