

Leavitt Middle School Progressive Discipline 2019-2020

General Guidelines:

- Consequences should be issued in a progressive manner after an investigation has been conducted.
- Search methods and investigatory techniques must comply with appropriate CCSD Policies and Regulations.
- Disciplinary action must commensurate with the severity of the offense(s).
- A student’s academic and disciplinary chronology must be considered, except in the event of mandatory expulsion offenses as provided for in CCSD Regulation 5141.1.
- Referrals initiated by the classroom teacher require that the teacher follow the teacher’s progressive discipline plan.
- The principal is provided with discretion to administer in-school consequences and/or interventions, except for those mandatory expulsion offenses required by CCSD Regulation 5141.1.
- Such interventions may include, but are not limited to, the following:

Behavior contract	Detention (lunch/after-school)
In-house suspension	Individual/group counseling
Transition plans	School beautification
Daily attendance notification	School Social Worker Referral
RPC-B with In-house suspension	Project Coordinator Referral
Safe Harbor Referral	Peer Mediation
Student intervention program	Substance Abuse Awareness Program

- Administrator conference/RPC means that either a student-administrator conference or a parent-administrator conference will take place. The student should be present whenever possible.
- Every attempt should be made to contact a parent/guardian for each significant offense. Parents must be provided with written notice for all disciplinary actions.
- Administration must read and initial trespass warning on the Notice of Required Parent Conference and Suspension documents.
- Suspensions may be assigned at the discretion of the principal, up to a maximum of ten school days.
- Recommendations for behavior program placement or referrals for expulsion require formal due process, as required by CCSD Regulation 5114.2.
- If an administrator believes a crime may have been committed, law enforcement must be notified. Records of police involvement must be requested and maintained. Any criminal action taken by law enforcement is separate, not always parallel, to administrative action taken by the school.

Leavitt Middle School Progressive Discipline 2019-2020

- For special education and 504 students, IEP behavior plans and other modifications must be followed in accordance with state and federal law. Additionally, a manifestation determination and functional behavioral assessment must be conducted if the student's behavior is, or will potentially, inhibit the student's access to FAPE.
- Student's disciplinary records must be reviewed regularly. Frequency in the dean's office may result in a Habitual Discipline Problem designation, in accordance with NRS 392.4655.
- Additional Tips:
 - Provide the student with the opportunity to explain the student's side of the story.
 - Take written statements from multiple witnesses when possible, including the student in question.
 - Explain the offense to the student, the correct behavior, the consequences of the student's action(s), and possible future consequences should the behavior continue.
 - Check and discuss the student's attendance record regardless of the offense.
 - Complete all appropriate paperwork accurately and in a timely manner.
 - Refer student to behavior program on third or fourth suspension.

Please note:

The following chart outlines specific behavior infractions and a series of subsequent disciplinary actions that may occur. The sequence of disciplinary actions listed demonstrates the minimal disciplinary action, which may be taken, and defines possible additional consequences for each behavior infraction. School officials accept responsibility for administering appropriate circumstances from the list of corrective disciplinary actions. The following CCSD Policies and Regulations pertain to student discipline and may be referred to for further guidance: 5113; 5114; 5114.1; 5114.2; 5140; 5141.1; 5141.2; 5141.3; 5142; 5143; 5144; 5145; 5145.1; 5146.

*Offenses that require the involvement of law enforcement are marked with an asterisk.

