

School Progressive Discipline Plan 2008-2009

Due: October 1st

School:	Alternative Education Program: Pioneer High School Opportunity School	Principal:	Jason Zona
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Individuals responsible for developing site Progressive Discipline Plan.

Per NRS 392.4644, plans are to be developed with input/participation from teachers & parents of enrolled pupils

Name:	Title:
<u>Sue Reed</u>	<u>PHS Teacher</u>
<u>Erin Damron</u>	<u>PHS/OPP Teacher</u>
<u>Ron Rhoads</u>	<u>PHS/OPP Teacher</u>
<u>Dave Johnson</u>	<u>PHS/OPP Teacher</u>

HIGHLIGHTS:

The Alternative Education Program at Pioneer High School and Opportunity School showed an overall 67% decrease in behavior referrals, (0) gang related fights on campus, an increase of parent involvement at family nights, and several students have been able to move back into regular high school settings during the 2007-2008 school year as a result of the following discipline program.

Prevention:

How does the school use prevention to deter inappropriate behavior.

- Student/Administrator meetings for plans/credits/concerns
- Weekly teacher & administrative phone calls to parents
- IEP/LEP interventions with Special Education dept.
- Relevant curriculum
- Project Discovery Team Building/Problem Solving Curriculum
- Master Schedule designed to maximize elective offering and keep student interest
- Firm/Fair/Consistent progressive disciplinary procedures

- Daily communication between staff and administration regarding safety issues
- Daily communication between staff and JPO's

Behavior Management:

How is the behavior plan distributed to pupils and their families? Where it available at the site?

1. Discussed during initial interview with parents and students
2. Entrance packet has progressive discipline outlined
3. Additional copies are on site in the office

Staff training as it refers to the Progressive Discipline Plan:

Trainings are held during the initial staff development days and additional are held as needed and determined by the site Attendance/Discipline committee.

Show evidence the site's Progressive Discipline Plan is consistent with written rules of behavior prescribed in accordance with NRS 392.463:

Ex: list rules, progressive discipline steps, consequences, etc

NRS are listed in progressive discipline plan as a justification. (Please see Student Rule Handbooks) that are attached

Plan for temporary removal of a pupil from the classroom in accordance with NRS 392.4645:

(See Student Rule Handbook and Staff Handbook) Attached

NRS 392.4644

On or before November 1st – Associate Superintendent submits a compilation of site plans to the Board of Trustees

On or before November 30th – Associate Superintendent submits send written report to Superintendent of Public Instruction on behalf of the Board of Trustees.

PIONEER HIGH SCHOOL

225 E PARK STREET
CARSON CITY NV 89706
(775) 283-1300



PIONEER HIGH SCHOOL STAFF

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"an alternative path to success"

BASIC RULES

Listed below are some basic rules to guide Pioneer High School students. The rules are itemized because they represent difficult areas. Violations of any of the following school rules will result in appropriate disciplinary action as determined by the proper staff member.

1. Students are expected to respect members of the school staff and/or any visitors to the school.
2. Couples should show proper respect for each other and those around them by avoiding excessive displays of affection.
3. Students must obtain administrative approval for any meeting or assembly held on school property and any printed matter they wish to distribute or post on school property.
4. Only staff, parents/guardians (once they have checked in with the office), and enrolled students attending scheduled classes are allowed on school grounds. Students who have completed their school day will not be allowed to loiter on the school grounds or in the school buildings. A Trespass Warning will be issued to unauthorized individuals on a first offense, on a second offense individuals will be subject to arrest per NRS 207.200.
5. No students may leave the campus for any reason during class without obtaining a pass from the office. **Permission from a teacher to leave is not sufficient.**
6. Students in the hall without a hall pass or who leave class without permission are subject to grade reduction and possible suspension.
7. Eighteen-year-old students must conform to the same requirements as students who have not attained the age of eighteen if they are to attend the regular day classes.
8. Students are to keep the campus clean.

