

## LEVEL I: CLASSROOM

The teacher is responsible for the learning climate in the classroom. The teacher, not the administrators, should handle some offenses. These offenses are minor, and although not necessarily overt, irritate the teacher and other students, undermining the teaching/learning environment. Teachers are expected to handle: chewing gum, passing notes, excessive talking, not prepared for class, not being in correct seat, refusing to work, not having homework completed, and any other offense which can be handled by a teacher.

- 1. Teacher Interactions with a Student Who is Misbehaving**

The first step a teacher should take with a student who is behaving inappropriately is to address the student directly, quickly and consistently. Addressing the misbehavior should be done in as concise a manner as possible to minimize the loss of instructional time. This might be a verbal cue or name on the board as a warning, depending on your classroom procedures. The student should be informed of what the appropriate behavior should look like, but this conversation should take place outside of the regular class time and usually in a private setting. Make sure that you have made your expectations clear and offered models of appropriate behavior.
- 2. Parental Contact**

If the student continues to misbehave, continue to follow your classroom discipline plan which **MUST** include a parent contact at some point. (sooner is better than later.) Teamwork between the parent and teacher to change the student's inappropriate behavior should be stressed and the student should be made aware of the partnership. The teacher will share with the parent their concerns and the consequences issued to this point. The parent should also be informed that if the misbehavior continues their child would be referred to the administration for further discipline.
- 3. Counselor Intervention**

If the student's inappropriate behavior continues following the parental contact, the teacher will enlist the counselor's assistance to address the student's motivation for the behavior. It is hoped that contact with the counselor will address behavioral concerns thus eliminating the need for disciplinary action. This will also open new lines of communication between the teacher and the student in looking for a positive resolution, a win-win situation. The counselor might write a behavior plan at this point.
- 4. Office Referral**

The current referral/discipline process follows a basic protocol. Once a teacher has exhausted all resources in the classroom in an attempt to change the student's inappropriate behavior, a referral should be written. (See form at the end of this document) The teacher should phone the office and send the student with the referral form, keeping one copy for their records. The goal of the administration is that the student be seen prior to the next class meeting and the behavior reviewed. For a first offense of a minor referral, consequences generally range from a timeout in the office to lunchtime detention(s). As offenses become more serious, the consequences increase to possibly include in-house suspension or out-of-school suspension. As with any referral, the parent is always notified. Consequences will be shared with the teacher upon request.

It may be necessary to repeat the above process for an individual student. Generally, following a third referral, the student is given one last opportunity to improve their behavior following the signing of a behavior contract developed at a parent conference. The behavior contract details acceptable behaviors and is developed and agreed to by all parties (i.e. student, parent, teacher, administrator). If after this step the student fails to abide by the stipulations in the contract, the student can be removed from class. A teacher must have followed due process before a student can be permanently removed from class.

## LEVEL II: CAMPUS

Students at Pau-Wa-Lu Middle School have the right to learn, the right to be safe, the right to be treated fairly. In most cases, when a student is referred to an administrator, the teacher has attempted a number of interventions. The administrator advises the student of the contents of the written referral and gives the student an opportunity to explain his/her behavior. The following progressive consequences may be assigned, lower level consequences may be skipped due to the severity of the offence. The PWLMS student handbook notes misbehaviors that result in immediate office referrals because they violate campus expectations for a safe and orderly learning environment. Note: ISS refers to "In-School Suspension"

*A mandatory meeting involving a Pau-Wa-Lu Middle School administrator, the student, and a parent must occur with any student who has received three out of school suspensions for 3 or more days. The purpose of this meeting will be to develop a Positive Behavior Plan. This meeting will occur prior to the reinstatement of the student back to class*

*A mandatory meeting involving a school counselor and student must occur with any student who has received an out of school suspension of 2 or more days. This meeting will occur prior to the reinstatement of the student back to class.*

