

# Blue Diamond, Robert L. Forbuss, and Don & Dee Snyder Schools

## Student Code of Conduct and Student Handbook 2018 -2019

The first step in establishing a classroom and campus climate conducive to a successful education is having a clear set of rules that provides for cooperation and respect for the teachers' right to teach and the students' right to learn. In addition to district and school-wide procedures, policies, and rules, each classroom will have a posted set of rules as teachers establish behavioral expectations for their classrooms. Each student is responsible for learning the classroom and school-wide rules. Students who demonstrate inappropriate or disrespectful behavior towards fellow students, CCSD employees, or school property will be appropriately disciplined. Teachers will take progressive steps when encountering a disciplinary problem with a student. Positive reinforcement of appropriate behaviors and achievement is the cornerstone of an effective discipline program. At Blue Diamond, Forbuss and Don & Dee Snyder Schools we will strive to recognize every student's positive contributions. Parents are encouraged to be involved in resolving any problems that may occur. The faculty, staff, and administration at Blue Diamond, Forbuss and Don & Dee Snyder Schools believe in working as a team with parents and students to provide the best possible educational experience for our students.

**Discipline Philosophy and Procedures:** The essence of good discipline is respect – respect for authority, respect for others, respect for self, and respect for rules and procedures. It is an attitude that begins at home, is reinforced at school, and applied throughout life. The concept of discipline is the prevention of misbehavior, maladjustment, and crime through a positive approach which emphasizes wholesome activities, and the learning of self-control. The function of such a concept of discipline is:

- To create and preserve the conditions essential to the orderly progress of the school.
- To prepare the student for effective participation in adult life.

Minor infractions will be addressed by teachers through the use of progressive discipline in the classroom; however, a serious behavioral infraction may result in a non-chronological step in progressive discipline such as an immediate administrative referral.

### Progressive Discipline

- Teacher Warning
  - Student and Teacher Conference
  - Parent/Guardian Contact
  - Counselor Referral
  - Administrator Referral
- Please be advised that a serious infraction may result in a non-chronological step in progressive discipline such as an immediate administrators' referral.

## **Fighting**

Fighting is a tremendous disruption to the educational setting that impacts not only the students involved in the fight, but the remainder of the student body as it creates an atmosphere of tension. Physical blows that are struck between students will result in the students being placed on a

Notice of Required Parent Conference and suspended. Based on the severity of the situation and prior history of conflict, students may receive additional disciplinary sanctions. Students who engage in repeated confrontations may be suspended from school for longer periods of time or referred for placement in an alternative education program. Students who engage in behaviors that create the potential for physical confrontations shall be placed on a Notice of Required Parent Conference, and possibly suspended, for “incitement.” Student, faculty, and staff safety is our primary concern when dealing with these situations.

## **Incident Reports**

The staff at Blue Diamond, Forbuss, and Don & Dee Snyder Schools wants all students to feel safe while attending school. A parent, guardian or student may file an Incident Report in the Administrator’s Office.

## **Discipline Referrals**

Students may be referred to the Administrator’s Office for disciplinary action for breaking district, school, or classroom rules. Students referred to the Administrator’s Office for disciplinary measures may expect one or more of the following consequences: verbal warning and reprimand in a conference; after-school detention; lunch detention; required parent conference while the student remains at school provided the conference is scheduled and held within three school days; in-house suspension; required parent conference (RPC) in which the student must remain home until the conference has been held; suspension for a set number of school days; referral to an alternative educational site; or expulsion. In situations where the law is broken, CCSD Police will be notified.

### **Possible Disciplinary Consequences**

#### **Detention**

Students may be assigned 10 minutes of lunch detention as a consequence for a rule infraction or failure to complete required academics. Staff assigning lunch detention will communicate with the parent or guardian.