9. **The school cannot assume responsibility for lost, stolen, or confiscated items, which may include lunch tickets, money, electronic equipment, school issued supplies, equipment, and books, etc.**
10. Students representing the school must conform to standards established by the sponsors of the activity. All fees **MUST** (No Exceptions) be paid in order to participate in any extra-curricular activity. Students involved in school-sponsored activities, either on or off campus, are subject to the Pioneer High School Discipline Code and the right to represent agreement.
11. Any item defined as dangerous is prohibited from campus. Staff will use Carson City School Board Policy and NRS to define dangerous items. Prohibited items will be confiscated.
12. Lockers are considered to be school property and may be searched at any time. School officials may search students, student's lockers and vehicles, if there is reasonable suspicion the students have violated school rules or civil law.
13. Student records are confidential information and are made available only to the parent/guardian and/or the student. Parents/guardians wishing access to their student's records may do so by contacting the Principal's Office, and providing proper identification.
14. Carson City School District prohibits behavior that is intimidating, harassing, threatening or disruptive and/or which is associated with gang membership, including solicitations to join or become associated with a gang.
15. **Visitors are not allowed to attend classes.**
16. Hazing of students on school property, at school sponsored activities, and/or on school district transportation is prohibited. Any student hazing another student will be subject to disciplinary action.
17. Students must give proper identification to school personnel upon request.

18. Students may be removed from the alternative educational program based on credits, age, behavior, attendance or health.
19. Students on a minimum schedule must leave campus after their last class
20. Any discussion referencing the following items is prohibited and will result in disciplinary action.
 1. Gangs
 2. Drugs
 3. Fighting
 4. Comments of a sexual nature
 5. Reasons for suspension
21. Students will not be allowed to leave campus during the day without first checking out through the office.
22. Smoking breaks (on and off campus) during the (5) minute passing periods are not allowed.
23. Open campus lunches: Students will not be allowed to spend the lunch break in the residential streets or corners. Off campus lunches are to be eaten on the restaurant property or you can bring you lunch back onto campus. Failure to comply can result in a closed campus for lunch.

STUDENT DRESS

The purpose of this policy is to promote an atmosphere of learning. With this purpose in mind, the dress and personal appearance of each student is required to be of such character as not to disrupt or distract from the educational environment or to diminish instructional effectiveness or disciplinary control of the teacher.

- Shoes or sandals, shirts or tops must be worn at all times.
- Midriff revealing or sagging apparel, see-through outfits, slippers or pajamas are not appropriate for school.

- Clothing, symbols, jewelry, or other paraphernalia which advertise controlled substances, alcoholic beverages, display inappropriate words or pictures, or which are derogatory to any ethnic group or intended to cause disruption of any school or class activity are not acceptable for school wear.
- Studded clothing and accessories are not acceptable and will not be worn.
- Apparel, jewelry, notebooks or any manner of grooming which, because of its color, the way it is worn, its trademark, or any other characteristic, carries known gang connotations are not acceptable and will not be worn.
- Headphones **will not** be worn in the classroom during instructional time.
- Sunglasses and hats/head coverings will not be worn in the school building, and will be confiscated.
- Inappropriate tattoos may not be exposed.
- No clothing that conceals a student's identity is allowed
- Any combination of clothing that forms a gang connotation is prohibited

ATTENDANCE

According to Nevada Revised Statute 392.040, the parent, legal guardian, or other person, in the state of Nevada, having control or charge of any student shall be required to send the student to school during times that the public school is in session. The Carson City School District is responsible for maintaining an accurate attendance record for each student enrolled and for notifying the student, parent or legal guardian of absences, which may be cause for the student to lose credit. **Nevada Revised Statute 392.130 states, "Any student shall be deemed truant who shall have been absent from school without a valid excuse."** In accordance with this statute, the appropriate school

administrator shall require from the parent of each child who has been absent from school or from class for any reason a written statement or verbal communication of the cause of absences. It is the parent's/guardian's responsibility to notify the school's attendance office within **THREE (3)** school days after the student returns to school regarding any absence the student may have. Parents/guardians may call the school at 775-283-1300 for the attendance office or send a note upon the student's return to school. Any absence NOT CLEARED within THREE (3) days will be labeled "Truancy". School authorities reserve the right to verify such statements and to investigate the cause of each absence.