Leavitt Middle School
Progressive Discipline
2019-2020

OFFENSE	FIRST	SECOND	THIRD	FOURTH	FIFTH
AB521	Admin: Teacher will use a Dean's referral to describe the reason for removal and note "AB521" on the form. The TEP will be In-House Suspension.				
Academic Dishonesty/Forgery-homework/classwork	Teacher: Reminder Redirection Rule Review Conference with Student Student completes the assignment Phone Parent	Staff: *Student Completes the assignment *Phone Parent Counselor Referral, School Social Worker Referral, or Project Coordinator referral	Admin: *Phone Parent *Student completes the assignment 1 day of detention	Admin: *Phone Parent *Student completes the assignment 2 days of Detention	Admin: *Phone Parent *Student completes the assignment 3 days of Detention
Academic Dishonesty/Forgery-Assessments	Teacher: Reminder Redirection Rule Review Conference with Student Student completes the assignment Phone Parent	Staff: *Student completes the assignment *Phone Parent Counselor Referral, School Social Worker Referral, or Project Coordinator referral	Admin: *Phone Parent *Student completes the assignment 1 day of detention	Admin: *Phone Parent *Student completes the assignment 2 days of Detention	Admin: *Phone Parent *Student completes the assignment 3 days of Detention
Aggressive Behavior (physical horseplay, intimidation, pushing, threats)	Minor-Teacher: Warning Timeout Phone Parent Detention Moderate-Staff: Counselor Referral, School Social Worker Referral, or Project Coordinator Referral Major-Admin: NHC; IHS; RPC	Minor/Moderate Staff: Counselor Referral, School Social Worker Referral, or Project Coordinator Referral Major-Admin: NHC IHS RPC	Admin: NHC IHS RPC SUS Star-On	Admin: NHC IHS RPC SUS Star-On Behavior Program	

Leavitt Middle School
Progressive Discipline
2019-2020

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Alcohol: Possession/ Use/ Distribution	Admin: SUS; STAR-ON; SAAP Referral	Admin: Expulsion			
Arson	Admin: Suspension; Restitution; Police Action				
*Assault/ Battery/ Threat CCSD employee	Admin: Suspension; Behavior School; Police Action				
*Assault: Intent to do harm/Battery of Student	Admin: SUS; STAR-ON Referral; Police Action (Behavior Program)	Admin: SUS; STAR-ON Referral; Police Action; Expulsion			
Bullying/ Cyberbullying/ Extortion/ Harrassment/ Intimidation/Threats	Project Coordinator - or-Admin: Family Contact; Letter Mailed; Conference with Student; NH Contract	Admin: Family Contact; Letter Mailed; Conference with Student; 1 day of In- House Suspension; RPC (SUS)	Admin: Family Contact; Letter Mailed; Conference with Student; SUS	Admin: Family Contact; Letter Mailed; Conference with Student; STAR- On (Behavior Pr.)	Admin: Family Contact; Letter Mailed; Conference with Student; Behavior Pr./Expulsion
Bus Citation	Project Coordinator - or-Admin: Follow progressive plan stated on citation for each separate category				
Campus Disruption/Incitement	Admin: IHS; RPC-T; SUS	Admin: RPC-T; SUS; STAR-ON Referral	Admin: SUS; Star-ON Referral; Behavior School		

Leavitt Middle School
Progressive Discipline
2019-2020

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Cell Phone Confiscation	Teacher: Family Contact; Warning; Returned to student at end of class	Teacher: Family Contact; Detention; Returned to student at end of class	Staff: *Family Contact *Detention Counselor Referral, School Social Worker Referral, or Project Coordinator Referral	Admin: Returned to parent	
Classroom Disruption	Minor-Teacher: Family Contact; Warning; Alternate Class; Detention Moderate-Staff: Counselor Referral, School Social Worker Referral, or Project Coordinator Referral Major-Admin: Partial Day In-House SUS	Minor/Moderate Staff: Counselor Referral, School Social Worker Referral, or Project Coordinator Referral Major-Admin: IHS RPC	Admin: IHS RPC SUS Star-On	Admin: IHS RPC SUS Star-On Behavior School	
AUP Violation/I-Pad Violation/ Computer Misconduct	Minor-Teacher: Family Contact; Warning; Detention; Loss of Privileges Moderate-Staff: *Loss of Privileges Counselor Referral, School Social Worker Referral, or Project Coordinator Referral Major-Admin: *Loss of Privileges RPC	Minor/Moderate Staff: *Loss of Privileges Counselor Referral, School Social Worker Referral, or Project Coordinator Referral Major-Admin: *Loss of Privileges RPC; SUS;	Admin: *Loss of Privileges SUS	Admin: *Loss of Privileges Star-On; Behavior Program	

