



***Washoe County School District***

Every Child, By Name And Face, To Graduation

# Student Behavior – Administrative Procedures Manual

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**Non-Discrimination Statement:** The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

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**Disclaimer:** This manual may contain references to Board Policy, administrative regulations and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents. To verify the current version of any of these documents, please check the District's website at [www.washoeschools.net/Page/2903](http://www.washoeschools.net/Page/2903).

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## Introduction

This procedural manual has been written to establish the procedures related to student behavior, interventions and support for students in the Washoe County School District ("District"). These contents apply to all students enrolled in the Washoe County School District. Dictated by federal and state statute, there are at times differences in procedure when considering students with disabilities on Individual Education Plans (IEP), and students qualified under 504. When these distinctions are critical, appropriate references will be made.

The focus of the District Behavior Placements and Hearings Division is to provide quality and timely support to all district schools and juvenile agencies by leading and facilitating decision making that positively affect the probability of student success among students exhibiting behavioral challenges. Each student and family has unique circumstances and abilities that must be recognized, validated and supported by the best available means to foster student academic success and associated behavioral success. Acknowledging this, the overall health, safety and welfare of all students, staff members and schools is paramount in all placements and behavioral decisions rendered. The District's goal is to create and support avenues of success for all students keeping at the forefront the pathways to college and career readiness.

Though the focus of this manual is student behavior, the inextricable links between student behavior, academic outcomes and social outcomes must be stressed. Engaging instruction matters! Too often, traditional disciplinary strategies result in students being removed from the instructional setting. This may be in the form of an office discipline referral (ODR), in-school suspension (ISS), or out of school suspension (OSS). In each case, the net effect is lost instructional time. Although students must be held accountable

for their behavior, this can contribute to a cycle of lost instruction leading to academic frustration triggering subsequent behavioral outbursts leading, yet again, to lost instructional time.

With few exceptions, our objective is to ensure that students are educated in their neighborhood or zoned school. Further, every effort should be made to limit student exclusion from core instructional practice. Toward this end, engaging instructional practice, part and parcel of a classroom and school climate that fosters social and emotional well-being, is a pre-requisite. Every attempt should be made to prevent poor behavioral decisions through positive classroom management strategies including, but not limited to, restorative practices and Social Emotional Learning (SEL) strategies designed to promote relationships and trust building. Additionally, careful documentation of student behavior and planned remedies, informal and formal, should take place to ensure that students are receiving proper intervention as soon as possible to minimize instructional impact for them, and for their classmates.

### **The Division of Behavioral Hearings and Placements**

The Division of Behavioral Hearings and Placements is a support division that has as its focus student academic & social/behavioral success. To achieve this, the Division supports schools and school administration, in particular, with core instructional practices, tiered behavioral support practices and interventions, and disciplinary practices. In performing these functions, the Division works in conjunction with our MTSS-SEL Department, our Equity & Diversity Department, our Intervention Department, our Counseling Department, and our School Psychologist Division. Other district offices and departments are consulted regularly and on a case by case basis.

The Division provides guidance to schools regarding the documentation of behavioral events and the recommended disciplinary responses to behavioral events. In doing this, recommendations regarding proper interventions are also provided. The Division is responsible for conducting behavioral hearings for students who have allegedly committed serious behavioral infractions that either violate Nevada Revised Statute or that threaten the health and safety of a school community.

The Division works collaboratively with Washoe County Human Services Agency, Washoe County Juvenile Services, and The Nevada Department of Health and Human Services, Youth Parole Bureau. On a weekly basis, student placement or re-entry meetings are jointly facilitated. These meetings are designed to meet collectively with students and their families, as well as school administration regarding a student's re-entry into school following some form of incarceration or residential treatment. The focus of these meetings is on positive student transitions and building a plan to support a student to become successful within the school district.

### **Overview of Emergency Suspensions and Behavioral Hearings**

With our best efforts, we can minimize instructional disruption for all students and foster greater student success. Inevitably, there will be times in which students make poor choices that can lead to the need for emergency suspensions at the school site, or even criminal intervention at the school site or beyond its boundaries. When this occurs, we maintain our objective of returning a student to his or her neighborhood/zoned school as soon as possible.

In brief, if a student has allegedly committed what is referred to as a “Big 3” violation (which includes Statutory Weapons Violations, Distribution (Sales) of Controlled Substances, or Battery on a District Employee<sup>1</sup>) a child should be suspended by the principal on an emergency basis resulting in a behavioral hearing. In addition to the “Big 3” violations, a student may be suspended on an emergency basis if his or her conduct is deemed to pose a serious threat to the Health, Safety, and Welfare of the school community, or if (consistent with Nevada Revised Statute and the District Behavioral Matrix—see appendix) a child’s pattern of behavior has resulted in the principal classifying a child as a Habitual Discipline Problem. When this occurs proper documentation and notice must be provided to parents and the Behavioral Division. A Hearing will be conducted in which a hearing officer will hear the case and render a decision regarding the outcome for a student. It is critical to understand that before a child can be classified in this manner, the child should be receiving supports through the school’s MTSS system. Additionally, before a final classification, a parent does have a right to enter into a behavioral support plan for his or her child.

If a “Big 3” violation occurs, minimally the student must be removed and placed in an alternative educational setting but can be expelled from WCSD (Superintendent’s discretion). For general education students, a first offense for a weapons charge results in a 180 school-day alternative placement. For a first offense for either Distribution of a Controlled Substance or Battery on an Employee, a 90 school-day alternative placement is the result. For a special education student, each of the three offenses results in a 45 school-day alternative placement. Once removed under these circumstances, and once the designated time for alternative placement or expulsion has been served, a child is returned to his or her zoned school except under rare circumstances. At times a second placement hearing will be held to consider student violations during their alternative placement and to facilitate the transition of the student back to his or her zoned school, or school of origin.

When transitioning students back to zoned schools, every effort should be made to support the receiving school by sharing information pertaining to student success while in the alternative placement. Using the District MTSS process, a plan should be developed for reintegration into school and for any necessary academic and behavioral supports. This may include, but is not limited to, restorative conferencing, the implementation of a behavioral plan, a modified academic schedule, the identification of an adult mentor and/or peer mentor, and planned follow up monitoring at regular intervals.

### **Student Discipline Hearing Process**

The following due process procedures will be used for serious discipline infractions, which may result in suspension for more than ten days and/or removal to an Interim Alternative Educational Setting (IAES). Whenever possible, it is the goal of the District to keep a student in his or her school of attendance. However, there are serious infractions and violations specified in NRS, which require that a student be removed to an alternative setting.

1. If a student has allegedly committed a “Big 3” violation (which includes Statutory Weapons Violations, Distribution (Sales) of Controlled Substances, or Battery on a District Employee), if there is a serious threat to Health, Safety, and Welfare, or if a student has been deemed a Habitual

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<sup>1</sup> Per IDEA, for a student with a disability, to result in a mandatory change of placement, the battery must result in severe bodily injury.

Disciplinary Problem, the school principal (or designee) will contact the Division of Behavior Placements and Hearings to discuss the matter and to determine whether an Emergency Suspension Hearing should be scheduled<sup>2</sup>.

- a. If a student has allegedly made a threat (verbal, physical, or through social media), school administration should follow the safety screener/assessment process. As warranted, the initial assessment may prompt a comprehensive safety assessment to be facilitated by a school psychologist. The initial threat assessment should occur prior to an emergency suspension. If the initial assessment results in a medium or high level of concern, an emergency suspension should occur. The comprehensive assessment should be completed, if at all possible, prior to the actual hearing.
  - b. Serious threats to health, safety, and welfare will be determined by the results of the safety screener (if appropriate) and any medical or emotional harm caused. To substantiate a threat, consideration will also be given to the age of the children involved and other prior history.
2. If it is determined that the allegations warrant a District-level Emergency Suspension Hearing, the student will be suspended from attending school until the hearing is conducted. The school will complete and submit an electronic Emergency Suspension Hearing Form to the Department of Behavior Placements and Hearings and may be asked to provide additional information. The hearing will be scheduled in a timely fashion by the Department of Behavior Placements and Hearings with support from the school site.
    - a. If the hearing is being conducted for a student with a disability, a Manifestation Determination Review (MDR) must be completed before the conclusion of the hearing. The purpose of the MDR is to determine if the behavior in question is a manifestation of the student's disability. For a "Big 3" violation, the results of the MDR do not affect a placement decision. However, it still may prompt considerations to revise the student's IEP to ensure he or she is receiving the necessary supports to address the behavior. If not a "Big 3" offense and the behavior in question is deemed to NOT be a manifestation, IDEA does allow, with certain restrictions, for the child to be disciplined like a general education peer.
  3. The student is expected to attend the Behavioral Hearing with his or her parent(s)/guardian(s). Administration from the school is also expected to attend the Behavioral Hearing.
  4. The family will have the right to bring an advocate to the hearing to listen to the proceeding. Should the family choose to bring an attorney to the hearing, they will need to notify the Director of Behavior Placements and Hearings at least 24 hours in advance of the hearing, so the District can arrange to have an attorney present at the hearing.
  5. At the hearing, the school administrator or dean will present the nature of the allegations and all evidence supporting the allegations.

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<sup>2</sup> It should be noted that there are limited circumstances when a non "Big 3" violation can result in the temporary alternative placement of a student with a disability. The District will follow all applicable state and federal laws when disciplining students with a disability.

6. The student, and his or her parent(s)/guardian(s) will have an opportunity to respond to the allegations and to present evidence supporting his or her case. They will also have an opportunity to discuss other educational opportunities as appropriate. In order for the hearing officer to ascertain the student's perspective and to ensure student accountability, it is important that the student and his or her parents or guardian, rather than an advocate or attorney, take the predominant role in responding to the allegations and presenting evidence to support his or her position.
7. The hearing shall be closed to the public, pursuant to NRS 392.467. A digital recording of the hearing will typically be made. Upon request, the family may obtain copies of the hearing recording.
8. The hearing officer shall not be required to observe the same rules of evidence observed by the courts. Hearsay testimony of students shall be admissible.
9. The standard of proof shall be that of a civil action: a preponderance of the evidence. The hearing officer's determination of the appropriate consequences shall be based on the seriousness of the conduct as well as the student's prior disciplinary record insofar as it affects the effectiveness or ineffectiveness of forms of discipline previously imposed.
10. The hearing officer shall issue a written decision within seven (7) business days stating his/her findings and conclusions. Copies of the decision shall be sent to the student, his/her parent(s) or guardian(s) and to the school principal. The letter will provide information on how to seek an appeal to the hearing officer's decision.
11. Both the school and the parent(s)/guardian(s) have the ability to seek an appeal to the decision of the hearing officer. The appeal hearing will be to the Title IX Compliance Officer. This will be the final level of appeal.
12. There will be an expectation for the student to adhere to the decision from the initial behavior hearing if/until it is overturned at the appeal hearing. If a student is assigned to an interim alternative educational setting as an outcome from the initial behavior hearing, he/she would need to attend school in the alternative educational setting, while pursuing an appeal.
13. The appeal hearing will be decided by a review of the notes from the hearing, the evidence presented during the hearing, any tape recordings from the hearing, and possible interviews of those involved in the case.
14. The Compliance Officer will issue a written decision within ten (10) business days of the appeal hearing. Copies of the decision shall be sent to the student, his/her parent(s) or guardian(s) and to the school principal.

### **Interim Alternative Educational Placements (IAES)**

For purposes of this discussion, the IAES constitutes a placement outside of a student's current school of enrollment. It does not refer to students being placed within a school into a temporary alternative educational setting or on in-school-suspension (ISS).