#### **Notice of Required Parent Conference**

Students are placed on a Notice of Required Parent Conference (RPC) when their actions are such that a conference must be held with the administration and/or teachers prior to the student returning to the classroom setting. The focus of the conference will be to establish the school rules and regulations, consequences for continued violations, and methods of successfully complying with school rules. **Both parent and student must be present at the conference so as to clearly establish behavioral expectations for the student.**

#### **Notice of Suspension**

If a student commits an offense that merits his/her removal from school, the Notice of Suspension may be used. Suspension is defined as the temporary removal of a student from school for a period of time necessary to (1) seek problem resolution, or (2) ensure that the student’s presence at the school does not constitute a danger to himself/herself or others, or (3) accomplish stringent disciplinary actions such as a behavior school referral or expulsion. Students on suspension status are not allowed on a school campus or at any school sponsored activity for any reason without the express prior permission of the school principal. **Students are expected to accompany their parent/guardian at any disciplinary conference with administration.**

## **Expulsion**

There are some offenses that are so serious that they warrant the permanent removal of a student from campus through an expulsion process. Expulsion is defined as the termination of enrollment in the Clark County School District and future attendance in a district school is not contemplated.

Any student committing the following crimes will be subject to **PERMANENT EXPULSION AND WILL BE REFERRED TO LAW ENFORCEMENT**:

- **Battery on a school employee** – Physical abuse directed at a school employee
- **Battery to a student** – Physical abuse to any student with significant injury, where a clear imbalance of power has been established.
- **Drugs/Alcoholic Beverages, Use, Possession, & Distribution** – Use, possession, or distribution of a controlled and/or illicit substance or any substance represented as such.
- **Weapons** – Possession, use, transmittal, or concealment of ANY operable or inoperable weapon. Weapons are defined as firearms, knives, explosives, flammable materials or other items that may cause bodily injury or death. BB and pellet guns, pocket knives, and fireworks are considered weapons.

An administrative recommendation for expulsion must be reviewed and approved by the Board of Trustees of the Clark County School District. A student, who has habitual discipline problems, threatens or extorts another pupil or teacher, initiates two fights, and/or has a record of five (5) suspensions from school for any reason, may be expelled for a period of at least one semester (NRS 2392.4655).

## **IPad, Chromebooks & Digital Citizenship**

Our goal is to empower students to think critically, behave safely, and participate responsibly in our digital world. Students will have a Google account through the District's nv.ccsd.net domain. The apps provided by the District belong to the District and will not become the property of the student when the device is returned. Apps and music installed by your student belong to your student and do not become the property of the District when the device is returned. The District is not responsible for and cannot archive or replace personal apps or music accessed through the District's nv.ccsd.net domain. **Students who lose, damage, and/or steal an iPad or Chromebook may be fined and disciplined based on the details from the administrative investigation.**

## **Major Violations**

The following are considered to be major violations of the rules of Blue Diamond, Forbuss and Don and Dee Snyder schools. Violation of these rules may result in detention, a notice of required parent conference (RPC), or a formal suspension. Severe incidents or repeated violations may result in placement in a Behavioral Intervention Program, an alternative educational program for serious offenders, and/or expulsion. These violations may require the administration to call upon law enforcement agencies to deal with the violation. If law enforcement is involved, discipline from the school may also be administered on the same offense.

- Smoking on campus or possession of cigarettes, e-cigarettes, tobacco, matches, or smoking material
- Gambling
- Extortion, use of threat
- Racial or derogatory actions/statements
- Selling or being under the influence of a controlled substance or any substance represented to be alcohol or drugs on campus
- Non-school sponsored sales such as pencils, gum, candy, and/or trading cards
- Theft or burglary
- Bullying – Written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act of expression that is directed at a person or group of persons (NRS 388.122)

- Participation in any sexual activity
- Possession of a weapon, which includes but is not limited to brass knuckles, pellet gun, cap gun, pocketknife, and firecrackers
  - Throwing items, including food, at others
- Defacing school property
- Arson
- Immoral or lewd conduct, saying or writing of obscene words or symbols, or gang related language, gang signing, or any inappropriate symbols
- Student disruption/disorderly conduct
- Insubordination and/or refusal to cooperate with CCSD employees
- Fighting or threatening bodily harm to anyone
- Wrestling and horseplay
- Battery and/or assault
- De-pantsing anyone at anytime

### **Other Violations**

Other violations include but are not limited to the items listed within this section. Disciplinary action includes the confiscation of an item(s), detention, in-house suspension, required parent conference (RPC), and/or a formal suspension.