According to Nevada Revised Statute 392.140, "Any child shall be declared a habitual truant who shall have been deemed truant three or more times within the school year." A school administrator **must** report to the appropriate authority infractions of law regarding student attendance. Habitual truants **will be** reported to the Ron Wood Family Resource Center, and parents/guardians who aid and abet truancy may be reported to the Carson City Sheriff's Department/District Attorney.

ATTENDANCE POLICY

It is imperative that students maintain an excellent attendance record for their four years of high school. Attendance and academic achievement are part of a student's permanent record. **It is the parent's responsibility to regularly monitor their child's attendance.** A parent/guardian is required to notify the attendance office within three (3) days after the student returns to school.

1. Students absent for 6 (moms 8) or more days per semester from an individual class may receive no grade in lieu of a passing grade for the semester. Students absent for 6 (moms 8) or more days in a semester that are failing will receive a failing grade for the semester.

2. 6 instances of tardiness in any period will be converted to an absence which may result in the student receiving no credit for the class.
3. Teachers will have a conference with the students and parent/guardian at least three (3) absences prior to issuing a no grade. Students can appeal a NO GRADE for the semester by contacting the Pioneer High School Appeals Committee in the Attendance Office (283-1300). **The deadline for filing an appeal for a No Grade is one week from the last scheduled day of the semester. Documentation for absences is required. The decision of the Appeal Committee is final. (NRS 392.122)**
4. **No Grades for the semester will not affect a student's G.P.A.; however, the student will have to repeat required classes.**

GUIDELINES

1. Home bound study program is available to students who have a doctor's excuse to do their studies at home or in a hospital setting. Contact the Attendance Office at (775) 283-1300 or Special Services for further information.
2. **On the first day of the absence, a parent/guardian should telephone the Attendance Office giving the reason for the absence. The only acceptable reasons for excused absences per R-506 are:**
 - Personal or serious family illness
 - Death in the family or the funeral of a close friend
 - Professional Appointments
 - Out-of-town trip which is arranged with the school in advance and which, in the judgment of the school administration, is justified
 - Bona fide religious holidays

- Absences cleared by the administrator

In the case of truancies, teachers are not required to provide make-up work for those classes.

3. It is the student's responsibility to have absences excused promptly. **If absences are not cleared within three (3) school days after the student returns to school, they will be considered truant.** .

4. Consequences for Truancy are as follows:

1st offense: After school detentions equal to the number of periods missed.

Referral to Carson City School District Attendance Officer

Referral to Ron Wood Family Resource Center

2nd offense: After school detentions equal to the number of periods missed.

Referral to Carson City School District Attendance Officer

Referral to Ron Wood Family Resource Center

3rd offense: After school detentions equal to the number of periods missed.

Declare student habitually truant and referral to Student Attendance Review Board

Referral to Carson City School District Attendance Officer

Referral to Ron Wood Family Resource Center

4th Offense: After school detentions equal to the number of periods missed.

Re-Declare student habitually truant and referral of student to District Attorney for prosecution

Referral to Carson City School District Attendance Officer

Referral to Ron Wood Family Resource Center

5. **Whenever a student must leave school early, he/she must report to the Attendance Office to sign out.**

Permission from a parent/guardian must be obtained before a student is released. Any student leaving campus prior to notification of office will receive appropriate disciplinary consequences.

6. Students who become ill should report directly to the office after obtaining a pass from their classroom teacher. The

secretary will make the necessary arrangements for this student to leave campus or return to class.

7. Any student arriving late to school must check in at the Attendance Office before reporting to class. Students who are tardy fifteen (15) minutes or more to class will be charged with an absence for that period; however, late students must report to class after checking in at the office.