For general education students, Washoe Inspire Academy typically serves as the IAES. As an IAES, Washoe Inspire Academy serves elementary, middle, and high school students. The school focuses on Social Emotional Learning and behavior support, while meeting the students' academic needs. Washoe Inspire Academy offers classes in a traditional setting and via distance education. Washoe Inspire Academy is not a permanent educational placement. When a student's assigned time for removal of school has expired, the student will transition back to his/her zoned school unless it has been determined that the student should have a Guidance Variance to another school other than his/her zoned school.

A Guidance Variance is an enrollment variance provided through the Office of School Leadership. Guidance Variances can be considered when there is concern regarding potential health and safety issues for the school community or for the student in question. For example, if a victim of previous conduct still is enrolled at the zoned school or if the student in question may now be a victim as a result of his or her conduct, this could lead to a variance. If the conduct in question was criminal in nature and there are co-defendant's enrolled at the zoned school, or if there is known gang-related conduct involving the student and his or her associates, a variance may be considered. Guidance Variances are at the discretion of the Area Superintendent overseeing the zoned school.

For special education students on a resource caseload or who are in a general education setting the large majority of the time, Washoe Inspire Academy typically serves as the IAES. For special education students requiring more significant program support, an IAES at Turning Point, a self-contained special education school, may be provided. A change between Washoe Inspire and Turning Point based on student needs for the duration of the IAES placement can be made through the Office of Student Services. Please see the appendix for more specificity regarding IAES and special education students.

Like Guidance Variances, in rare circumstances, for both general education and special education students, the IAES placement may occur at a comprehensive school outside of a child's current school of enrollment. This may be considered when circumstances at Washoe Inspire Academy raise safety concerns or educational concerns for an incoming student.

### **Support for Students Who Have Not Committed a Big 3 Violation and the District Intervention Assistance Team (DIAT)**

As discussed above, all students who commit a "Big 3" violation will be remanded to an IAES. In less frequent circumstances, students who pose a threat to the health and safety of a school community or who are deemed to be a Habitual Disciplinary Problem will also be assigned to an IAES. However, many students who may pose some minimal threat or who demonstrate a habitual pattern of behavior violations will remain at their zoned school. For these students and others who present with a myriad of challenging behaviors, the goal of the District is to support these students so that they can become more successful academically and behaviorally.

At a given point, a school can reach out to our MTSS-SEL Department or to the Division of Behavioral Hearings and Placements and request support in working with a child. In most instances, children in this circumstance have already been part of the schools MTSS process and are receiving Tier II or III behavioral interventions. With parent permission, and with District support a student's behavioral patterns may be evaluated with the intent of building an intervention plan. The District has determined that the Prevent-Teach-Reinforce (PTR) tool is to be used to evaluate behavioral patterns and to conduct a Functional Behavioral Assessment (FBA). A fuller description of this process can be found in the appendix. When considering students with disabilities, additional measures may apply. Schools should refer to the Behavior Support Pyramid for Students on IEPs included in the Appendix of this document.

If the case requires a variety of District Offices and external agencies, support will be coordinated through our District Intervention Assistance Team (DIAT). DIAT is a central office structure that mimics school-based Intervention Assistance Teams (IAT). The general philosophy is as follows. Once a school, through use of its IAT, has determined that it has exhausted all of its available supports and interventions to assist a child, the school can refer the child to the DIAT. It is strongly recommended that for students with disabilities, support be sought through the Office of Student Services (OSS) and more specifically through the schools assigned Instruction Coordinator. Students with disabilities can be referred to DIAT and, if so, the DIAT team will coordinate closely with OSS for ongoing support.

To refer a student to DIAT, school administration can access an electronic referral form through the MTSS-SEL school district website. In completing the form, the school answers a handful of questions that will be reviewed by the DIAT team prior to the meeting. Although weekly membership varies slightly, the DIAT team typically includes representatives from the following District departments and outside agencies: MTSS-SEL, Counseling, School Psychology, Intervention, Special Education, the County Department of Human Services, the County Department of Juvenile Services, and the Children's Cabinet. DIAT meets weekly, typically on Friday mornings.

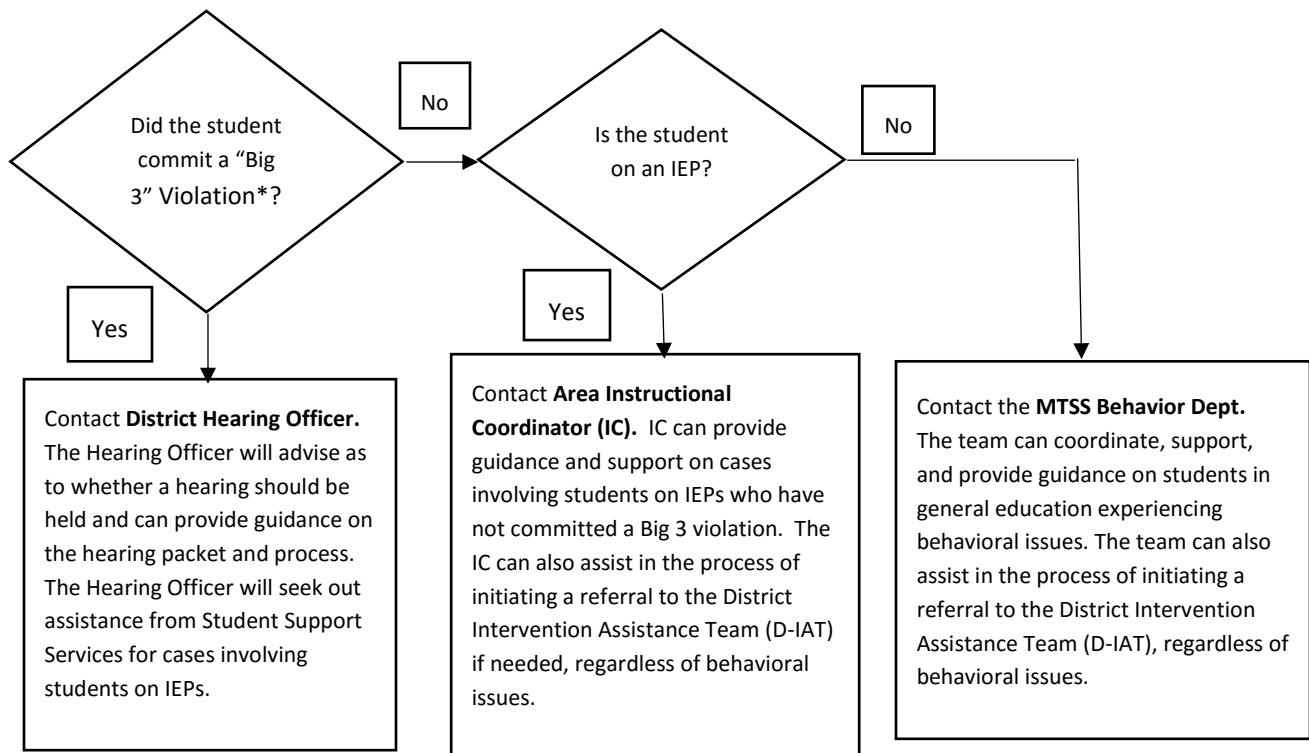
School administrators and critical staff members (counselors, classroom teachers, school psychologists) are encouraged to attend the DIAT meetings. School administrators provide an overview of the case with the team including the challenging behaviors and the sorts of interventions and services that have been attempted. In walking through the situation, an action plan is developed with commitment of support from various district offices. The coordination of services from outside agencies is critical as often it is found that there is significant support being provided to a family from outside the District and/or the needs to support the family are substantive

The DIAT does have the authority to refer a case to the Behavior Hearing Division if it believes the presented patterns of behavior may constitute a behavioral hearing given the criteria outlined above. It also has the authority, although infrequently exercised, to place a child into an IAES for up to a 90 school-day period.

The DIAT is also an instrumental body to be used as student's transition from an IAES back to their zoned school. The team can facilitate a discussion between the IAES administration and school administration regarding what supports proved effective during the temporary placement and that might be considered for implementation at the zoned school. It is also an opportunity to coordinate support from external agencies at this critical juncture for the child. Most student's transitioning from the IAES will not require a lengthy transition discussion at DIAT but some children with more challenging past experiences will.



## Behavior Support and Hearing Process → School Requests Support for a Student



**This process is designed to support both general education students and students on IEPs.**

\*Big 3 Violations include: Statutory Weapons, Distribution (Sales) of Controlled Substances, and Battery on District Employees. If a child threatens the health, safety, and welfare of students or staff, or if a child is deemed a Habitual Discipline Problem, the school should also contact the District Hearing Officer for guidance and support.

## **Other Student Supports and Disciplinary Strategies**

There are a variety of supports and disciplinary strategies that should be in place in every classroom and throughout the District. In this manual we outline some strategies that should be available to students and families (See appendix for associated procedures). Although many of these strategies may be used with students with disabilities, due to different legal requirements for disciplining students with disabilities, included in the appendix is a support pyramid for students on an IEP. All procedures and strategies are designed to protect all members of the educational community in exercising their rights and duties in all aspects of their experience, including participation in extracurricular activities, interschool athletic competition, and the school transportation program.

**Clear, explicit, and agreed upon behavioral expectations** and supports in both the school and classroom are essential factors in creating optimal conditions for learning. Students should be held accountable for their behavior and it is the responsibility of the school staff, together with parents and/or guardians, to teach and reteach the agreed upon expectations. School-wide behavioral expectations

should be agreed upon by all stakeholders and posted. Classroom behavioral expectations should be posted and directly connected to the school-wide expectations and matrices.

To support schools in this effort, the Division of Behavior Hearings and Placements has created, and regularly updates, a District Behavior Matrix. The matrix can be found in the appendix of this manual. The matrix provides descriptions of behavioral events, suggested consequences associated with the events, and strategies to support students to be successful. The manual does provide for consistency in disciplinary practice across the District; however, it is not an exhaustive list of behaviors. Thus, schools have latitude on a case by case basis regarding consequences and supports. The District also provides a **Behavioral Management Tool within Infinite Campus** that must be used to document behavioral incidences as well as consequences. An associated **MTSS tab and/or counseling tab** should be used to document supports for students.

“Minor” behavioral events should in most instances be addressed by the classroom teacher and/or responsible party (e.g., duty teacher), including the re-teaching of expectations, documented in Infinite Campus, and if pervasive (e.g., more than three), communicated to the parents/guardian. If a student displays the same minor behavior incident three times within a 10-day period, it results in a “Major” infraction.

“Major” disciplinary offenses are outlined in the District Behavior Matrix and should be addressed by site and/or district level administration (to include Deans). A written report of the “major” offense describing the incident must be sent with the student to the office as soon as possible. Administration will document the incident in Infinite Campus, and ensure the parents/guardians are notified.

Disciplinary action may be imposed on a student for engaging in “minor” unacceptable behavior, and/or a “major” infraction when a student participates in, and/or attends any school sponsored activity, is on the premises of any public school, or on any bus<sup>3</sup>. School organizations, clubs and athletic teams may adopt rules, which shall govern student conduct and which are in accordance with the law and District administrative procedures. Judgment and discretion should be used in all cases where disciplinary consequences are provided. Every effort should be made to resolve potential disciplinary problems through discussion, re-teaching of expectations, and/or district counseling and psychological services.

## **Restorative Practices**

Restorative Practices is a field of study that has great potential to positively influence student behavior and strengthen community. Restorative Practices build healthy communities, increases social capital, reduce the impact of negative behavior, decrease antisocial behavior, repair harm, and restore relationships. With its origins in the criminal justice system, its application within the educational context has been growing. We consider restorative practices non-traditional forms of discipline.

Restorative practices fall along a continuum ranging from informal language use and community circles within general classrooms to formal discipline conferencing to address students who have significantly harmed others. The overarching goal is to build community, and then to make effort to restore community through empathy and other social process when the community has been harmed.