Disciplinary Infraction	1st Offense	2nd Offense	3rd Offense
<b>Repeated Class/Campus Disruptions</b>	1-3 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-5 Days OSS
<b>Defiance of School Personnel</b>	1-3 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-10 Days OSS
<b>Disrespect of Faculty</b>	1 - 3 Days ISS/OSS	1-3 Days OSS	1-10 Days OSS
<b>Disrespect of Students</b>	1-3 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-10 Days OSS
<b>Cheating</b> ---Loss of credit on assignment	1 Day ISS	3 Days ISS	1-10 Days OSS
<b>Inappropriate Language or Gestures</b> ---General Use in Conversation	Warning	1-3 Lunch Detentions	1-3 Days ISS / OSS
<b>Inappropriate Language or Gestures</b> ---Towards Staff	1-3 Days OSS	1-5 Days OSS	5-10 Days OSS
<b>Inappropriate Language or Gestures</b> ---Towards Student	1-3 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-10 Days OSS
<b>Inappropriate Touch, Contact</b> ---Includes Holding Hands, Kissing, and Prolonged Hugs	1-3 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-10 Days OSS
<b>Aggressive Acts: ( Hands and Feet to self)</b> --- Includes Pushing, Shoving, and Kicking	1-3 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-10 Days OSS
<b>Electronics Not Relevant to Educational Objectives</b> ---Use on campus <i>OUTSIDE</i> the classroom	1-3 Lunch Detentions Parent Pickup	1-3 Days ISS Parent Pickup	1-3 Days OSS Parent Pickup
<b>Electronics Not Relevant to Educational Objectives</b> ---Use on campus <i>INSIDE</i> the classroom	1-3 Lunch Detentions Parent Pickup	1-3 Days ISS Parent Pickup	1-10 Days OSS Parent Pickup

<b>Disciplinary Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Cell Phones</b> ---Must have Staff Permission: 7:45 AM - 2:06 PM	1-3 Lunch Detentions Zero on Assign / Parent Pickup	1-3 Days ISS Zero on Assign. / Parent Pickup	1-3 Days OSS Zero on Assign. / Parent Pickup
<b>Theft/Stealing</b>	1-3 Days ISS/OSS Possible Restitution & Sheriff call	1-3 Days OSS Possible Restitution & Sheriff call	5-10 Days OSS Possible Restitution & Sheriff call
<b>Excessive Lunch Detentions (5+)</b>	1-3 Days ISS 5 Detention / Semester	3-5 Days ISS 8 Detentions / Semester	1-10 Days OSS 10 Detentions / Semester
<b>Tardy Sweeps</b>	1 Lunch Detentions Classroom / Cafetorium	3 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS
<b>Bullying, Intimidation, Harassment</b> ---Knowledge of actions, facilitating...	See Safe and Respectful Learning Environment Policy		
<b>Vandalism: School Property/Supplies/Equipment</b>	1 - 3 Lunch Detentions Possible Restitution & Sheriff call	1-3 Days ISS Possible Restitution & Sheriff call	1-10 Days OSS Possible Restitution & Sheriff call
<b>Damaging/Defacing School Property/Campus</b> ---Includes graffiti (See Gang Policy)	1 - 3 Lunch Detentions Possible Restitution	1-3 Days ISS Possible Restitution	1-10 Days OSS Possible Restitution
<b>Gang Related Behavior ( See Gang Policy)</b>	Warning Parent Contact	1 - 5 Days OSS Possible Expulsion referral / Sheriff	5 - 10 Days OSS Possible Expulsion referral
<b>Threat to School Safety or Order</b> ---Use or Possession of prohibited Objects ---Being at a Fight ---Knowledge of fights or unsafe situations/activities	1-5 Days ISS	1-5 Days OSS	5-10 Days OSS
<b>Violation of Closed Campus</b>	1-3 Lunch Detentions Conference	1-3 Days ISS	1-10 Days OSS
<b>Dress Code Violation</b> ---See Attached Dress Code Policy	1-3 Lunch Detentions Self Correction	5-10 Lunch Detentions Self Correction	1-5 Days ISS Self Correction
<b>Violation of Over-the Counter Medication Policy</b>	1-3 Lunch Detentions Rule Clarification/Parent Call	1-3 Days ISS Rule Clarification/Parent Call	1-5 Days ISS Rule Clarification/Parent Call
<b>Possession of Prescription Drugs</b> ---Not Including Control Substances ---Refer to DCSD Controlled Substance Policy	1-3 Days ISS Rule Clarification/Parent Call	1-5 Days OSS Rule Clarification/Parent Call	5-10 Days OSS Rule Clarification/Parent Call
<b>Tobacco: Possession or Use</b> ---Includes Electric Cigarettes ---Includes Any Nicotine Delivery System	1-3 Days ISS	1-5 Days OSS	5-10 Days OSS
<b>Possession of Flame Producing Devices</b> ---Includes lighters and matches	1-5 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-10 Days OSS
<b>Inappropriate Internet Access</b>	1-3 Lunch Detentions Rights May Be Terminated	1-3 Days ISS Rights Terminated	1-10 Days OSS Rights Terminated
<b>Cafeteria Disruptions</b> ---Includes throwing objects ---Includes making/leaving mess	Warning Cafeteria Cleaning	1-5 Lunch Detentions 1-Week Assigned Seating	1-3 Days ISS Indefinite Assigned Seating