Leavitt Middle School
Progressive Discipline
2019-2020

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*Controlled Substance or Substance represented to be a controlled substance (use and/or possession)	Admin: SUS; STAR-ON and SAAP Referral; Police Action	Admin: SAAP Referral; Police Action; and Expulsion			
*Controlled Substance or Substance represented to be a controlled substance (sale and/or distribution)	Admin: Suspension; Pending Expulsion; SAAP Referral; Police Action				
Destruction of Property	Admin: RPC; Restitution; SUS	Admin: RPC; Restitution; SUS; Star-On	Admin: SUS; Restitution; Star-On; Behavior School		
Dress Code	Staff: Level 1-1st Offense Family Contact; Warning; Office Clothing; Back to class	Staff: Level 2-2nd Offense Family Contact; Office Clothing; Back to Class	Staff: Level 3-3rd Offense Family Contact; Dean's Office Clothing; Counselor Referral; Back to Class	Proj Coordinator or Admin: Level 4-4th Offense Family Contact; In-House SUS	Proj Coordinator or Admin: Level 5-5th Offense RPC; Dress Code Contract
	Proj Coordinator or Admin: Level 5-5th Offense RPC; Dress Code Contract	Proj Coordinator or Admin: Level 6-6th Offense In-House SUS	Proj Coordinator or Admin: Level 7-7th Offense In-House SUS	Proj Coordinator or Admin: Level 8-8th Offense In-House SUS	
Fighting:	Admin: 5 day SUS	Admin: 10-day Suspension; Star-On	Admin: SUS; Behavior School		
Gambling:	Admin: IHS; RPC	Admin: RPC; Suspension	Admin: SUS; Star-On; Behavior Program	Admin: Star-On; Behavior Program	Admin: Behavior Program

Leavitt Middle School
Progressive Discipline
2019-2020

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*Gang Activity: Flashing signs, gang graffiti, gang attire	Admin: RPC; SUS; Contact CCSD Gang Unit	Admin: SUS; Star-On	Admin: SUS; Star-On	Admin: Star-On; Behavior Program	Admin: Behavior Program
Habitual Disciplinary Problem	Admin: SUS; Expulsion in accordance with NRS 392.4655				
Hitting	Admin: IHS; RPC	Admin: RPC; SUS	Admin: SUS; Star-On	Admin: Star-On; Behavior Program	Admin: Behavior Program
Horseplay	Teacher: Family Contact; Warning; Detention	Teacher: Family Contact; Detention	Staff: *Family Contact *Detention Counselor Referral, School Social Worker Referral, or Project Coordinator Referral	Admin: *Family Contact In-House SUS	Admin: *Family Contact RPC-T Additional: SUS, Star-On, Behavior School Referral
Incitement	Admin: RPC; SUS	Admin: SUS; Star-On	Admin: Star-On; Behavior Program	Admin: Behavior Program	
Immoral Lewd Conduct/ Sexual Activity (between two individuals)	Admin: Suspension; Star-On; Behavior Program; Expulsion	Admin: Behavior Program; Expulsion			
Immoral Lewd Conduct/ Obscene Conduct (sexting, sextortion, distribution of sexual images)	Admin: RPC; SUS; Star-On; Contact CCSD Police	Admin: Behavior Program; Expulsion; Contact CCSD Police			
Inappropriate Touch (Slap Butt Friday)	Admin: RPC; SUS	Admin: SUS	Admin: Star-On; Behavior Program	Admin: Behavior Program;	

Leavitt Middle School
Progressive Discipline
2019-2020

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No-Show Deans' Detention	Admin: IHS	Admin: IHS	Admin: RPC-T	Admin: SUS	
Habitual Academic Detention				Staff or Admin: Request for Parent Conference (RPC –B)	Admin: Required Parent Conference (RPC-T)
Nuisance Items	Teacher: Family Contact Confiscation (return to student)	Teacher: Family Contact Confiscation (return to parent)	Staff: *Family Contact *Confiscation (return to parent) Counselor Referral, School Social Worker Referral, or Project Coordinator Referral	Staff: *Family Contact *Confiscation (return to parent) Project Coordinator Referral	Admin: *Family Contact *Confiscation IHS; RPC Additional: SUS, Star-On, Behavior School Referral
Possession of graffiti implements	Teacher: Family Contact; Confiscate items; Warning	Teacher: Family Contact; Confiscate items; Detention	Staff: *Family Contact *Confiscate items Counselor Referral, School Social Worker Referral, or Project Coordinator Referral	Staff: *Family Contact *Confiscate items Project Coordinator Referral	Admin: *Family Contact *Confiscate items IHS; RPC Additional: SUS, Star-On, Behavior School Referral
Profanity-non-directed:	Teacher: Family Contact; Conference with Student; Warning	Teacher: Family Contact; Detention	Staff: *Family Contact *Detention Counselor Referral, School Social Worker Referral, or Project Coordinator Referral	Staff: *Family Contact *Detention Project Coordinator Referral	Admin: IHS; RPC Additional: SUS, Star-On, Behavior School Referral
Profanity directed towards staff	Admin: *Conference with Student *Family Contact IHS; RPC	Admin: *Conference with Student *Family Contact IHS; RPC; SUS	Admin: *Conference with Student *Family Contact SUS; Star-On	Admin: *Conference with Student *Family Contact Star-on; Behavior Pr.	Admin: *Conference with Student *Family Contact Behavior Program