Restorative Practices training will be made available to schools in the District. Schools will be encouraged and supported through the WCSD Multi-Tiered System of Supports/Social and Emotional Learning

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<sup>3</sup> The Transportation Department publishes rules of conduct on buses and a summary of those can be found in the appendix.

(MTSS/SEL) Department and the Department of Behavior Placements and Hearings to develop and utilize a restorative approach when appropriate.

### **Detention, Suspension, Expulsion and Other Traditional Disciplinary Approaches**

As suggested, the general goal of a comprehensive behavioral approach is to create an engaging environment that fosters a sense of student belongingness and academic learning. The large majority of major behavioral incidents should be minimized through such practice. Moreover, loss of instruction takes away from the ability to learn and so as possible, every attempt should be made to address challenging behavior without a loss of instructional time.

Given this, at times students will still engage in behaviors that must be addressed and that can result in lost instructional time. Some traditional forms of discipline used judiciously and always with the ultimate attempt of identifying how to best support a student's success may be used.

**Detention** is requiring a student to remain at a school for a period of time outside of scheduled instructional time. This can occur at varying times throughout the day. It cannot be used to prevent a student access to meals, the lavatory, etc... **Suspension** is a mandatory leave during scheduled instructional time. This does include in-school-suspension as well as out of school suspension. Emergency suspensions as discussed previously also fall within this category. **Expulsion** is the permanent removal of a student from instruction. Although the law permits for this action under certain circumstances, the District generally pursues temporary placement of students in alternative settings. **Restitution** for damages or theft can at times be applied. Although the behavior itself may be dealt with using other disciplinary strategies, legally restitution can be required from parents. It is critical to note that restrictions associated with special education may prohibit the use or affect the extent of use of these traditional forms of discipline. Fuller descriptions including procedures associated with each of these forms of discipline are included in the appendix.

### **Progressive Discipline Committees & In-School Temporary Placements**

Changes to Nevada Revised Statute (NRS 392.4644) through Senate Bill 386 during the 2017 Legislative Session re-established some of the requirements surrounding progressive discipline. Previously the District has provided guidance regarding the temporary removal of students from classrooms. These requirements now apply beyond the classroom (e.g. transportation, lunchroom, recess).

In brief, each school must form a Progressive Discipline Committee. The committee must be led by the school principal or his/her designee. The committee must be composed of individuals (certified and classified staff) elected to represent the school.

The District Behavioral Matrix serves as the default discipline plan for all District schools. Because of this, the committee must review the contents of the matrix. If the committee feels strongly that it needs to add to the matrix to meet the unique needs of the school, it can do so through the creation of an addendum to the matrix. The matrix and addendum must then be disseminated to all staff.

The school principal is required to submit to the District annually by September 15 the names of the Progressive Discipline Committee members and the dates when the matrix was reviewed by the

committee and disseminated to all staff. If the Progressive Discipline Committee creates an addendum, that must be submitted as well. A form to be used for this submission (The School Implementation Report), along with other critical procedural information, can be found in the appendix.

In addition to these responsibilities, the Progressive Discipline Committee has responsibility regarding the temporary removal of students from classrooms or other school functions, including transportation, due to disruptive behavior. In brief, if a teacher or staff member believes a student's behavior is disruptive enough to be removed from the setting, the school must provide a temporary alternative placement. The parent of the child must be contacted within 24 hours regarding the temporary removal and reason for it. Within 3 school days, the principal and the teacher or staff member who removed the student, are required to meet with the student's parents to discuss the behavior in question and school expectations. At that time, the principal must make a decision to either return the student to the setting or to extend the temporary removal.

If the principal returns the student to the setting/activity and the staff member who initially removed the student disagrees with the principal's decision, the principal must immediately extend the temporary removal. The principal must then hold a meeting of the Progressive Discipline Committee to review the case and the principal's decision. If the committee agrees with the principal's decision, the student is to be returned immediately. If the Committee agrees with the staff member, the principal must extend the removal and/or find a different placement within the school setting.

Principals must remain cognizant of their level of authority within the school setting and the difficulty a staff member might have when disagreeing with his/her decision. For example, a bus driver may find it very difficult to disagree with a principal's decision and/or to address the principal with his/her disagreement. This is a key reason for creation of Progressive Discipline Committee's, to deal with difficult behavioral challenges and to find the best ways to support students. In turn, the staff member, and principal, must be respectful of the committee's final decision. Further detail regarding these responsibilities can be found in the appendix.

### **Jointly Facilitated Student Re-Entry (Placement) Meetings**

For students whose behavior results in criminal intervention and adjudication, or for students placed in residential facilities by families or through some social service intervention, placement meetings are held prior to students returning to their zoned schools. The Behavior Division leads and facilitates these meetings with the Juvenile Probation Office and Juvenile Parole. A student who is participating in a program of special education will return to his/her last agreed upon IEP placement. At times the Districts Intervention Assistance Team (DIAT) assists in placement decisions, most to support placements for students who have not been formally adjudicated.

### **Students on Probation or Parole**

1. The District in coordination with Washoe County Department of Juvenile Services and the State of Nevada Youth Parole Bureau shall educationally staff all students who have been released from a juvenile detention facility or residential treatment center.

2. Whenever possible, students eligible for parole or probation shall meet with their parent(s)/guardian(s), WCSD staff including administration from their zoned school, the applicable parole or probation officer, and community agency personnel in an educational staffing prior to enrolling in the student's zoned school. Whenever possible, students will be placed in their zoned schools. If it is determined that a comprehensive school other than the student's zoned school would be a better placement, The Offices of School Leadership (OSL), Student Services (OSS), and Ombudsman & Strategies (OOS) will work collaboratively to facilitate a guidance variance as appropriate.
3. The District reserves the right, in conjunction with the Department of Juvenile Services and Nevada Youth Parole, to determine the appropriate educational placement for the student. Should it be determined that a student's behavior and/or juvenile history pose an immediate threat to the health, safety or welfare of other students, staff or community, a determination may be made to educate a student in an alternative educational setting. All applicable state and federal laws regarding the placement of students with disabilities will be adhered to.
  - a. A student who is participating in a program of special education will return to their last agreed upon IEP placement. When placing students who are newly eligible for special education, new to the WCSD, and students that may require a change of placement or specialized program unavailable at the students zoned school, the zoned school will work with the Office of Student Support to identify the most appropriate educational setting.

## **Summary**

Each student is unique. This necessitates a student-centered approach aimed at fostering a sense of belongingness and engagement. Guaranteeing student access to rigorous and relevant instruction in an optimal learning environment drives our practice. Noting this, each behavioral incident has a unique context and many variables may have contributed to the behavior in question and may affect a rendered decision.

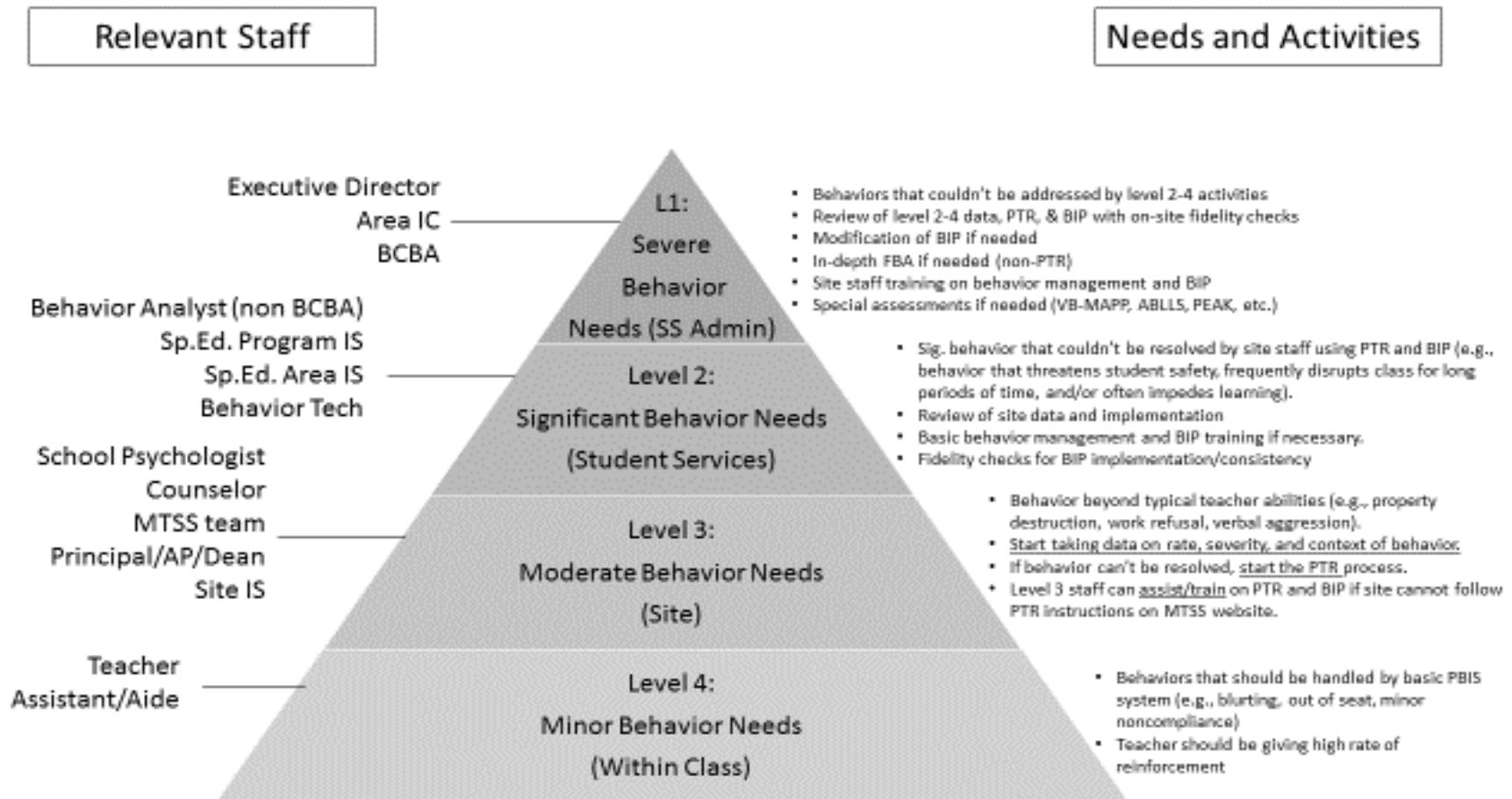
Federal and state statutes lead to differences in how discipline and placement will be determined for students with disabilities. Additionally, factors such as a victim, gang affiliation, and living/custodial arrangements may impact rendered decisions. While the District strives toward consistent decision making across schools, the complexity of certain situations requires administrators to use their professional judgment when meting out discipline.

In the appendices that follow we include our special education behavior support pyramid, our behavioral matrix, our Prevent-Teach-Reteach (PTR) procedures, information pertaining to law enforcement and prohibited conduct, transportation rules, procedures related to disciplinary practices, information pertaining to progressive discipline teams, and our bullying investigation process.