MAKE UP POLICY

1. A student absent from school when work is assigned will have no more than 4 school days to make up the assignment. (The student's 1st day back to school is counted as day number one). After deadline all work not turned in will receive a zero (0).
2. If a student is absent for part of a school day when an assignment is due, the assignment is still due that same day.
3. A student must make up any missing quiz or test on the first day he/she returns to that class.
4. Teachers must provide make up tests that cover the same material as the original test. However, the format of the test can be altered at the discretion of the teacher.
5. Assignments, such as reports, term papers, or projects, assigned weeks in advance of their due date, are due on or before that due date.
6. **Parents/guardians are encouraged to contact the Attendance Office for homework if the student's absences exceed 3 school days.** Please allow 24 hours for the work to be ready. Schoolwork should be picked up at the Attendance Office. The Attendance Office phone number is 283-1300 and it is open between 7:00 a.m. and 3:00 p.m.

PROHIBITED ACTIONS

The disciplinary policy defines school rules that apply to any student who is on school property, in attendance at school, or is in attendance at a school sponsored activity (Carson City School District Regulation Number R-519.5 and R-525). When city, state or federal laws have been violated, referral will be made to the proper legal authorities. An offense deemed serious by the proper administrator may result in expulsion as stipulated by Carson City School District Board Policy and Nevada Revised Statute. There are four types of prohibited actions referred to as offenses.

FIRST CLASS OFFENSES

All offenses in this class will be referred immediately to the administration of the school.

- Gang Activity
- Arson
- Extortion
- Physical or verbal assault on school district employee
- Possession, use, distribution, sale of or under the influence of any controlled substance, prescription medications, drugs, narcotics, alcoholic beverages, intoxicants, or marijuana
- Possession, sale or use of drug paraphernalia
- Possession or use of Dangerous Article, Weapon, Substance or its counterfeit (Pursuant to NRS 202.350 and 392.466)
- Fighting or incitement to a fight
- Hazing/Harassment
- Property Damage
- Physical assault

Discipline for offenses

First Offense:

90 day suspension and/or expulsion, and
Referral to sheriff for citation and/or arrest, and

SECOND CLASS OFFENSES

All offenses in this class will be referred immediately to the administration of the school.

- Alteration of school records
- Theft
- Trespass
- Gang Activity
- Tobacco violation: Possession or use of tobacco or tobacco products on school grounds

Discipline for offenses

First offense:

10 day At Home Suspension, possible sheriff referral

Second offense:

90 day At Home Suspension and
Possible sheriff referral
Referral to Ron Wood Family Resource Center
(Student must enroll and complete intervention program prior to returning to Pioneer High School)

THIRD CLASS OFFENSES

Parents will be contacted prior to administrative referral for all offenses in this class if able. Continued non compliance by student will result in immediate referral to the administration of the school.

- Computer violation
- Disorderly conduct, profanity, obscene language / behavior or intimidation
- Gang activity
- Bullying/Harassment
- Leaving campus without permission
- Non compliance or disrespect

- Scholastic dishonesty (NRS 392.461)
- Unauthorized area
- Vandalism

Discipline for offenses

First offense: 3 day After School Detention

Second offense: 3 day At Home Suspension

Third offense: 10 day At Home Suspension

Fourth offense: 90 day At Home Suspension

FOURTH CLASS OFFENSES

Parents will be contacted prior to administrative referral for all offenses in this class. Continued non compliance by student will result in immediate referral to the administration of the school.

- Classroom disruption
- Gang Activity
- Dress code
- Food in classroom
- Loitering before or after school
- Lying
- Unauthorized presence in hall

Discipline for offenses

First offense: 3 day After School Detention

Second offense: 5 days After School Detention

Third offense: 3 day At Home Suspension

Fourth offense: 10 day At Home Suspension

Fifth Offense: 90 Day At Home Suspension

Any weapon in the possession of a Pioneer High School student will result in a 90 day suspension or expulsion from PHS, pursuant to NRS 202.350 and 392.466. Possession is defined as the student's person, purse, backpack, locker or vehicle. A knife with a fixed or lockable blade more than 2 ½" in length as measured from the tip of the blade to the tang (hinged end) of the knife is a dangerous weapon. Also, any item(s) that can be

altered or constructed as a weapon that can be used to endanger or harm students or staff will be deemed a dangerous weapon.