<b>Disciplinary Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Skipping Class-Truancy</b> ---Includes students in halls without a pass ---Includes leaving class without permission	1-5 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-10 Days OSS
<b>No-Show Detention</b> ---Includes failure to show for lunch detentions	1-2 Lunch Detentions (Per Day of No Show)	1-3 Days ISS	3-5 Days ISS Possible OSS
<b>Misuse of permits or giving false information</b> ---Includes forging notes or misuse of late bus passes	1-5 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-10 Days OSS
<b>Obscene and/or Lewd Behavior</b> ---Includes obvious suggestive sexual gestures in public	1-3 Days ISS	1-5 Days OSS	5-10 Days OSS
<b>Failure to Report Directly to Office on Referral</b>	1-5 Lunch Detentions	1-3 Days ISS	1-10 Days OSS
<b>Failure to Properly Identify Yourself to Staff</b>	1-5 Lunch Detentions Classroom / Cafetorium	1-3 Days ISS	1-10 Days OSS
<b>Skipping School-Per Day</b>	1-3 Days ISS	1-5 Days OSS	5-10 Days OSS

## LEVEL III: Violations of State and Federal Laws

The Douglas County School District Superintendent's Office is responsible for compliance with all Nevada education statutes. NRS laws and the DCSD policies and regulations address offenses of a serious nature. The following infractions mandate the district office, law enforcement, and/or state agency involvement.

Disciplinary Infraction	Consequences/Procedural Steps
<p><b>Temporary Alternative Placement (TAP)</b>                      ---Student seriously interferes with the ability of the teacher to teach and/or other students to learn.</p>	<p>Removal to Alternative Site                      Explanation of the reason of removal and student response.                      Parent Contact                      Parent, Student, Teacher, Administrator Conference                      Return to Class or Review by Campus Discipline Committee</p>
<p><b>Sexual Harassment</b>                      ---Depantsing in Physical Education or On Campus                      ---Sexually Explicit Drawings                      ---Slang Terms                      ---Unwelcomed Sexual Behavior and/or Comments</p>	<p>Mandatory Counseling Sessions                      Discipline Options: AISI, Suspension, Possible Expulsion                      Possible Law Enforcement Involvement                      Report to District Office and Equal Employment Opportunity Office</p>
<p><b>Fighting</b></p>	<p>1st Offense: 1-5 Days Out of School Suspension                      2nd Offense: 5-10 Days Out of School Suspension                      If a Student Initiates Two Fights in One School Year, Recommended 90 Day Expulsion Under "Habitual Discipline Problem".</p>
<p><b>Possession, Use and/or Under the Influence of Alcohol or a Controlled Substance</b>                      ---Includes Prescription Medication</p>	<p>Possible Law Enforcement Involvement                      10 Days Out of School Suspension, Reduced to 5 with Education and intervention Consult                      Loss of Eligibility for Participation in Extracurricular Activities per PWL and DHS Extracurricular Contracts                      2nd Offense: 10 Days Out of School Suspension, Ineligibility, and Recommend 90-Day Expulsion.</p>
<p><b>Sale and/or Distribution of a Controlled Substance</b>                      ---Includes Prescription Medication</p>	<p>Law Enforcement Involvement                      10 Days Out of School Suspension                      1st Offense: Recommended 90-Day Expulsion                      2nd Offense: Recommended Permanent Expulsion per NRS 392.466</p>
<p><b>Truancy</b>                      ---Parents Must Excuse w/Note or Phone Call                      ---Note or Call Must Be Received w/in 72 Hours                      ---Must be Absent for 1 Period = 50 Minutes</p>	<p>Step 1 Truancy: 1 Lunch Detention                      Step 2 Truancy: 1 Day ISS                      Step 3 Truancy: 3 Days ISS , Letter to DCSD Attendance Officer                      Step 4 Truancy: Truancy Hearing</p>