## Appendix

- Behavior Support Pyramid for Students on an IEP
- Student Behavioral Matrix/Progressive Discipline Plan
- Special Education Students and IAES Placements
- Prevent-Teach-Reinforce (PTR)
- Law Enforcement
  - Prohibited Conduct
  - Criminal Offenses
  - Searches of Students
- Transportation Rules
- Traditional Disciplinary Strategies
  - Detention
  - Suspension
  - Expulsion
  - Corporal Punishment & Aversive Restraints
  - Restitution for Damages or Threat
- Progressive Discipline Committee
- Bullying Investigation Flowchart

## Behavior Support Pyramid for Students on IEPs



## STUDENT BEHAVIORAL MATRIX/PROGRESSIVE DISCIPLINE PLAN

The Washoe County School District ("District") recognizes the inter-dependency between academic outcomes and student behavior. Understanding this, it employs Multi-Tiered System of Supports (MTSS) as a preventative, supportive, consistent instructional problem solving framework to support positive student behavior and academic achievement. If student behavior falls below expectations, school administrators will use the following behavioral guidelines to determine appropriate consequences and/or interventions for student behavior violations. In all instances, these guidelines may be modified contingent upon the level of severity of the incident and aligned with age, developmental level and other extenuating circumstances. The guidelines are applicable to incidents, which occur at school; travel to and from school, during lunch, and while involved in school sponsored-activities. In all circumstances, school administrators will make decisions based upon the health, safety and welfare of all students, regardless of real or perceived race, creed, religion, sex, sexual orientation, gender identity, and/or disability status while keeping the focus on student success and the "Pathway" to graduation.

Nevada Revised Statute (NRS 392.4655 – 392.4675) stipulates the temporary removal or expulsion of students under certain circumstances. Possession/Use of a deadly weapon, sales/distribution of controlled substances, and battery to staff are considered "Big 3" offenses and result in temporary removal or expulsion. NRS further stipulates that a child can be temporarily removed for posing a substantial threat to the health and safety of a school. When a child poses a threat, a safety screener & assessment process is required to first determine level of threat before considering a removal. Statute also provides some latitude for a principal to deem a student a Habitual Discipline Problem and to recommend temporary removal. Typically speaking, these latter conditions do not apply to special education students, but a case by case approach must be taken, nonetheless.

An attempt has been made to organize the matrix in a manner that emphasizes statutory requirements while continuing to provide attention to a myriad of additional offenses that may require disciplinary intervention. In meting out discipline, the current event, a child's history of behavior, and a child's developmental stage should be considered. For example, disruptive behavior exhibited by a child in K-3 is likely to be handled differently than a child at the intermediate level, middle school level or high school level. Although the matrix allows for consistency in disciplinary actions taken, it cannot replace the professional judgment of school administrators.

**Any behavior or disciplinary related actions or sanctions being taken with any student who is participating in a program of Special Education/Section 504, must comply with the Individuals with Disabilities in Education Act, Americans with Disabilities Act and all state and federal laws and regulations, as different standards apply to the discipline and temporary removal of students.**

### Key:

IAT-Intervention Assistance Team

NRS- Nevada Revised Statute

SST- School Safety team

ISS- In School Suspension

PATH-Pathways Procedures

SAP-Substance Abuse Intervention Program

MTSS- Multi-Tiered System of Supports

RP-Restorative Practices

VIP-Violence Intervention Program

NAC- Nevada Admin Code

SRLE – Safe and Respectful Learning Environment

VIP2-Violence Intervention Program Second Offense

NIAA- Nevada Interscholastic Activities Association

SARB- Student Attendance Review Board



<b>Event: POSSESSION / USE OF A WEAPON, AIR GUN, FIREARM, CO2 AIR GUN</b> <b>(Meets NRS definition of firearm or dangerous weapon—Big 3 Violation, IAES placement)</b>		<b>NRS/Policy:</b> <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 392.466</a></li> <li>▪ <a href="#">NRS 202.265</a></li> <li>▪ PATH-P101</li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Suspension & Referral to Behavior Hearings & Placement Director, contact School Police.	Suspension & Referral to Behavior Hearings & Placement Director, contact School Police.	Suspension & Referral to Behavior Hearings & Placement Director, contact School Police.
Tier 1 Strategies: <i>Parent conference; school counselor support.</i>		
Tier 2 Strategies: <i>School Psychologist Support; School Safety Screener; School Safety Assessment.</i>		
<b>Event: SALES / DISTRIBUTION OF A CONTROLLED SUBSTANCE</b> <b>The selling of controlled substances, or items represented to be controlled substances, between two or more parties (Big 3 Violation, IAES placement)</b>		<b>NRS/Policy:</b> <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 392.466</a></li> <li>▪ <a href="#">NRS 453.338</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Suspension & Referral to Behavior Hearings & Placement Director, contact School Police, Substance abuse evaluation.	Suspension & Referral to Behavior Hearings & Placement Director, contact School Police, Substance abuse evaluation.	Suspension & Referral to Behavior Hearings & Placement Director, contact School Police, Substance abuse evaluation.
Tier 1 Strategies: <i>Parent conference; school counselor support; SAP participation.</i>		
Tier 2 Strategies: <i>Referral to Community Resource for substance abuse; Psychologist Support, District IAT.</i>		
<b>Event: BATTERY TO DISTRICT EMPLOYEE</b> <b>The willful and unlawful use of force or violence upon a district employee. *Note that for a special education student, battery must result in severe bodily injury to consider temporary removal (Big 3 Violation, IAES placement)</b>		<b>NRS/Policy:</b> <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 200.481</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Suspension & Referral to Behavior Hearings & Placement Director,	Suspension & Referral to Behavior Hearings & Placement Director,	Suspension & Referral to Behavior Hearings & Placement Director,

contact School Police, Substance abuse evaluation.	contact School Police, Substance abuse evaluation.	contact School Police, Substance abuse evaluation.
Tier 1 Strategies: <i>Parent conference; school counselor support; VIP participation.</i>		
Tier 2 Strategies: <i>Referral to community resources; psychologist Support; Teach Behavior Strategies.</i>		
<b>Event: THREATS TO STAFF/STUDENTS</b>  <b>Any communication, verbal or physical, or by means of electronic devices, that would threaten the health and safety, or cause the impression of danger or harm, to district personnel or students (Potential IAES placement)</b>		<b>NRS/Policy:</b>  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 392.915</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, 1-3 Day Suspension, School Safety Screener & Assessment; Contact School Police; Referral to Behavior Hearings & Placement Director.	3-5 Day Suspension, School Safety Screener & Assessment, Contact School Police, Referral to Behavior Hearings & Placement Director.	5-7 Day Suspension, School Safety Screener & Assessment, Contact School Police, Referral to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent conference; school counselor support; VIP participation.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; Referral to Community Therapeutic Resources, DIAT.</i>		
<b>Event: HABITUAL DISCIPLINARY PROBLEM</b>  <b>When a student receives 5 or more suspensions totaling a minimum of 15 days, or as otherwise specified in the behavior matrix (Potential IAES placement)</b>		<b>NRS/Policy:</b>  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 392.4655.</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Suspension & Referral to Behavior Hearings & Placement Director	Suspension & Referral to Behavior Hearings & Placement Director	Suspension & Referral to Behavior Hearings & Placement Director
Tier 1 Strategies: <i>Parent conference; school counselor support; referral to IAT and/or DIAT.</i>		
Tier 2 Strategies: <i>DIAT referral; behavioral contract with parent involvement.</i>		

<b>Event: BULLYING / CYBER BULLYING</b>  Action has effect on victim: Harm or threat of harm to a person or their property, generally with an imbalance of power and/or protected class; action is unwelcome; action is severe, persistent or pervasive. Bullying and/or harassment using social media such as e-mail, Instant messaging, chat rooms, cell phones, or other forms of information technology to deliberately harass, threaten, impersonate, misrepresent intimidate or spread harmful information about someone.		<b>NRS/Policy:</b>  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 9031</a></li> <li>▪ <a href="#">Board Policy 9201</a></li> <li>▪ <a href="#">NRS 388.121-388.145</a></li> <li>▪ SRLE Resource Manual for full definition and investigation process</li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Loss of Privilege, 1-3 Days Suspension, Contact School Police.	3-5 Days Suspension & VIP Classes, Contact School Police, inform School Safety Team.	5-7 Days Suspension, VIP Classes, Deem Habitual Discipline Problem and Refer to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent conference, School Counselor Support; restorative practices.</i>		
Tier 2 Strategies: <i>Psychologist support-safety screener &amp; assessment; Referral to Community Resources, Re-teaching Expectations, Bullying Intervention Group or Counseling for Target Strategies.</i>		
<b>Event: HARASSMENT – INTIMIDATION</b>  To use harm or threat of harm to compel a person to abstain from doing, or to do, any act which he/she has a right to do. Treating an individual unfavorably because of a perceived disability, perceived membership in a certain race or religious group, or perceived sexuality/gender. May include treatment based on physical characteristics associated with a perceived disability, race, religion or gender, and/or group-based slurs, offensive or derogatory remarks or display of group-based offensive pictures or symbols. This includes, but is not limited to unwanted sexual advances, obscene remarks, requests for sexual favors, and other verbal or physical harassment of a sexual nature, to include stalking.  If group membership is a salient feature of the harassment-intimidation, the primary group affiliation must be coded. This applies to, but is not limited to, perceived race/ethnicity groups, disability groups, gender, sexual orientation, religious affiliation.  ***Contact Civil Rights Compliance Officer (Legal) for Guidance.		<b>NRS/Policy:</b>  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 9031</a></li> <li>▪ <a href="#">Board Policy 9201</a></li> <li>▪ <a href="#">NRS 388.121-388.145</a></li> <li>▪ SRLE Resource Manual for full definition and investigation process</li> <li>▪ Title II of the Americans with Disabilities Act</li> <li>▪ Individuals with Disabilities in Education Act</li> <li>▪ Title VI and VII of the Civil Rights Act</li> <li>▪ Free Exercise Clause of the U.S. Constitution</li> <li>▪ Title IX of the Educational Amendments Act</li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Loss of Privilege, 1-3	3-5 Days Suspension & VIP Classes, Contact School Police.	5-7 Days Suspension, VIP Classes, Contact School Police, Deem Habitual Discipline Problem and

Days Suspension, Contact School Police.		Refer to Behavior Hearing & Placement Director.
Tier 1 Strategies: <i>Parent conference; School Counselor Support; restorative practices.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; Re-teach Expectations; Referral to Community Resource; Possible use of Restorative Conferencing.</i>		
<b>Event: SEXUAL MISCONDUCT</b>  May include but not be limited to: Unwelcome sexual advances or propositions, using electronic devices or technology to record or transmit nudity or sexual acts, stalking, unwanted touching, threatening to or actually sexually harming someone. This may be treated as bullying and/or harassment.  *Contact Civil Rights Compliance Officer (Legal) for Guidance.		<b>NRS/Policy:</b>  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 9031</a></li> <li>▪ <a href="#">Board Policy 9201</a></li> <li>▪ <a href="#">NRS 388.121-388.145</a></li> <li>▪ Title IX of the Educational Amendments Act</li> </ul> SRLE Resource Manual for full definition and investigation process
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, Loss of Privilege, 1-3 Day Suspension, Contact School Police.	3-5 Day Suspension & VIP Classes, Contact School Police.	5-7 Day Suspension, VIP Classes, Contact School Police, deem Habitual Discipline Problem and Refer to Behavior Hearing & Placement Director.
Tier 1 Strategies: <i>Parent conference, School Counselor Support; restorative practices.</i>		
Tier 2 Strategies: <i>Psychologist support-safety screener &amp; assessment; Referral to Community Resources, Re-teaching Expectations, Bullying Intervention Group or Counseling for Target Strategies.</i>		
<b>Event: POSSESSION / USE OF A WEAPON, AIR GUN, FIREARM, CO2 AIR GUN</b> This includes weapons that do not meet the NRS dangerous weapon definition and can include the use of any look-alike or toy gun used to intimidate, harass or threaten another individual.  *Any object used in a threatening manner toward self or another individual may be deemed a dangerous weapon per NRS statute.		<b>NRS/Policy:</b>  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 392.466</a></li> <li>▪ <a href="#">NRS 202.265</a></li> </ul> PATH-P101
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution

Administrative Conference/ Investigation, Parent Contact, 1-3 Day Suspension, Contact School Police, Contact Behavior Hearings & Placement Director.	3-5 Day Suspension, Contact School Police, Contact Behavior Hearings & Placement Director.	5-7 Day Suspension, Contact School Police, Refer to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference; School counselor support; possible VIP participation.</i>		
Tier 2 Strategies: <i>Psychologist support-safety screener &amp; assessment; re-teach expectations; possible VIP participation.</i>		
<b>Event: POSSESSION/USE OF DRUG PARAPHERNALIA, CONTROLLED SUBSTANCE, ALCOHOL</b>  The possession or use of items that are used to inhale, ingest, or by any other means introduce a controlled substance into the body, to include being under the influence of alcohol on school property or at a school sponsored activity. This includes E-Cig, Vapes, Mods		<b>NRS/Policy:</b>  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 453.554</a></li> <li>▪ PATH-P101</li> <li>▪ PATH P107</li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, 1-3 Day Suspension & SAP Classes, Contact School Police.	8 day Suspension & Mandatory Substance Abuse Test, Contact School Police, 8 sessions with outside counselor.	10 days Suspension, Mandatory Substance Abuse Test and Outside Counseling, Contact School Police, Refer to Behavior Programs Director.
Tier 1 Strategies: <i>Parent Conference; School counselor support; SAP participation.</i>		
Tier 2 Strategies: <i>Referral to Community Resources for substance abuse; SAP participation.</i>		
<b>Event: TOBACCO VIOLATION</b>  Possession or use of any nicotine delivery devices which includes, cigars, cigarettes, electronic cigarettes, chew, snuff, pipes, hookahs, etc.  NIAA Rules Apply.		<b>NRS/Policy:</b>  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 202.2491</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, Warning on First Offense.	1-3 Day Suspension, Referral to Cessation of Tobacco Use Program or Individual Site Programs.	1-3 Day suspension, Loss of Privilege, Focused Detention, School Beautification.

Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>		
Tier 2 Strategies: <i>Referral to Community Resources- American Cancer Society Classes.</i>		
<b>Event: NIAA SUBSTANCE ABUSE VIOLATION</b> See NIAA Substance Abuse Policy		<b>NRS/Policy:</b> <ul style="list-style-type: none"> <li>▪ NIAA (NRS Chapter 385B)</li> <li>▪ <a href="#">NIAA (NAC 386.600 – 386.886)</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact Suspension from Activities/Athletics & SAP Notification.	3-5 days Suspension from Activities/Athletics & Individual SAP Counseling & Evaluation.	Suspension pursuant to NIAA regulations.
Tier 1 Strategies: <i>Parent Conference; School counselor support; SAP participation.</i>		
Tier 2 Strategies: <i>Referral to Community Resources for substance abuse; SAP participation; assign mentor.</i>		
<b>Event: BATTERY TO STUDENT</b> The willful and unlawful use of force or violence upon another student.		<b>NRS/Policy:</b> <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 200.481</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, 3-10 Days Suspension & VIP classes. Contact School Police, Contact District Behavior Hearings & Placement Director.	5-10 Day Suspension & VIP classes, Contact School Police. Contact District Behavior Hearings & Placement Director.	5-10 Day Suspension & VIP classes, Contact School Police. Refer to District Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference, School counselor support; VIP participation.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; Teach Alternatives, Behavior Strategies; VIP participation.</i>		
<b>Event: EXTORTION OR THREAT OF EXTORTION</b> Obtaining something, especially money, through force or threats.		<b>NRS/Policy:</b> <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ NRS 205.320-322</li> </ul>

-Extortion is also included as a violation under the bullying law.		<a href="#">NRS 388.121-388.145</a>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Loss of Privilege, 1-3 Days Suspension, Contact School Police.	3-5 Days Suspension & VIP Classes, Contact School Police.	5-7 Day Suspension, VIP Classes, Contact School Police, Deem Habitual Discipline Problem and Refer to Behavioral Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference, School Counselor Support.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; re-teach expectations.</i>		
<b>Event: FIGHTING/PHYSICAL AGGRESSION</b>  The mutual use of physical force, which includes striking both with hands and feet, or other body parts. This also includes biting, scratching or other actions of a physically aggressive nature.		NRS/Policy: <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 392.466</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation; Parent Contact; 3-10 Day Suspension & VIP classes.	Administrative Conference, Parent Contact, 5-10 Days Suspension & VIP classes, Contact School Police.	5-10 Days Suspension, Contact School Police, Refer to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference; School counselor support; possible VIP participation.</i>		
Tier 2 Strategies: <i>Psychologist support-safety screener &amp; assessment; Conflict Resolution; Re-teach Expectations; Anger Management; Teach Pro-Social Skills. Restorative Practices; Referral to IAT and/or DIAT.</i>		
<b>Event: GANG RELATED BEHAVIOR - GANG ACTIVITY</b>  Involvement or potential involvement in any activity representing a group involved in illegal actions.		NRS/Policy: <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 392.4635</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, Loss of Gang Paraphernalia, 1-3 Day Suspension.	3-5 Day Suspension & Contact School Police Gang Unit.	5-7 Day Suspension, Contact School Police Gang Unit, Refer to Behavior Hearings & Placement Director.

Tier 1 Strategies: <i>Parent Conference; School counselor support; possible VIP participation.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; School Police Gang Unit intervention.</i>		
<b>Event: INSTIGATION / PROMOTION OF FIGHTING OR VIOLENCE</b>  The willful act of provoking or facilitating assault between two or more students by using a variety of communications aimed at causing or resulting in a physical altercation.		NRS/Policy: <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ PATH-P101</li> </ul> <a href="#">NRS 200.490</a>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation; Parent Contact; 1-3 Day Suspension & VIP classes.	Administrative Conference, Parent Contact, 3-5 Day Suspension & VIP classes, Contact School Police.	5-7 Day Suspension, VIP classes, Contact School Police, and Refer to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference; School counselor support; possible VIP participation.</i>		
Tier 2 Strategies: <i>Psychologist support-safety screener &amp; assessment; Conflict Resolution; Re-teach Expectations; Anger Management; Teach Pro-Social Skills. Restorative Practices; Referral to IAT and/or DIAT.</i>		
<b>Event: RETALIATION</b>  Mandatory reporting and must complete the Harassment Complaint Form and email legal department.  ***Contact Civil Rights Compliance Officer (Legal) for Guidance.		NRS/Policy: <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 9031</a></li> <li>▪ <a href="#">Board Policy 9201</a></li> <li>▪ <a href="#">NRS 388.121-388.145</a></li> </ul> SRLE Resource Manual for full definition and investigation process
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Loss of Privilege, 1-3 Days Suspension, Contact School Police.	3-5 Days Suspension & VIP Classes, Contact School Police.	5-7 Day Suspension, VIP classes, Contact School Police, and Refer to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference, School Counselor Support.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; Re-teach Expectations; Referral to Community Resource; restorative practices.</i>		
<b>Event: VIOLENCE OR HARM TO STAFF OR STUDENTS</b>		NRS/Policy:



A harm which results in the bodily injury of an employee or student of the school (below threshold of battery)		<ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a> <a href="#">NRS 392.466(1 &amp; 2)</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation; Parent Contact; 1-3 Day Suspension & VIP classes.	Administrative Conference, Parent Contact, 3-5 Day Suspension & VIP classes, Contact School Police.	5-7 Day Suspension, VIP classes, Contact School Police, and Refer to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference, School counselor support; possible VIP participation.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; possible VIP participation; referral to Community Resources.</i>		
<b>Event: ARSON</b>  The intentional setting of fire.		NRS/Policy:  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a> <a href="#">NRS 205.005</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, School Safety Screener & Assessment, 1-3 Days Suspension, Contact School Police, Contact Behavior Hearings & Placement Director.	3-5 Day Suspension, School Safety Screener & Assessment, Contact School Police, Refer to Behavior Hearings & Placement Director.	5-7 Day Suspension, School Safety Screener & Assessment, Contact School Police, Refer to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference, School Counselor Support.</i>		
Tier 2 Strategies: <i>Psychologist support-safety screener &amp; assessment; Youth Fire Setters Intervention Program.</i>		
<b>Event: BOMB THREAT</b>  Willfully conveying by mail, written notes, telephone, texting, Internet, radio, or any other means of communication, any bomb threat, knowing it to be false.		NRS/Policy:  <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a> <a href="#">NRS 202.840</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, School Safety Screener & Assessment, 1-3 Days	3-5 Day Suspension, School Safety Screener & Assessment, Contact	5-7 Day Suspension, School Safety Screener & Assessment, Contact

Suspension, Contact School Police, Contact Behavior Hearings & Placement Director.	School Police, Referral to Behavior Hearings & Placement Director.	School Police, Referral to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; Youth Fire Setters Intervention Program.</i>		
<b>Event: COMBUSTIBLES/INCENDIARY</b>  The possession of explosive or incendiary devices.		NRS/Policy: <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 202.253</a></li> <li><a href="#">NRS 202.262</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, School Safety Screener & Assessment, 1-3 Days Suspension, Contact School Police, Contact Behavior Hearings & Placement Director.	3-5 Day Suspension, School Safety Screener & Assessment, Contact School Police, Referral to Behavior Hearings & Placement Director.	5-7 Day Suspension, School Safety Screener & Assessment, Contact School Police, Referral to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; Youth Fire Setters Intervention Program.</i>		
<b>Event: DAMAGE TO SCHOOL PROPERTY-DESTRUCTION OF SCHOOL PROPERTY</b>  Willfully and maliciously destroying or injuring real or personal property of another in an amount totaling less than \$500.		NRS/Policy: <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li><a href="#">NRS 393.410</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference, Parent Contact, Restitution, Loss of Privilege/School Beautification.	Parent Contact, 1-3 Day Suspension, Restitution, Loss of Privilege/School Beautification.	Parent Contact, 3-5 Day Suspension, Restitution, Loss of Privilege/School Beautification.
Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>		
Tier 2 Strategies: <i>Re-teach Expectations; Referral to Community Resource; restorative practices.</i>		

<b>Event: DAMAGE TO SCHOOL PROPERTY, DESTRUCTION OF SCHOOL PROPERTY \$500+</b>  Willfully and maliciously destroying or injuring real or personal property of another. Required if making a claim to risk management for repairs, or for insurance claims.		<b>NRS/Policy:</b>  ▪ <a href="#">Board Policy 5100</a>  <a href="#">NRS 393.410</a>
<b>1<sup>st</sup> Incident Resolution</b>	<b>2<sup>nd</sup> Incident Resolution</b>	<b>3<sup>rd</sup> Incident Resolution</b>
Administrative Conference/ Investigation, 1-3 Day suspension, Contact School Police, Notify Risk Management, Contact Behavior Hearings & Placement Director.	3-5 Day Suspension, Contact School Police, Notify Risk Management, Referral to Behavior Hearings & Placement Director.	5-7 Day Suspension, Contact School Police, Notify Risk Management, Referral to Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>		
Tier 2 Strategies: <i>Psychologist Support-safety screener &amp; assessment; Re-teach Expectations; Referral to Community Resource; restorative practices.</i>		
<b>Event: THEFT / POSSESSION OF STOLEN PROPERTY</b>  Intentionally receiving, taking, or possessing property of another without the owner’s permission.		<b>NRS/Policy:</b>  ▪ <a href="#">Board Policy 5100</a> ▪ <a href="#">NRS 205.0832</a>  PATH-P101
<b>1<sup>st</sup> Incident Resolution</b>	<b>2<sup>nd</sup> Incident Resolution</b>	<b>3<sup>rd</sup> Incident Resolution</b>
Administrative Conference/ Investigation, Parent Contact, Loss of Privilege, Focused Detention/ School Beautification, 1-3 Day Suspension, Contact School Police.	Administrative Conference/ Investigation, Parent Contact, Loss of Privilege, Focused Detention/ School Beautification, 3-5 Day Suspension, Contact School Police.	Administrative Conference/ Investigation, Parent Contact, Loss of Privilege, Focused Detention/ School Beautification, 5-7 Day Suspension, Contact School Police.
Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>		
Tier 2 Strategies: <i>Re-teach Expectations; Referral to Community Resource; restorative practices.</i>		
<b>Event: ATTENDANCE – TRUANCY</b>		<b>NRS/Policy:</b>  ▪ <a href="#">Board Policy 5400</a>  <a href="#">NRS 392.040</a>