On a first offense Nevada Statute provides for a **90 day** at home suspension or expulsion for **(1) battery which results in injury of a school employee, and (2) sale or distribution of a controlled substance.** (NRS 392.466.1)

On a first offense Nevada Statute provides for a **180 day** at home suspension for **possession of a dangerous weapon.** For a second offense, the student must be permanently expelled from school. (NRS 392.466.2)

Students who have been suspended five or more times are considered habitual offenders and may be suspended for 90 school days. A student's suspension record is cumulative and will be maintained for his/her high school career. All suspensions will continue into the next school year. (NRS 392.4655)

CANINE SNIFFS - The School District may conduct canine sniffs of school hallways, lockers, classrooms, buildings, parking lots, and other school property through the use of a canine unit and may also conduct canine sniffs of the personal property including vehicles of students. Sniffs through canine units will occur at random, at the discretion of the School District and at the availability of a canine unit. Additionally, canine sniffs can occur in response to a reasonable suspicion that an illegal or prohibited substance, weapon, or bomb may be located in the area or on the item being searched. There shall be no canine sniffs of a student's person.

If a canine unit alerts on an area of school property owned by the school, including lockers, a visual search by school officials can follow immediately.

If a canine unit alerts on an item of personal property (such as a backpack), the following procedure shall be used to conduct the search:

1. The student shall be asked by school personnel to give permission to allow a search of his/her property. If the student gives permission, a reasonable visual search can be conducted immediately.
2. If the student refuses to give his/her permission, a search can occur in consultation with the site administrator and/or the Carson City Sheriff Department:
 - A. immediately, if exigent circumstances exist;
 - B. upon obtaining a warrant authorizing the police to conduct the search. During the time in which the warrant is being obtained, the site administrator shall have the property sequestered and isolate the personal property.

On a first offense Nevada Statute provides for a **90 day** at home suspension or expulsion for **(1) battery which results in injury of a school employee, and (2) sale or distribution of a controlled substance**. On a first offense Nevada Statute provides for a **180 day** at home suspension for **possession of a dangerous weapon**. For a second offense, the student must be permanently expelled from school.

To cooperate fully with the discipline procedures of other schools, Pioneer High School **will not** accept students who are under suspension/expulsion from another school until such suspension/expulsion has been completed. If a specific term is not indicated for the suspension, the student will not be permitted to enroll until the end of the current semester.

Students on suspension are not permitted to attend or participate in school sponsored activities. Parents/guardians who wish to appeal the suspension of their student may do so by notifying the principal at 283-1300.

DETENTION POLICY

Detention is assigned for the following reasons:

1. Arriving at school late without a valid excuse.
2. Missing or skipping detention.
3. Minor school infractions.

If a student arrives late after 8:00 a.m., they are to go to the administrative office and they will receive a detention notice.

Detention is served by:

1. Reporting to the responsible teacher's room from 10:40 a.m. (sharp) to 11:00 a.m. and staying the full time for tardy detentions or 1:45 to 2:15 for after school disciplinary detention
2. It is the student's responsibility to ask which teacher is handling detention that week.
3. It is the student's responsibility to keep track of their days of detention.

Detention must be started the next day after receiving the detention; however, a student may start serving the detention the same day if desired. Once a student begins serving their detention time, it must be completed consecutively without interruption.

The consequences for skipped detention are as follows:

1. **First skip** – two (2) days added to the current detention
2. **Second skip** – five (5) days added to the current detention
3. **Third skip** – automatic five day suspension
4. **Fourth skip** – automatic ten day suspension and possible withdrawal from school.

SKIPS: Skips may be removed from a student's record if the student has passing grades in ALL their classes the previous semester.

Skips will remain on the student's record if ALL grades are not passing.

A suspension does not remove any detention time. The student must still serve any remaining detention time.

In addition a teacher, for a variety of reasons, can give class detention, anywhere from 5 to 30 minutes after school. Class detention must be served when instructed by the teacher. The consequence for failure to serve class detention is that it becomes school detention. **School detentions (those assigned by the office must be served prior to classroom detention.**

FAILURE TO SERVE DETENTION IS INSUBORDINATION AND WILL RESULT IN A SUSPENSION FROM SCHOOL!