Leavitt Middle School
Progressive Discipline
2019-2020

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Racially Derogatory Remarks	Admin: RPC-T	Admin: SUS	Admin: Star-On	Admin: Behavior Program	
Spray Propellants (use/possession of tear gas/pepper spray/mace)	Admin: Confiscation; SUS; Star-On	Admin: Star-On; Behavior Program	Admin: Behavior Program		
Tardies:	Teacher: 1st Offense Warning/Parent Phone Contact	Teacher: 2nd Offense Warning/Parent Phone Contact	Project Coordinator: 3rd Offense Tardy Contract	Admin: 4th Offense Dean's Detention	Admin: 5th Offense In-House SUS
	Admin: 6th Offense RPC; Tardy Contract	Admin: Offenses 7-9 In-House SUS	Admin: 10th Offense Tardies will be regarded as Disregard for School Rules and follow discipline		
Tobacco, E-Cigarette (Tobacco or Vapor Products) Possession	Admin: RPC; Confiscation	Admin: Confiscation; RPC; SUS	Admin: Confiscation; SUS	Admin: Confiscation; SUS; Star-on; Behavior Program	
*Trespassing	Admin: Official trespass; Warning	Admin: Citation			
Truancy	Project Coordinator: 1st Truancy Notification (3 unexcused absences) Admin: In-House SUS; RPC-B	Project Coordinator: 2nd Truancy Notification; sends 10-day Letter (5 unexcused absences) Admin: In-House SUS; RPC-B	Project Coordinator: 3rd Truancy Notification sends 10-day Letter (8 unexcused absences); Citation Admin: In-House SUS; RPC-B	Project Coordinator: Refer to habitual truant	

Leavitt Middle School
Progressive Discipline
2019-2020

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Unacceptable School Behavior	<p>Minor-Teacher: Family Contact; Warning; Alternate Class; Detention</p> <p>Moderate-Staff: Counselor Referral, School Social Worker Referral, or Project Coordinator Referral</p> <p>Major-Admin: Partial Day In-House SUS</p>	<p>Minor/Moderate Staff: *Family Contact Counselor Referral, School Social Worker Referral, or Project Coordinator Referral</p> <p>Major-Admin: IHS RPC</p>	<p>Admin: *Family Contact IHS RPC SUS Star-On</p>	<p>Admin: *Family Contact IHS RPC SUS Star-On Behavior School</p>	
Verbal Confrontation	<p>Admin: NHC; In-House SUS; RPC</p>	<p>Admin: In-House SUS; RPC; SUS</p>	<p>Admin: SUS; Star-On</p>	<p>Admin: SUS; Behavior Program</p>	
Violation of Hands-Off/Horse-Play Policy	<p>Minor-Teacher: Family Contact; Conference with Students; Warning; Alternate Class; Detention</p> <p>Moderate-Staff: Counselor Referral, School Social Worker Referral, or Project Coordinator Referral</p> <p>Major-Admin: NH Contract DET</p>	<p>Minor/Moderate Staff: *Family Contact Counselor Referral, School Social Worker Referral, or Project Coordinator Referral</p> <p>Major-Admin: NH Contract IHS</p>	<p>Admin: *Family Contact NH Contract RPC SUS Star-On</p>	<p>Admin: *Family Contact NH Contract SUS Star-On Behavior School</p>	<p>Admin: *Family Contact Star-On Behavior School</p>

Leavitt Middle School
 Progressive Discipline
 2019-2020

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Weapons/Explosives:	Admin: Suspension pending Expulsion Police Action				

*Teacher role