1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, Detention, Truancy Letter 1.	Truancy Letter 2, School Attendance Monitor, 20 day Monitor, Contact Attendance Officer, loss of privilege, detention with school beautification.	Truancy Letter 3, 10 <sup>th</sup> Grade and Above Cite Habitual Truant, 9 <sup>th</sup> Grade and Below refer to SARB.
Tier 1 Strategies: <i>Parent Conference, School counselor support; attendance incentives.</i>		
Tier 2 Strategies: <i>Student Attendance Review Board (SARB); Referral to IAT; Referral to Community Resource.</i>		
Event: <b>TARDY</b>		NRS/Policy:
		<ul style="list-style-type: none"> <li>▪ Board Policy 5400</li> <li>▪ Site Based Rules Published in Student/Parent Handbook, Student Planner, etc.</li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Support to correct Behavior, Parent Contact, Loss of Privilege or Focused Detention.	Parent Contact, Loss of Privilege, Focused Detention, School Beautification.	Parent Contact, Loss of Privilege, Focused Detention, School Beautification.
Tier 1 Strategies: <i>Parent conference; school counselor support.</i>		
Tier 2 Strategies: <i>Behavioral Plan, Incentive Based System, Family Engagement.</i>		
Event: <b>DISREGARD FOR SCHOOL RULES</b>		NRS/Policy:
Violations of the rules of the school as outlined in the Parent/Student handbook, or disseminated by the individual school, teacher or coach (Does not include other violations specifically defined in this matrix).		<ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> </ul> Site Based Rules Published in <a href="#">Student/Parent Handbook</a> , Student Planner, etc.
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, Loss of Privilege or Focused Detention/ School Beautification.	Parent Contact, Loss of Privilege, Focused Detention/School Beautification, 1-3 Day Suspension.	Parent Contact, Loss of Privilege, Focused Detention/School Beautification, 3-5 Day Suspension.
Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>		

Tier 2 Strategies: <i>Re-teach Expectations; Referral to IAT and/or DIAT.</i>		
<b>Event: DISTURBANCE OF SCHOOL ACTIVITIES / DISTURBING THE PEACE</b> Conduct, which interferes with the educational process. Willfully disturbing the peace of any person; Intentionally and willfully interfering with or disturbing persons in the school. May be combined with other conduct.		NRS/Policy: <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5100</a></li> <li>▪ <a href="#">NRS 392.910</a></li> </ul>
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, Loss of Privilege, Focused Detention/ School Beautification.	Parent Contact, Loss of Privilege, Focused Detention/ School Beautification, 1-3 Day Suspension, Contact School Police.	Parent Contact, Loss of Privilege, Focused Detention/ School Beautification, 3-5 Day Suspension, Contact School Police, Contact Behavior Hearings & Placement Director.
Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>		
Tier 2 Strategies: <i>Re-teach Expectations; Referral to IAT and/or DIAT; Teach Pro-Social Skills, School Service and Mentoring; restorative practices.</i>		
<b>Event: DRESS CODE VIOLATION*</b>  Violations of the dress code as outlined in the parent student handbook and/or individual school rules. This includes violations of the school uniform policy and regulation.  *As Applicable, Students Will Comply with all School Procedures and Policies Related to School Uniforms - see School Handbook for further information.		NRS/Policy: <ul style="list-style-type: none"> <li>▪ <a href="#">Board Policy 5105</a></li> </ul> Site Based Rules Published in <a href="#">Student/Parent Handbook</a> , Student Planner, etc.
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution
Administrative Conference/ Investigation, Parent Contact, Student <i>Must Change Clothing</i> , Focused Detention.	Parent Contact, Student <i>Must Change Clothing</i> , Loss of Privilege, Focused Detention/School Beautification.	Parent Contact, Student <i>Must Change Clothing</i> , Loss of Privilege, Focused Detention/School Beautification, 1-3 Day Suspension.
Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>		
Tier 2 Strategies: <i>Re-teach Expectations, Replacement Behaviors and Possible Referral to Clubs and Activities.</i>		
<b>Event: INAPPROPRIATE LANGUAGE, ACTIONS, GESTURES</b>		NRS/Policy:

Use of inappropriate* language, actions or gestures when addressing another individual or group of individuals to include verbal confrontation.  *"Inappropriate" is defined by the reasonable person standard. Utilize cultural and social context in this situation.			■ <a href="#">Board Policy 5100</a>  Site Based Rules Published in <a href="#">Student/Parent Handbook</a> , Student Planner, etc.
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution	
Administrative Conference/ Investigation, Parent Contact, Loss of Privilege, Focused Detention/ School Beautification.	Parent Contact, Loss of Privilege, Focused Detention/School Beautification, 1-3 Day Suspension.	Parent Contact, Loss of Privilege, Focused Detention/School Beautification, 3-5 Day Suspension.	
Tier 1 Strategies: <i>Parent Conference, School counselor support.</i>			
Tier 2 Strategies: <i>Re-teach Expectations; Referral to IAT and/or DIAT; Teach Pro-Social Skills, School Service and Mentoring; restorative practices.</i>			
<b>Event: INTERFERENCE WITH INSTRUCTION</b>  Disruptive conduct in the classroom which has the effect of disrupting the instruction of other students but does not result in a large scale disturbance.			NRS/Policy:  ■ <a href="#">Board Policy 5100</a> PATH-P101
1 <sup>st</sup> Incident Resolution	2 <sup>nd</sup> Incident Resolution	3 <sup>rd</sup> Incident Resolution	
Administrative Conference/ Investigation, Parent Contact, Loss of Privilege, Focused Detention.	Parent Contact, Loss of Privilege, Focused Detention.	Parent Contact, Loss of Privilege, Focused Detention, 1-3 Day Suspension.	
Tier 1 Strategies: <i>Parent Conference; School counselor support.</i>			
Tier 2 Strategies: <i>Re-teach Expectations; referral to IAT and/or DIAT.</i>			

**DOCUMENTATION:**

Accurate documentation of student behavior within Infinite Campus is mandatory. Documentation allows schools and the District to track trends and behaviors to provide focused supports, interventions and training. Documentation of events and use of the associated data is required under federal regulations and civil rights laws.

**DISCRETION FOR RESOLVING INCIDENT:**

This guidance provides administrators options for resolving incidences. The choice for discipline is based on the current situation, its perceived severity, and past similar or other disruptive behavior. Administrators are ultimately responsible for chosen disciplinary action and have discretion in the choices they make.

## IEP Students at Inspire and Turning Point IAES

### General Procedures

Below are the general procedures when placing students in an IAES. This process may be subject to change depending on the individual needs of the student.

- If a student on an IEP in a self-contained program commits a Major 3 Behavior violation and it is determined through a District Behavior Hearing and subsequent IEP that the student should be placed in an Interim Alternative Educational Setting (IAES), the student would typically be best served at Turning Point IEAS.
- If a student on an IEP in a resource program commits a Major 3 Behavior violation and it is determined through a District Behavior Hearing and subsequent IEP that the student should be placed in an Interim Alternative Educational Setting (IAES), the student would typically be best served at Washoe Inspire.
- If a student is on an IEP and in a self-contained program but spends the majority of the day in general education classes and the student commits a Major 3 Behavior violation and it is determined through a District Behavior Hearing and subsequent IEP that the student should be placed in an Interim Alternative Educational Setting (IAES), the student would be best served initially at Turning Point IEAS, but working with Student Services administration and administration at Washoe Inspire, it may be determined that the student could be best served at Washoe Inspire.
- If a general education student is placed at Washoe Inspire and anyone suspects that the student may have a disability, Washoe Inspire will follow the appropriate protocols to have the student evaluated at Washoe Inspire in conjunction with the home school within 45 days.

## **Prevent-Teach-Reinforce (PTR) and a Functional Behavior Assessment (FBA)**

1. A Functional Behavior Assessment (FBA) is generally considered a problem-solving process for addressing student problem behavior. It relies on a variety of techniques and strategies to identify the antecedents or triggers of specific behavior and to help IEP teams select interventions to address directly the problem behavior.
2. The Prevent-Teach-Reinforce (PTR) model of behavior support is a team-based, systematic, structured process for supporting students with challenging behaviors that have not been resolved satisfactorily with classroom and school wide behavior management systems.
3. The District has identified the PTR as the tool used to conduct the FBA.
4. PTR utilizes scientifically validated practices of functional behavior assessment, reinforcement and teaching new behaviors.
5. PTR is a structured, team-based functional behavior assessment (FBA) process that is implemented by school-based teams.
6. The PTR is a model of Positive Behavior Support (PBS) aligned largely with principles of Applied Behavior Analysis (ABA) (Dunlap, et al, 2010).
7. The PTR, based on extensive research, is intended for students who exhibit challenging behaviors, including those with disabilities (Dunlap, et al., 2010). Derived from two approaches that have guided behavioral support for decades, PBS and ABA.
8. PBS is a broad approach for organizing environmental, social, educational and systems strategies to improve competence and quality of life for individuals with challenging behaviors (Dunlap et al., 2010).
9. The ABA approach utilizes approaches to learning that produce socially meaningful changes in behavior. The PTR is directly linked to both PBS and ABA and is utilized in a variety of settings. The PTR has been implemented and tested over the span of several years and has been shown to lead to improved outcomes in student's behavior and academic achievement (Dunlap et al., 2010).
10. It is intended to be used in Tier 3 Individual Interventions.
11. The PTR is the tool WCSD staff need to use to guide a school team through the completion of functional behavioral assessment and a positive-behavioral intervention plan, as well as fidelity checks.
12. The PTR process is utilized, with fidelity, for students in Tier 3 who need behavioral support and for students with disabilities who may need additional behavioral supports *or* an alternate placement based on behavior.
13. Evaluation Requirement under IDEA—under 34 C.F.R. 300.304(b) (3) state that districts shall use “technically sound instruments” that assess behavioral factors.
14. As used in this section, “targeted behavior” means the particular adaptive or inappropriate behavior of the pupil that the person conducting the assessment monitors in order to promote adaptive behavior and reduce the occurrence of inappropriate behavior



## **Law Enforcement**

1. Schools are obliged to work closely with law enforcement agencies in the control of student behavior.
2. The District's School Police Department will provide assistance in controlling student behavior and will act as a liaison between the district and local law enforcement agencies.
3. In general, these agencies shall be called upon to assist in handling situations involving theft, physical danger, suspicious or dangerous behavior or search or seizure.
4. An incident, which may constitute the commission of a misdemeanor or felonious act, should be reported in a timely manner to the District's School Police Department, and the student's parent(s)/guardian(s) will be notified.
5. When emergency conditions require the school to take action before the arrival of an officer, a follow-up referral should be made to the appropriate agency.

Any call for assistance to investigate an offense occurring on school district property or at a school district sponsored event will be immediately followed by the completion of an Officer's Report, which shall be prepared by campus or District School Police Department.