Community Service – Students who owe restitution to PHS, are truant, or involved in any other disciplinary infractions, may be assigned to the after school Pioneer High School Community Service work program if deemed necessary by the Administrator.

DRIVING REGULATIONS

Driving and parking on campus is a student privilege, which can be revoked if the student does not abide by the Pioneer High School driving and parking rules or the laws of the State of Nevada.

The speed limit in all parking areas provided is 5 miles per hour. Students exceeding this speed limit, or driving/parking in any unauthorized areas, or driving in a reckless manner will be suspended for 3 to 90 days for endangerment. If the violation is also a violation of state traffic laws, the students may be referred to the proper authorities. Students driving on school grounds are responsible for their passengers. Passengers riding in a reckless manner will be subject to disciplinary action along with the vehicle's driver. Students are required to register their vehicles with the office.

GUIDANCE INFORMATION

Class changes will be made only if there is an obvious mistake or for a graduation requirement. Students will need to make an appointment with their counselor during the first week of school before any needed changes are made. All changes may require a conference with the counselor, teacher, administrator and parents. Changes must be in the best educational interests of the student and the school.

If a student withdraws from a class after 2 weeks (10 school days) from the beginning of each semester, he/she will receive a WF on his/her transcripts if failing or a W if passing. Students in grades 9 – 11 must maintain a full 4 class schedule.

GRADUATION REQUIREMENTS

Courses of Study	Credit Requirements
English	4
Science	2
Mathematics	3
U.S. History	1
U.S. Government	1
World History	1
Computer Literacy	½
Physical Education	2
Health	½
Humanities	1
Electives	<u>6 ½</u>

TOTAL CREDITS 22 ½

A credit is equal to two semesters of a course.

In addition to the credit requirements, the State Department of Education for Nevada requires each student to pass all the components of the state proficiency tests.

GRADUATION COMMENCEMENT PARTICIPATION REQUIREMENTS

In order to participate in the Pioneer High School Graduation Ceremony each student must meet the following requirements:

1. Successful completion of 22 1/2 credits
2. All required classes successfully completed
3. No financial or disciplinary obligations
4. **Pass all components of the Nevada Proficiency test**
5. Appropriate student behavior must be maintained through out the commencement ceremony
6. All fines and fees must be paid, and books returned before caps and gowns will be issued

Office and Teacher Aides

Students may earn a maximum of 1 credit per school year as an office aide or teacher's aide.

Placement as an aide requires:

- Good citizenship
- Good attendance
- No discipline problems
- Approval by the teacher and the principal
- Student will receive a pass/fail grade in place of a letter grade

STUDENT HEALTH SERVICES

Medication Policy – All medications that are to be taken at school must be cleared through the office. This includes over the counter medications (medications that do not require a doctor's prescription, i.e. Tylenol, Advil). In order for any medication to be administered at school, a consent form must be signed by the parent or guardian. The signature of the physician is also required for all prescription medications to be taken at school. All medication brought to the school must be in the original box or prescription bottle from the pharmacy.

LOCKERS

Lockers are assigned in the Attendance Office on a first come first served basis.

RIGHT TO REPRESENT

As a representative of Pioneer High School, students have the responsibility of proper deportment and personal conduct. Should a student involve himself or herself in any activity that discredits them, their activity, the school or the community, the student will be subject to disciplinary action, which may include removal from the activity.

SMOKING

NRS 202.2491 prohibits smoking on or in the vicinity of school property. Please refer to the map at the end of the hand book for the areas that are off limits.

CELL PHONES AND PAGERS

While cell phones/pagers are allowed in school, they are **NOT** permitted to be used during class time or in the classrooms. A cell phone/pager being used during class or ringing during class **will be** confiscated and turned into the office. Additionally, if the cell phone/pager is used during class, a referral for class disruption may be written and a suspension may be issued.

