Leavitt Middle School Discipline Office

Progressive Discipline

2022-2023

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 and are administered by administration only.
- 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	School Success Advocate 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.

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- For special education, foster care students, 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' 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.

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AB521	**Admin:** Teacher will use a behavior 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	**Behavior Strategist-or-Admin:** *Phone Parent *Student completes the assignment 1 day of detention	**Behavior Strategist-or-Admin:** *Phone Parent *Student completes the assignment 2 days of Detention	**Behavior Strategist-or-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	**Behavior Strategist-or-Admin:** *Phone Parent *Student completes the assignment 1 day of detention	**Behavior Strategist-or-Admin:** *Phone Parent *Student completes the assignment 2 days of Detention	**Behavior Strategist-or-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 **Major-Behavior Strategist-or-Admin:** NHC; IHS; RPC	**Minor/Moderate Staff:** Counselor Referral **Major-Behavior Strategist-or-Admin:** NHC IHS RPC	**Behavior Strategist-or-Admin:** NHC IHS RPC SUS Star-On	**Behavior Strategist-or-Admin:** NHC IHS RPC SUS Star-On Behavior Program	

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Alcohol: Possession/ Use/ Distribution	**Admin:** SUS; STAR-ON; SAAP Referral	**Admin:** Expulsion			
Arson	**Admin:** Suspension; Restitution; Police Action; Expulsion				
Assault/ Battery/ Threat CCSD employee	**Admin:** Expulsion; Police Action				
Assault: Intent to do harm/Battery of Student	**Admin:** SUS; STAR-ON Referral; Police Action; Expulsion	**Admin:** Police Action; Expulsion			
Bullying/ Cyberbullying/ Extortion/ Harassment/ Intimidation/Threats	**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	**Behavior Strategist -or-Admin:** Follow progressive plan stated on citation for each separate category				
Campus Disruption/ Incitement	**Admin:** Suspension; Expulsion				

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Cell Phone Confiscation	**Behavior Strategist-or-Admin:** Family Contact; Confiscation to Office Parent P/U	**Behavior Strategist-or-Admin:** Family Contact; Confiscation to Office Parent P/U	**Behavior Strategist-or-Admin:** Family Contact Confiscation to office Parent P/U Phone check in/out	**Behavior Strategist-or-Admin:** Returned to parent No phone allowed on campus	
Classroom Disruption	**Minor-Teacher:** Family Contact; Warning; Alternate Class; Detention **Moderate- Staff:** Counselor Referral, School Social Worker Referral **Major- Behavior Strategist-or-Admin:** Partial Day IHS	**Minor/Moderate Staff:** Counselor Referral, School Social Worker Referral **Major-Behavior Strategist-or-Admin:** IHS RPC	**Behavior Strategist-or-Admin:** IHS RPC SUS Star-On	**Behavior Strategist-or-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 **Major-Behavior Strategist-or-Admin:** *Loss of Privileges RPC	**Minor/Moderate Staff:** *Loss of Privileges Counselor Referral, School Social Worker Referral **Major-Behavior Strategist-or-Admin:** *Loss of Privileges RPC; SUS;	**Behavior Strategist-or-Admin:** *Loss of Privileges SUS	**Behavior Strategist-or-Admin:** *Loss of Privileges Star-On; Behavior Program	

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AUP Violation during Distance Education	**Behavior Strategist-or-Admin:** Parent Contact Penalty Box	**Behavior Strategist-or-Admin:** Parent Contact Penalty Box 3 day removal from meet	**Behavior Strategist-or-Admin:** Parent Contact Penalty Box 5 day removal from meet	**Behavior Strategist-or-Admin:** Parent Contact Penalty Box 5 day removal from meet	**Behavior Strategist-or-Admin:** Parent Contact Penalty Box 5 day removal from meet
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	**Behavior Strategist-or-Admin:** RPC; Restitution; SUS	**Behavior Strategist-or-Admin:** RPC; Restitution; SUS; Star-On	**Behavior Strategist-or-Admin:** SUS; Restitution; Star-On; Behavior School		
Dress Code	**Staff:** **Level 1-1st Offense** 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; Office Clothing; Counselor Referral; Back to Class	**Behavior Strategist-or-Admin:** **Level 4-4th Offense** Family Contact; In-House SUS	**Behavior Strategist-or-Admin:** **Level 5-5th Offense** RPC; Dress Code Contract

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Dress Code Continued	**Behavior Strategist-or-Admin:** **Level 6-6th Offense** RPC; Dress Code Contract	**Behavior Strategist-or-Admin:** **Level 7-7th Offense** In-House SUS	**Behavior Strategist-or-Admin:** **Level 8-8th Offense** In-House SUS	**Behavior Strategist-or-Admin:** **Level 9-9th Offense** In-House SUS	
Fighting:	**Behavior Strategist-or-Admin:** 5 day SUS	**Behavior Strategist-or-Admin:** SUS and Star-On	**Behavior Strategist-or-Admin:** SUS; Behavior School		
Gambling:	**Behavior Strategist-or-Admin:** IHS; RPC	**Behavior Strategist-or-Admin:** RPC; Suspension	**Behavior Strategist-or-Admin:** SUS; Star-On; Behavior Program	**Behavior Strategist-or-Admin:** Star-On; Behavior Program	**Behavior Strategist-or-Admin:** Behavior Program
Gang Activity: Flashing signs, gang graffiti, gang attire	**Behavior Strategist-or-Admin:** RPC; SUS; Contact CCSD Police	**Behavior Strategist-or-Admin:** SUS; Star-On	**Behavior Strategist-or-Admin:** SUS; Star-On	**Behavior Strategist-or-Admin:** Star-On	**Admin:** Behavior Program
Habitual Disciplinary Problem	**Admin:** SUS; Expulsion in accordance with NRS 392.4655				
Hitting	**Behavior Strategist-or-Admin:** IHS; RPC	**Behavior Strategist-or-Admin:** RPC; SUS	**Behavior Strategist-or-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	**Behavior Strategist-or-Admin:** *Family Contact In-House SUS	**Behavior Strategist-or-Admin:** *Family Contact RPC-T Additional: SUS, Star-On, Behavior School Referral