## **Prohibited Conduct**

1. The commission of, participation in or unlawful attempt of any of the following activities or acts (listed below) in school buildings or on school, property is prohibited and may constitute cause for disciplinary action. In addition, students at school-sponsored, off-campus events, on their way to and from school or within one hour of the beginning or end of the school day, and those using District sponsored transportation shall be governed by District policies, regulations, and rules as well as Nevada state laws and regulations, and are subject to the authority of District officials.
2. An incident, which may constitute the commission of a criminal act, shall be reported to the District's School Police Department, as well as the school administrator. The student's parent(s)/guardian(s) shall also be notified.
3. The District may take disciplinary action, whether or not criminal charges result. The District will look at the situation holistically and take into consideration different perspectives as needed.

## **Criminal Offenses**

1. Criminal Offenses, as defined in applicable laws, regulations, and/or ordinances, shall be reported to the School Police or local law enforcement. Additionally, such offenses may result in disciplinary action by the school administrator.
2. Examples of criminal offenses include, but are not limited to:
  - a. ALCOHOL: The possession, sale, furnishing and/or distribution of alcohol.
  - b. ARSON: The intentional setting of fire.

- c. ASSAULT: Unlawfully attempting to use physical force against another person; or intentionally placing another person in reasonable apprehension of immediate bodily harm.
- d. BATTERY: Willful offensive touching without consent or willful application of force to another person.
- e. BOMB THREAT/FALSE: Willfully conveying by social media, telephone, mail, written notes, or any other means of communication, a bomb threat knowing it to be false.
- f. BURGLARY: Illegal entry onto the property of another with the intent to commit a crime.
- g. DESTRUCTION OF PROPERTY: Willfully and maliciously destroying or injuring real or personal property of another.
- h. DISTURBING THE PEACE: Maliciously and willfully disturbing the peace of any person maliciously and willfully interfering with or disturbing persons in the school.
- i. EXPLOSIVE DEVICES: The possession, sale, furnishing, distribution, or use of explosive or incendiary devices, to include fireworks.
- j. FALSE FIRE ALARMS: False reporting of a fire or transmission of fire alarm signal knowing it to be false.
- k. HARASSMENT: To knowingly threaten to cause bodily injury in the future to the person threatened or to any other person; to cause physical damage to the property of another person; to subject the person threatened or any other person to physical confinement or restraint; or to do any act which is intended to substantially harm the person threatened or any other person with respect to his or her physical or mental health or safety; AND by words or conduct place the person receiving the threat in reasonable fear that the threat will be carried out.
- l. INDECENT EXPOSURE: An open indecent or obscene exposure of his/her sexual organs or the sexual organs of another. Indecent exposure may also include open exposure of one's person in circumstances where the exposure is contrary to local moral or other standards of appropriate behavior.
- m. LARCENY: Stealing, taking, carrying away property of another.
- n. MARIJUANA / NARCOTICS: The possession, sale, use, furnishing or distribution of marijuana and/or any other controlled substance.
- o. NARCOTICS PARAPHERNALIA: The possession, sale, use, furnishing or distribution of narcotics paraphernalia.
- p. RESISTING OFFICER: Willfully resisting, delaying or obstructing an officer in the performance of duty.
- q. ROBBERY: The unlawful taking of personal property from the person of another or in his/her presence, against his/her will, by means of force, violence, or fear of injury.

- r. **SEXUAL MISCONDUCT:** Any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. A person of any gender can commit sexual misconduct, and it can occur between people of the same or different gender.
- s. **STOLEN PROPERTY:** Receiving or possessing property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.
- t. **TRESPASS:** To be upon the property of another without permission of the owner and to stay upon it after warning. This includes being on school property or at a school function while under suspension from school.
- u. **WEAPONS:** It is unlawful for any person to possess, conceal, carry, brandish and/or use any weapon, as defined by state or federal laws and regulations, commonly known as a knife, blackjack, slingshot, Billy club, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon while on District property or at a District-sponsored activity. For the purpose of this section, nunchakus are included herein. This includes brandishing a weapon in a rude, angry or threatening manner or to use it in any fight or quarrel.
- v. Violation of any other federal or state criminal laws or local ordinances at school, at school-sponsored activities or on district-sponsored transportation is prohibited.

## **Searches of Students**

1. The primary function of the public schools is education. In order to serve this function, the schools must maintain discipline and order and must provide students with physical safety and security.
  - a. School officials and teachers are permitted to act *in loco parentis* to the students during the time students are under their supervision.
  - b. To provide an orderly and safe school environment, students need to act responsibly by maintaining control of their own behavior. To ensure the safety of students, staff, and property, the school may take measures to manage the behavior of students.
    - i. This is accomplished by the prevention of harmful, damaging, unlawful or deleterious items being brought onto the school premises.
    - ii. The law, therefore, permits school authorities to search students, their personal possessions and their desks and lockers under appropriate circumstances.
  - c. A decision to search a student, his/her possessions, or any school property or area assigned to him/her for his/her individual use shall be made in accordance with the guidelines included below (see section 3).
2. Student's Rights and Responsibilities
  - a. The student has a right of privacy in his/her person, his/her personal belongings and effects and his/her personal automobile parked on school grounds; but that right is limited by the needs of all students for a safe, calm and orderly school environment.

- b. Students shall not carry, conceal, or bring onto the school premises any material that is prohibited by law or published school district rules, regulations or policies or any material that will detract from the maintenance of a calm, orderly and safe school environment.

### 3. Searches

- a. A teacher, administrator or other school employee designated by an administrator may search the person of any student, the personal effects in the student's possession, or the student's automobile parked on school grounds, under any of the following circumstances:
  - i. The search is made in connection with a lawful arrest.
  - ii. The search is made with the voluntary consent of the student.
  - iii. The search is conducted on the reasonable suspicion that the student is engaged in an activity which violates a law or published school district rule, regulation or policy or that the student is carrying, concealing or sequestering material the possession of which is prohibited by law or by published school district rule, regulation or policy.
    - 1. If the search is made with the consent of the student, there should be a witness to the obtaining of the consent and to the search.
    - 2. The teacher, administrator, or other designated school employee making the search shall be of the same sex as the student searched, unless the need for an immediate search requires a search by a teacher, administrator or school employee of the other sex. When someone of a different sex than the student searched makes the search, there should be a witness to the search.
    - 3. The search of a desk or locker assigned to a student may be done at any time pursuant to either of the following rules:
      - a. The search is made to maintain discipline and protect the students from the introduction into the school of offensive or undesirable materials, or
      - b. The search is made on the reasonable suspicion that the student is engaged in an activity which violates a law or a published school district rule, regulation or policy or that the student is using the school property in the form of a locker or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published school district rule, regulation or policy.
      - c. In all other cases, a search warrant should be obtained before a search is conducted.

### 4. Reasonable Suspicion

- a. In those cases requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found, or that a weapon or other material

the possession of which is prohibited by law or by school district rules, regulations or policies will be found.

- b. A reasonable suspicion is a subjective, good faith belief supported by objective facts, which may include, but are not limited to, the student's age, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the problem in the school.
- c. The required "reasonable suspicion" must be based on facts relating to a particular student whose person, belongings, automobile, desk or locker is to be searched and such suspicion must arise immediately prior to the proposed search.

#### 5. Limitations on Right of Privacy: Lockers and Desks

- a. The student does not have the exclusive right to possession of the locker or desk to which he or she is assigned and the school reserves the right to conduct searches of lockers and desks as outlined above.
- b. Each student shall accept and use the assigned locker or desk on such basis.

#### 6. Canine Sniffs

- a. The school district may conduct canine sniffs of school hallways, lockers, classrooms, buildings, parking lots, and other school property with a canine unit.
- b. A canine unit consists of a qualified handler and a dog specially trained to detect illegal or prohibited substances, weapons or bombs.
- c. If a teacher, administrator, other school official, employee, school police, or security personnel, have a reasonable suspicion to believe that an individual has in his/her possession a weapon or a controlled substance or material which is prohibited by law or school district rules, regulations and policies, the school district may conduct canine sniffs of such individual's vehicle(s) and/or personal effects.

#### 7. Role of Law Enforcement Agencies

- a. School personnel should call for assistance from the School Police Department when there is reason to believe a situation is dangerous.
- b. If a search by school personnel results in the discovery of materials the possession of which is prohibited by law, the District's School Police Department shall be notified and the materials shall be turned over to them.

## **Bus Transportation**

See the Department of Transportation web page at [www.washoeschools.net](http://www.washoeschools.net) for a complete listing of transportation rules, safety precautions, Citation Protocol, and other considerations.

At the discretion of the Board of Trustees, the school district provides bus transportation to students based upon how far they live from their zoned school and other criteria. Our responsibility is the safe transportation of all students in our care. Video and audio surveillance is always operating on every school bus. Any behavior that distracts the driver is considered a SERIOUS SAFETY HAZARD that endangers all passengers. Students who choose to disobey bus transportation rules may be cited and may have transportation privileges suspended or terminated.

Bus drivers and school administrators will follow a protocol for citing students. The severity of the misbehavior and the number of incidences will affect the duration of suspension. The bus is an extension of the school site and so the behavioral matrix may be used additionally when considering disciplinary measures.

Listed below are behaviors disallowed on school buses (this is not an exhaustive list).

- Bullying, cyber-bullying, fighting, wrestling, boisterous activity, vulgar or foul language or gestures, and sharing of inappropriate written material.
- Physical harm or threat of harm to another student.
- Physical harm or threat of physical harm to driver/objects thrown at driver.
- Assault and battery.
- Possession of a fireworks, knives, explosives, guns, mace (any object defined as a dangerous weapon per NRS) and/or any other instruments which can cause injury or property damage.
- Possession or use of any combustibles.
- Damaging a school bus by fire or other means
- Possession or use of tobacco, drugs, alcohol, vaping or other electronic devices used in injecting, inhaling, or taking in a foreign substance in to your body.
- Constant refusal to obey the bus driver.
- Throwing objects, standing up in the aisles, or on the seats when the bus is moving.
- Screaming or yelling that distracts the driver.
- Possession of animals, glass containers, aerosol cans, skateboards, fishing poles, snowboards, hockey sticks, golf clubs, skis, shovels, bats, or laser pens.
  - Scooters and skateboards in appropriate bags may be transported on the bus only if the school the child attends permits them in school.
- Students shall not eat or \*drink on the bus. \*Bottled water is allowed.
- Any other offenses that jeopardize the health, safety, and well-being of students, district staff, and parents, or causes damage to the bus or district property may result in automatic suspension.

While riding a school bus, the student is under the direction and supervision of the bus driver. Students who refuse to obey the directions of the bus driver promptly or refuse to obey transportation regulations may forfeit their privilege to ride the bus.

## **Traditional Disciplinary Strategies**

### **Detention**

Detention is defined as requiring a student to remain at school for a period outside of the scheduled instructional time.

1. School administrators have the authority to consider detention as a means of intervention when infractions of classroom or school rules have been violated.
2. Before assigning students to detention, the student will be informed of the reason for the detention, and the student will be given an opportunity to explain his/her version of the incident to the staff member. Detentions do not trigger the right to a behavior hearing.
3. Teachers/administrators have the discretion to substitute alternative discipline in cases where the deem detention inappropriate.
  - a. All students detained for disciplinary purposes will be under the direct supervision of a member of the professional staff or other person designated by the building administrator.
  - b. Students in detention are expected to use the time constructively to complete school assignments or for other educational purposes.
  - c. Students who fail to serve a scheduled detention may be subject to additional disciplinary measures.
  - d. Students are not to be deprived of access to regularly scheduled meals, use of lavatory facilities, or scheduled instructional remediation (i.e. specially designed instruction).
  - e. The school administrator must attempt to contact the parent(s)/guardian(s) prior to considering before, after or in-school detention.
  - f. For students who customarily ride the school bus, the school administrator will make prior arrangements with the student's parent(s)/guardian(s) regarding transportation to/from school.
  - g. Those students requiring transportation as part of their Individualized Education Plan (IEP), 504 Service Plan, or Children in Transition (CIT) Plan must be allowed to access school transportation.