If a cell phone/pager is requested by the teacher, it may be picked up at the end of the day in the office. On a second offense, the cell phone/pager will be returned only to a parent. If a third offense occurs, the cell phone/pager will be confiscated and an at home suspension will be issued. The phone will only be released to a parent. For a fourth offense the phone will be confiscated, a 5 day suspension will be given and **cell phone privileges will be terminated.**

NO GRADE REINSTATEMENT POLICY

The ability to succeed and to learn is directly related to attendance and participation in school and in class. As a result, and with the intent of assisting students in achieving success, Pioneer High School offers an opportunity for students to earn back grades lost due to excessive absences. **Grades are lost on the sixth (6) (moms 8) absence in any term.**

In order to be eligible for grade reinstatement, the criteria are as follows:

1. Students, who have sixth (6) (moms 8) absences total or more in a class or classes, excused or unexcused or any combination, apply with principal.
2. Students must complete at least two (2) successful semesters (eighteen weeks) to receive reinstatement of grades.
3. Students who have made the reinstatement contract with the principal may not go beyond four (4) absences per semester, should they do so they **will not** be eligible for reinstatement of grades.
4. Grade reinstatement is a “one time only” offer during the entire term of enrollment at Pioneer High School.
5. **Application to participate in the reinstatement program must be made TO THE PRINCIPAL within the first two weeks of the term following the receipt of the “no grade”.**

DANCES

Calendar for school dances will be arranged with the approval of the site administrator. All dances must have a minimum of 4 faculty sponsors with at least 2 of them being male and school security. Upon arrival to the dance students may leave only for an extreme emergency which will be determined by administrator on site.

No student will be admitted with out proper identification.

Students may invite 1 guest to the dance and must fill out a guest pass for approval. Passes may be obtained from the school's main office and must be returned to the principal for approval no later than 2 weeks prior to the date of the dance. Guests must be enrolled in high school and/or be under 21 years of age.

Exceptions require administrative approval.

Students who invite a guest are responsible for their conduct. Guests are expected to abide by Pioneer High School rules. Failure to do so will result in removal from the dance and will not be allowed to attend future dances. The student responsible for a disorderly guest will not be issued guest passes in the future. No admittance to the dance will be permitted 1 hour after the start of the event. Any exceptions must be approved by the administration prior to the dance or receive on site approval by administrator pending mitigating circumstances. Failure to remain in designated areas will result in removal from the dance. Any one in possession or under the influence of drugs or alcohol will receive consequences as defined in the student handbook and have charges filed with the local law enforcement. Random preliminary breath tests will be given at all school sponsored dances. Once a student leaves the dance they will not be readmitted.

NURSERY

The use of the nursery is a privilege and its use can be revoked at any time. The following are guidelines that are to be adhered to.

1. We do not accept children over the age of 3
2. Every child must have updated immunization records on file with the school nurse/office.
3. Every child must have nursery registration forms on file in the office
4. If a student brings their child to the nursery they must work 1 period a day in the nursery.
5. Parent is required to pay \$1.00 per child per week for the use of the facility. A late charge of .50¢ will be assessed for every week they are late.
6. Any child that is ill (fever, diarrhea, vomiting, etc.) will be sent home.
7. For the safety and security of the children no visitors will be allowed with out administrative approval.

8. Dropping your child off at the nursery is not an excuse for being late for class.
9. If a child is going to be signed out of the nursery by someone other than the parent:
 - They must obtain a pass from the office
 - Their name must appear on the sign out consent form on file in the office
 - They must show I.D.

PIONEER HIGH SCHOOL ATTENDANCE POLICY 2007 – 2008 SCHOOL YEAR

Per Nevada State Law, the Board of Trustees of Carson City School District has established a 90% attendance requirement for earning credit in a specific class. The emphasis of the attendance policy is on the importance of keeping students in school and providing access to the curriculum.

Carson City Secondary Schools do not take the denial of credit lightly, and with this in mind, it is critical that everybody understand the appropriate policies, laws, regulations, and the appeal process provided by the state and district. This document will define the 90% attendance policy, the appeal process, and the absences that can be appealed and those that cannot.