Disciplinary Infraction	Consequences/Procedural Steps
<b>Threat to Staff</b>	1st Offense: 5-10 Days Out of School Suspension 2nd Offense: Law Enforcement Involvement and/or Possible Recommended Expulsion
<b>Battery to Staff</b>	Law Enforcement Involvement Recommended 90 Day Expulsion
<b>Knives, Other Dangerous Weapons</b>	Law Enforcement Involvement Recommended 1 School Year Expulsion
<b>Knives, Weapons</b> ---Not Covered by NRS 392.466 ---Includes Possession/Ignition of Fireworks	10 Days Out of School Suspension Referral to Board of Trustees for Additional Discipline
<b>Guns, Firearms, Explosives</b>	Law Enforcement Involvement Recommended 1 School Year Expulsion
<b>Habitual Discipline Problem</b> ---5 Suspensions in a School Year of 3 or More Days	After 3rd Suspension of 3 or More Days, Behavior Plan Must Be Written Recommended 90 Day Expulsion

## **Pau-Wa-Lu Lunch Detention**

The "School Lunch Detention" is for school rule violations and administrator use. Teachers can refer students for the following school rule violations: food/drink in building, dress code violations, tardies after 4th, electronics, physical/verbal aggression, or public display of affection.

To assign detention, fill out a detention form and give a copy to the student. The detention supervisor will notify you via email daily as to which students attended. It is your job to keep track of the students you assign and if they serve. If the student does not attend you need to assign a second detention. If the student fails to serve again they should be referred to the office.

A student who has been assigned excessive lunch detentions will be referred to the school administration for additional consequences, which is outlined in this progressive discipline plan. Lunch detentions assigned by teachers and administration will all count equally.

## Pau-Wa-Lu Middle School Truancy Steps

Disciplinary Infraction	Consequences/Procedural Steps
<b>Truancy</b>	<p><b>Step #1:</b> Truancy Letter Sent to Parents &amp; Conference with Administrator, Counselor, or Attendance Secretary</p> <p><b>Step #2:</b> Truancy Letter Sent to Parents / Conference / Possible Discipline</p> <p><b>Step #3:</b> Truancy Letter Sent to DCSD Attendance Officer / Certified Letter to Parent / 1-3 days ISS</p> <p><b>Step #4:</b> Truancy Hearing Coordinated and Truancy Letter Sent by DCSD Attendance Officer.</p>
<b>Truancy Definition</b>	<p><b>NRS 392.130:</b> Students must be absent for one period without an excuse in order to be determined truant. For truancy purposes, we are defining a period as 50 minutes.</p> <p><b>NRS 392.132, Section 1:</b> Truant defined: "...a student shall be deemed a truant who is absent from school without the written approval of his teacher or the principal of the school, unless the student is physically or mentally unable to attend school. The teacher or principal shall give his written approval for a student to be absent if an emergency exists or upon the request of a parent or legal guardian of the student."</p> <p><b>NRS 392.140, Section 1:</b> "Any child who has been declared a truant three or more one school year must be declared a habitual truant."</p> <p><b>Absence Verification:</b> Absence Verification: A call or written note by a parent or guardian must be presented to the school office prior to or within 3 days after students return to school. Students will be marked as truant when such notification is not provided.</p>