### **Suspension**

1. School suspension is a mandatory leave during scheduled instruction time assigned to a student as a behavior consequence. The suspension can be an Out of School Suspension (Suspension) or an In-School Suspension.
2. Parent/guardian(s) must be notified in writing of each suspension. Contact with the parent and/or guardian will be made before the student leaves the school, if the student leaves the school during school hours.
3. Types of Suspension:

- a. In-School Suspension (ISS): A school administrator may remove a student from his/her traditional educational environment, classes, general schedule, transition periods, and all school-sponsored activities. During the term of the in-school suspension, the student will be educated in an alternative educational environment. The primary intention of this action is to keep the student at school to participate in as much of the educational environment, as possible. It is strongly recommended that a school administrator suspend (in-school) a student for no more than three days per offense, and no more than five days for repeated offenses.
- b. Out-of-School Suspension (OSS): A school administrator may suspend a student from his/her school, educational program, or school-sponsored activity for no more than ten school days per offense.
- c. Emergency Suspension: If a student allegedly commits a Big 3 Violation (Sales and Distribution of Controlled Substances, Statutory Weapons Violation, or an infraction causing Severe Bodily Harm) or if there is a threat to health, safety, or welfare of students and staff, the school should place the student on Emergency Suspension, which will result in a District-level Emergency Suspension Hearing. (Please refer to the "Student Discipline Hearing Process" section in this manual and to the "Behavior Support and Hearing Process" included in the Appendix of this manual, for specifics on this process).

#### 4. Terms of Suspension:

- a. A student may not participate in, or attend any school-sponsored activity during the term of his/her suspension.
- b. Suspensions may be reflected in the student's class citizenship or school citizenship grade.
- c. Notations of suspensions from school will be made in the Student Information System-IC (under Behavior Tab).
- d. Parent(s) and/or guardian(s) shall be notified whenever a student is suspended.
- e. Schoolwork missed because of suspension may be made up for each school day the student was suspended. The student and his/her parent/guardian are responsible for obtaining and returning missed assignments.
- f. A student who is participating in a program of special education pursuant to NRS 388.520, other than a pupil who is gifted and talented, may not be suspended from school for more than ten school days per school year, or suspended from school for more than ten consecutive school days or permanently expelled from school until after the designated officials have reviewed the circumstances related to the disciplinary infraction and have determined that the action is in compliance with the Individuals with Disabilities Education Improvement Act, 20 U.S.C. 1400 et seq.
  - i. Please refer to Manifestation Determination Review Process in the Special Education Procedure Manual.
  - ii. Special Circumstances. School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child—



1. Carries a statutory weapon to or possesses a statutory weapon at school, on school premises, or to or at a school function under the jurisdiction of an Local Education Agency (LEA);
  2. Knowingly sells or distributes illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of an LEA; or
  3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an LEA.
- g. A student who is eligible for Section 504 of the Americans with Disabilities Act may not be suspended from school for more than ten school days per school year, or suspended from school for more than ten consecutive school days or permanently expelled from school until after the designated officials have reviewed the circumstances related to the disciplinary infraction and have determined that the action is in compliance with Section 504 of the Americans with Disabilities Act.
- i. Please refer to Manifestation Determination Review process for students eligible under Section 504.
  - ii. Special Circumstances. School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child—
    1. Carries a statutory weapon to or possesses a statutory weapon at school, on school premises, or to or at a school function under the jurisdiction of an LEA;
    2. Knowingly sells or distributes illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of an LEA; or
    3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an LEA.

## **Expulsion**

1. The District is committed to providing educational options to students. If a student has committed an infraction that would warrant expulsion, the District will typically work to identify education options or an alternative educational setting for the student, rather than permanently removing a student from an educational setting with no educational options. Disciplinary actions for students participating in a program of special education pursuant to NRS 388.520 and students eligible for Section 504 of the Americans with Disabilities Act will adhere to the Individuals with Disabilities Education Improvement Act, 20 U.S.C. 1400 et seq. and Americans with Disabilities Act.

## **Corporal Punishment / Aversive Interventions**

The Board of Trustees and NRS 392.465 expressly prohibit the use of corporal punishment on any student by any staff member of the Washoe County School District.

1. A violation of the District's disciplinary code by a student will be dealt with in accordance with existing school rules and district regulations.
2. This procedure shall in no way prohibit a teacher or school official from defending himself or herself using no more force than is necessary for the situation if attacked by a student.
3. Corporal punishment means the intentional infliction of physical pain upon or the physical restraint of a pupil for disciplinary purposes.
  - a. The term does not include the use of reasonable and necessary force:
    - i. To quell a disturbance that threatens physical injury to any person or the destruction of property;
    - ii. To obtain possession of a weapon or other dangerous object within a pupil's control;
    - iii. For the purposes of self-defense or the defense of another person; or
    - iv. To escort a disruptive pupil who refuses to go voluntarily with the proper authorities.

### **Restitution for Damages or Theft**

1. The principal should handle acts of theft, forced entry or destruction of property in the manner most suited to the development of respect for law and civic responsibility.
2. This requires taking into consideration the age and background of the student, the specific nature of the offense and other circumstances, but does not allow condoning such action in any way.
3. Any student who steals district property, enters a locked building or enclosure, or destroys or defaces any district property shall be subject to suspension, transfer, expulsion or other disciplinary action.
4. If it appears that a law may have been violated, the student's parent(s)/guardian(s) shall be notified, if possible, and the student shall be referred to the School Police Department.
5. The student and his or her parent(s)/guardian(s) shall be held responsible within the limits of the law for restitution for damages to district property. State law (NRS 393.410) provides specifically that students and parent(s)/guardian(s) are responsible for instructional supplies and material loaned to students. It specifies further (NRS 393.070) that willfully and maliciously injuring, marking or defacing any public property is illegal.
6. The principal may deal with minor damage, that which does not exceed \$500, in a manner he/she deems most suitable.
  - a. The principal will then file a report of the incident with the Superintendent of Schools.

- b. Whenever possible, the student should take full responsibility for restoring damages.
- c. If the damage exceeds \$500 and the student and his/her parent(s)/guardian(s) do not voluntarily make restitution, the Risk Management Office will pursue recovery of costs and will seek advice and/or assistance from legal counsel, as needed.
- d. If the District's Special Insurance Fund covered repair or replacement of the damaged item, any monies recovered by the principal shall be forwarded to the Risk Management Office for deposit back into the fund.

## **Progressive Discipline Plans**

In accordance with NRS 392.4644, the principal of each public school shall submit a copy of the progressive discipline plan or a revised plan, if applicable, to the superintendent of schools of the school district. In total, the plan states:

1. The principal of each public school shall establish a plan to provide for the progressive discipline of pupils and on-site review of disciplinary decisions. The plan must:
  - (a) Be developed with the input and participation of teachers and parents of pupils who are enrolled in the school.
  - (b) Be consistent with the written rules of behavior prescribed in accordance with NRS 392.463. (Written rules of behavior and punishments prescribed by school district; distribution of copies to pupils; availability for inspection.)
  - (c) Include, without limitation, provisions designed to address the specific disciplinary needs and concerns of the school.
  - (d) Provide for the temporary removal of a pupil from the classroom in accordance with NRS 392.4645. (Removal of pupil from classroom: Notice; assignment to temporary alternative placement; exceptions.)
2. The principal of each school shall:
  - (a) Review the plan in consultation with the teachers and other educational personnel and support personnel who are employed at the school;
  - (b) Based upon the review, make revisions to the plan, as recommended by the teachers and other educational personnel and support personnel, if necessary; and
  - (c) Post a copy of the plan or the revised plan, as applicable, in a prominent place at the school for public inspection and otherwise make the plan available for public inspection at the administrative office of the school.
3. The principal of each public school shall submit a copy of the plan established pursuant to subsection 1 or a revised plan, if applicable, to the superintendent of schools of the school district on or before September 15 of each year. On or before October 15 of each year, the superintendent of schools of each district shall submit a report to the board of trustees of the school district that includes:
  - (a) A compilation of the plans submitted pursuant to this subsection by each school within the school district.
  - (b) The name of each principal, if any, who has not complied with the requirements of this section.
4. On or before November 15 of each year, the board of trustees of each school district shall submit a written report to the Superintendent of Public Instruction based upon the compilation submitted pursuant to subsection 3 that reports the progress of each school within the district in complying with the requirements of this section.
5. On or before December 15 of each year, the Superintendent of Public Instruction shall submit a written report to the Director of the Legislative Council Bureau concerning the progress of the school districts throughout this state in complying with this section. If the report is submitted during:
  - (a) An even-numbered year, the Director of the Legislative Council Bureau shall transmit it to the next regular session of the Legislature.
  - (b) An odd-numbered year, the Director of the Legislative Council Bureau shall transmit it to the Legislative Committee on Education.

(Added to NRS by 1999, 3185; A 2003, 3382)

**NRS 392.4644**  
**School Implementation Report**  
**(Due September 15)**

Date \_\_\_\_\_

School \_\_\_\_\_ Principal \_\_\_\_\_

Progressive Discipline Committee Members

\_\_\_\_\_ (teacher)

\_\_\_\_\_ (teacher)

\_\_\_\_\_ (Staff Member

\_\_\_\_\_ (alternate Teacher)

\_\_\_\_\_ (alternate staff member)

\_\_\_\_\_ (Principal or Principal Administrator Designee)

Date Behavior Matrix reviewed with team \_\_\_\_\_

School has added to the behavior matrix  Yes  No

If Yes, attach addendum for any school specific additions to behavioral matrix.

Date school plan (Behavior matrix) displayed/made available for all staff

\_\_\_\_\_

\_\_\_\_\_  
Principal Signature Date

(once complete, please scan signed form and send via email to [plamarca@washoeschools.net](mailto:plamarca@washoeschools.net))

**Implementation of NRS 392.4645**, Removal of pupil from classroom or other school premise: Notice; assignment to temporary alternative placement; exceptions.

**If a student's behavior severely and consistently interferes with teaching and learning, he/she may be removed from class (or other school premise) temporarily in accordance with NRS 392.4645.**

- The student who interferes with the teacher teaching, the students learning, an employee exercising their duties, may be removed from their class or the setting temporarily. While out of class or the setting, the student must be supervised and working on schoolwork (in another classroom or in the office) or have alternate access to the activity in question.
- The principal (or designee) will meet with the student and notify parents within 24 hours of the student's removal from class.
- Within three days, there will be a conference including the administrator, student, parents, teacher, counselor and Case Manager (if applicable).
- After the conference, the principal will decide whether the student should return to class, or the setting.
- If the recommendation is that the student returns to class or the setting, and the referring staff member disagrees with that decision, the principal will call a meeting of the Progressive Discipline Committee (consisting of two elected teachers and an elected staff member; if the referring teacher or staff member is a member of the committee, the elected alternates should take their place at the review meeting) and inform the parents that the committee will be meeting to discuss the student's placement. The Committee will review the circumstances for the student's removal and assess the best placement. **The committee shall direct that the student be: (1) returned to the classroom (or other premise) from which he/she was removed; (2) assigned to another classroom (or other premise); (3) assigned to an alternative educational program; or (4) suspended or expelled. The committee may take other appropriate disciplinary action against the student should it deem necessary.**

**CSI REFERENCES**  
 Procedure:  
 Regulation: 5700  
 Policy: 9031, 9201  
 NRS: Chapter 388



**PROCESS: BULLYING INVESTIGATION PROCESS - STUDENT on STUDENT**  
 Safe and Respectful Learning Environment:  
 Bullying, Harassment/Sexual Harassment, Discrimination

Process Map 5700, v1  
 Revised: 11-23-2015