- Actions, which affect the safety and welfare of students, are prohibited, including, but not limited to running, tripping, games such as tag, etc.
- To maintain a healthy, clean environment and to protect school furniture, floors, carpet, and personal belongings, gum and gum chewing are not allowed on campus. Please do not bring gum to school as students may be subject to disciplinary action.
- Students are to demonstrate self-control and know the proper place and the proper time to show affection. Public display of affection (PDA) is not acceptable. Hugging, kissing, holding hands, etc. is prohibited.
- Nuisance Items – Items not directly associated with the educational program (i.e. toys, cameras, video games, laser pens, trading cards, etc.) are not to be brought to school. If students are found in possession of such items, the items may be confiscated. Parents/guardians will be responsible for picking up confiscated items. At the conclusion of each school year, all unclaimed personal articles are given to a charitable organization.
- Students should also refrain from selling or borrowing personal items or loaning money on campus.
  - Aerosols and spray pumps of any kind are prohibited on campus. Habitual Discipline Problem A student shall be deemed a habitual disciplinary problem if, in one school year, the school in which the student is enrolled has documented evidence supporting:
    - A student has threatened or extorted, or attempted to threaten or extort, another student, teacher, or other personnel employed by the school.
    - A student has been suspended for initiating two fights on school property.
    - A student has received five suspensions from school for any reason. The law requires that a student with a habitual disciplinary problem be expelled from school for a period equal to at least one semester. Expulsion is defined as removal from a public school, with alternative educational options being home schooling or enrollment in a private school, at the parent/guardian's expense.

### **Dress and Appearance**

Blue Diamond, Forbuss, and Don & Dee Snyder schools encourages students to dress for respect. Personal appearance should not disrupt or detract from the educational environment of the school. The school administration has the right to designate which types of dress or appearance are not acceptable. CCSD Regulation 5141:

- Requires the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.
- Requires that all clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three

inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage. Prohibit wearing clothing with spaghetti straps.

- Requires that all shorts, skirts and dresses must be at fingertip length, even if other items of clothing are worn underneath.
- Requires that all jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Prohibits headgear (hats, hood, caps, bandanas, hair grooming aids, etc.) on campus except for designated school-approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.
- Prohibits slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and /or obscene nature disrupt the educational setting. This includes any clothing that advertises tobacco, alcoholic beverages, drugs, violence, racial bigotry, or sexual activities.
- Prohibits the wearing of spiked or studded clothing, jewelry, and/or accessories. • Prohibits the wearing of outerwear such as coats, mittens, and scarves upon entering the classrooms.
- Prohibit the wearing of sunglasses in the classroom. Any dress and/or appearance indicative of fashion or fad that is disruptive to the educational environment of the school may be determined as inappropriate by the administration. The principal shall retain the authority to grant exceptions for school-wide free days.

### **School Bus Safety**

Please be advised that bus services are coordinated through the Clark County School District Transportation Department. Individual schools do not identify students of eligibility for bus services. This determination occurs through the transportation department. Any questions regarding eligibility for transportation may be directed to the Clark County School District Department of Transportation at 702-799-8100. To control violations of bus safety rules, such as getting out of seats, moving seats, talking too loudly, and etc. the bus driver may enforce rules by assigning seats, assigning students to copy safety rules, contacting parents/guardians, and/or referring students to the deans' office. Bus drivers are authorized to issue bus citations to students violating the rules on the bus. Students violating safety rules may be denied the privilege of riding the bus and may receive additional disciplinary consequences through the dean's office.

### **Tardy Policy**

Unexcused tardiness will result in disciplinary action and may result in an unsatisfactory grade for citizenship. Persistent and continuous tardiness will result in referrals to the administrative office. Tardies are accumulated and documented individually for the purpose of attendance and awards.

Attendance Regulation – CCSD Regulation 5113 Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent/guardian. The parent, legal guardian, or other person in the state of Nevada having control or charge of any student is required to send the student to school during all times that the public school is in session (NRS 392.040).

A variety of clubs and organizations will be organized on campus for student participation. All students are encouraged to participate in these activities as they create a spirit of belonging to a special school. Meetings and activities are announced during the school day, sent home via email or fliers, and posted on the school's website. Students should pay attention to daily announcements.