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Incitement	**Behavior Strategist-or-Admin:** RPC; SUS	**Behavior Strategist-or-Admin:** SUS; Star-On	**Behavior Strategist-or-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; Expulsion; Contact CCSD Police	**Admin:** Behavior Program; Expulsion; Contact CCSD Police			
Inappropriate Touch (Slap Butt Friday)	**Behavior Strategist-or-Admin:** RPC; SUS	**Behavior Strategist-or-Admin:** SUS	**Behavior Strategist-or-Admin:** Star-On; Behavior Program	**Admin:** Behavior Program	
No-Show Deans' Detention	**Behavior Strategist-or-Admin:** IHS	**Behavior Strategist-or-Admin:** IHS	**Behavior Strategist-or-Admin:** RPC-T	**Behavior Strategist-or-Admin:** SUS	
Habitual Academic Detention				**Behavior Strategist-or-Admin:** Request for Parent Conference (RPC –B)	**Behavior Strategist-or-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	**Staff:** *Family Contact *Confiscation (return to parent) Counselor Referral, School Social Worker Referral	**Behavior Strategist-or-Admin:** *Family Contact *Confiscation IHS; RPC Additional: SUS, Star-On, Behavior School Referral

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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	**Staff:** *Family Contact *Confiscate items Project Coordinator Referral	**Behavior Strategist:** *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	**Staff:** *Family Contact *Detention Counselor Referral, School Social Worker Referral	**Behavior Strategist-or-Admin:** IHS; RPC Additional: SUS, Star-On, Behavior School Referral
Profanity directed towards staff	**Behavior Strategist-or-Admin:** *Conference with Student *Family Contact IHS; RPC	**Behavior Strategist-or-Admin:** *Conference with Student *Family Contact IHS; RPC; SUS	**Behavior Strategist-or-Admin:** *Conference with Student *Family Contact SUS; Star-On	**Behavior Strategist-or-Admin:** *Conference with Student *Family Contact Star-on; Behavior Pr.	**Behavior Strategist-or-Admin:** *Conference with Student *Family Contact Behavior Program
Racially Derogatory Remarks	**Behavior Strategist-or-Admin:** RPC; SUS	**Behavior Strategist-or-Admin:** SUS	**Behavior Strategist-or-Admin:** Star-On	**Admin:** Behavior Program	
Spray Propellants (use/possession of tear gas/pepper spray/mace)	**Behavior Strategist-or-Admin:** Confiscation; SUS; Star-On; Expulsion	**Behavior Strategist-or-Admin:** Star-On; Expulsion			
Tardies	**Teacher:** **1st Offense** Warning/Parent Phone Contact	**Teacher:** **2nd Offense** Warning/Parent Phone Contact	**Behavior Strategist:** **3rd Offense** Tardy Contract	**Behavior Strategist** **4th Offense** Dean's Detention	**Behavior Strategist** **5th Offense** In-House SUS

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Tardies Cont.	**Behavior Strategist** **6th Offense** RPC; Tardy Contract	**Behavior Strategist** **Offenses 7-9** In-House SUS	**Behavior Strategist** **10th Offense** Tardies will be regarded as Disregard for School Rules and follow discipline		
Tobacco, E-Cigarette (Tobacco or Vapor Products) Possession	**Admin:** RPC; SUS; Confiscation; Drug Awareness Classes	**Admin:** Confiscation; SUS; Drug Awareness Classes	**Admin:** Confiscation; SUS; Star-On; Drug Awareness Classes	**Admin:** Confiscation; SUS; Behavior Program	
Trespassing	**Admin:** Official trespass; Warning	**Admin:** Citation			
Truancy	**Staff:** 1st Truancy Notification (3 unexcused absences) **Admin:** In-House SUS; RPC-B	**Staff:** 2nd Truancy Notification; sends 10-day Letter (5 unexcused absences) **Admin:** In-House SUS; RPC-B	**Staff:** 3rd Truancy Notification sends 10-day Letter (8 unexcused absences); Citation **Admin:** In-House SUS; RPC-B	**Staff:** Refer to habitual truant	
Unacceptable School Behavior/Insubordination	**Minor-Teacher:** Family Contact; Warning; Alternate Class; Detention **Moderate-Staff:** Counselor Referral, School Social Worker Referral **Major-Behavior Strategist-or-Admin:** Partial Day In-House SUS	**Minor/Moderate Staff:** *Family Contact Counselor Referral, School Social Worker Referral **Major-Behavior Strategist-or-Admin:** IHS RPC	**Behavior Strategist-or-Admin:** *Family Contact IHS RPC SUS Star-On	**Behavior Strategist-or-Admin:** *Family Contact IHS RPC SUS Star-On Behavior School	

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Verbal Confrontation	**Behavior Strategist-or-Admin:** NHC; In-House SUS; RPC	**Behavior Strategist-or-Admin:** In-House SUS; RPC; SUS	**Admin:** SUS; Star-On	**Admin:** SUS; Behavior Program	
Weapons/Explosives	**Admin:** Suspension pending Expulsion; Police Action				

*Teacher role

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