### **Field Trips**

Students who have been placed on an RPC, suspension, or in-house suspension may not be allowed to participate in field trips. **This includes the annual fourth and fifth grade Astrocamp and Sea Camp field trips to California.**

Blue Diamond, Forbuss and Don & Dee Snyder schools strives to provide an environment that promotes fairness and consistency for all students. These traits facilitate personal responsibility which is another integral goal of our school. For this to occur, it is imperative that we have the commitment of the faculty, parents, and students to support and reinforce these concepts.

1. **Academic Honesty:** Promoting academic integrity is part of our mission at Blue Diamond, Forbuss, and Don & Dee Snyder schools. The prevention of academic dishonesty and plagiarism is central in the promotion of integrity and honesty within our student body.

The definition of academic dishonesty includes, but is not limited to:

- copying from others;
- utilizing notes, formulas, electronic devices, etc. without teacher permission;
- gaining or providing unauthorized access to examination materials; and/or
- giving or receiving improper academic assistance.

The definition of plagiarism may be summarized as:

- copying someone else’s work word-for-word without giving the original author credit;
- paraphrasing someone else’s ideas as your own without giving the original author credit; and/or
- presenting someone else’s ideas as your own without giving the original author credit.

As a student in the Clark County School District I will, at all times, strive to demonstrate the five qualities of moral character fundamental to human conduct: **Integrity, Respect, Justice, Responsibility, and Manners.**

**INTEGRITY**---Standing up for what is right instead of just trying to go along with the group.

**RESPECT**--- Treating myself and others with honor and obeying school rules and the laws of my country.

**JUSTICE**--- Being fair to others as well as to myself, balancing praise and blame in accord with my actions.

**RESPONSIBILITY**--- Accepting complete responsibility for my own actions and the effects they have on myself and others.

**MANNERS**--- Following the fundamental principles of good manners. Students should be conscientious of and respectful to adults and each other at ALL times.

### Blue Diamond, Forbuss and Don & Dee Snyder Citizenship Rubric

	CONDUCT	ACADEMIC PERFORMANCE
<b>E EXCEPTIONAL</b>	<p><i>Consistently...</i></p> <ul style="list-style-type: none"> <li>• Stays on task</li> <li>• Arrives on time</li> <li>• Contributes to the benefit of others</li> <li>• Follows rules (i.e. gum, electronics, physical contact, No bullying, insubordination, class disruption, etc.)</li> </ul>	<p><i>Consistently...</i></p> <ul style="list-style-type: none"> <li>• Completes assignments on time</li> <li>• Participates in class</li> <li>• Prepared for class</li> <li>• Honest in completing assignments/tests</li> <li>• Self-monitors academic progress</li> </ul>
<b>S SATISFACTORY</b>	<p><i>Usually...</i></p> <ul style="list-style-type: none"> <li>• Stays on task</li> <li>• Arrives on time</li> <li>• Contributes to the benefit of others</li> <li>• Follows rules (i.e. gum, electronics, physical contact, No bullying, insubordination, class disruption, etc.)</li> </ul>	<p><i>Usually...</i></p> <ul style="list-style-type: none"> <li>• Completes assignments on time</li> <li>• Participates in class</li> <li>• Prepared for class</li> <li>• Honest in completing assignments/tests</li> <li>• Self-monitors academic progress</li> </ul>
<b>N NEEDS IMPROVEMENT</b>	<p><i>Inconsistently OR Seldom...</i></p> <ul style="list-style-type: none"> <li>• Stays on task</li> <li>• Arrives on time</li> <li>• Contributes to the benefit of others</li> <li>• Follows rules (i.e. gum, electronics, physical contact, No bullying, insubordination, class disruption, etc.)</li> </ul>	<p><i>Inconsistently or Seldom...</i></p> <ul style="list-style-type: none"> <li>• Completes assignments on time</li> <li>• Participates in class</li> <li>• Prepared for class</li> <li>• Honest in completing assignments/tests</li> <li>• Self-monitors academic progress</li> </ul>
*Administrative referral for major class disruption i.e. fighting, insubordination, destruction of property, results in N.		