90% Attendance Policy

A student must be in attendance for a minimum of ninety percent (90%) of the instructional days in order to be considered for credit obtainment according to Administrative Regulation 514.

Withholding Academic Credit:

Any student who is absent in excess of five (5) times, per period per semester, in any combination of absences in the following categories: avoidable, unavoidable, unverified, or truant – will be considered in violation of Carson City School District attendance

policies. Violations may result in the awarding of an academic grade of an “F” (failing) and/or the denial of credit for the affected class or classes in that semester.

Tardiness as It Relates to the 90% Attendance Policy:

Tardies that exceed 15 minutes will be considered and absence. These tardies may or may not be appealed depending on the circumstances. Tardy detentions, conferences, parent sign-in, conferences, and suspension may be utilized with progressive discipline.

UN-WAIVED ABSENCES

Avoidable Absences (These absences can not be appealed, please refer to the appeal process below.):

Avoidable absences are those that are not health and/or medical related. These absences are absences that parents or guardians deem important enough for their children to miss school. The school does not support such absences. Some examples of avoidable absences are: staying home to care for siblings; didn't feel like coming to school; sleeping in too late; missing the bus; or a truancy absence of any kind. These absences will count against the 90% attendance policy.

Unexcused Absences (cannot be appealed):

If a student is absent for one or more classes, it is the parent's/guardian's responsibility to notify the school's attendance office within **THREE (3)** school days after the student returns to school regarding any absence the student may have. Parents/guardians may call the school at 775-283-1300 for the attendance office or send a note upon the student's return to school. Any absence NOT CLEARED with in THREE (3) days will be labeled “Truancy” and will count against the 90% attendance policy. (NRS 392.130 and R-514). Absence verification received after this time will be accepted but the truancy status will remain in the attendance records.

Truant Absences (cannot be appealed):

Truancies are unexcused absences for all or part of a school day as defined in our Administrative Regulation 514 and NRS 392.130[1]. If a student's absence is deemed truant, the absence will count against the 90% attendance policy.

WAIVED ABSENCES

Unavoidable Absences (These absences may be waived, but adherence to the waive process below is vital):

The following are examples of an "Unavoidable Absence" and may be waived with the approval of the principal: death in the immediate family, medical or dental attentions with a note from the doctor's office, counseling with a note from the counselor, court with a note from the court or legal representative.

Pre-Arranged Absences (These absences may be waived using the outlined process below):

If a student has plans to be absent more than three (3) days but no more than ten (10) days, a Pre-Arranged Absence Form must be completed and returned to the attendance office BEFORE the student takes their leave. All assignments MUST be completed and turned in upon return unless approved by the principal. Any assignments not completed will be assigned a zero (0). Forms are available in the office.

Parents or guardians may be asked to write a letter explaining how they will provide for their children's education during a pre-arranged absence. In the event students have excessive absences and/or difficulty academically, the principal, or designee, will contact the parents or guardians discouraging the absence. These letters will become a part of the student's educational records.

Make-Up Work:

Make-up work must be provided for any absence, but it is the student's responsibility to request the work in advance or on the first day they return to class (unless absences are pre-approved). Students will have as many days as they were absent plus on additional day to make up their work. Students may only receive 75% of the assignment grade for absences that are unexcused or truancies.

APPEAL PROCESS (for absences that can be appealed only)

NRS 392.122 does not provide parents and students with an appeal process for waived absences. In order for a student or parent/guardian to ask for a review or to appeal any absence, a student will be asked to provide written documentation from a physician, other health care professional, or court or legal representative. To appeal an absence, the student ***MUST*** have also completed and turned in all the make-up work required by the classroom teacher. If upon reviewing the appeal, the principal, or his/her designee, find that the request to waive the absence is valid and decides that the absence may be waived, these absences will not be applied to the 90% attendance requirement.

OFFICE HOURS

The school office is open Monday through Friday from 7:00 a.m. to 3:00 p.m.

Jason Zona, Principal
Conny Hernandez, Secretary

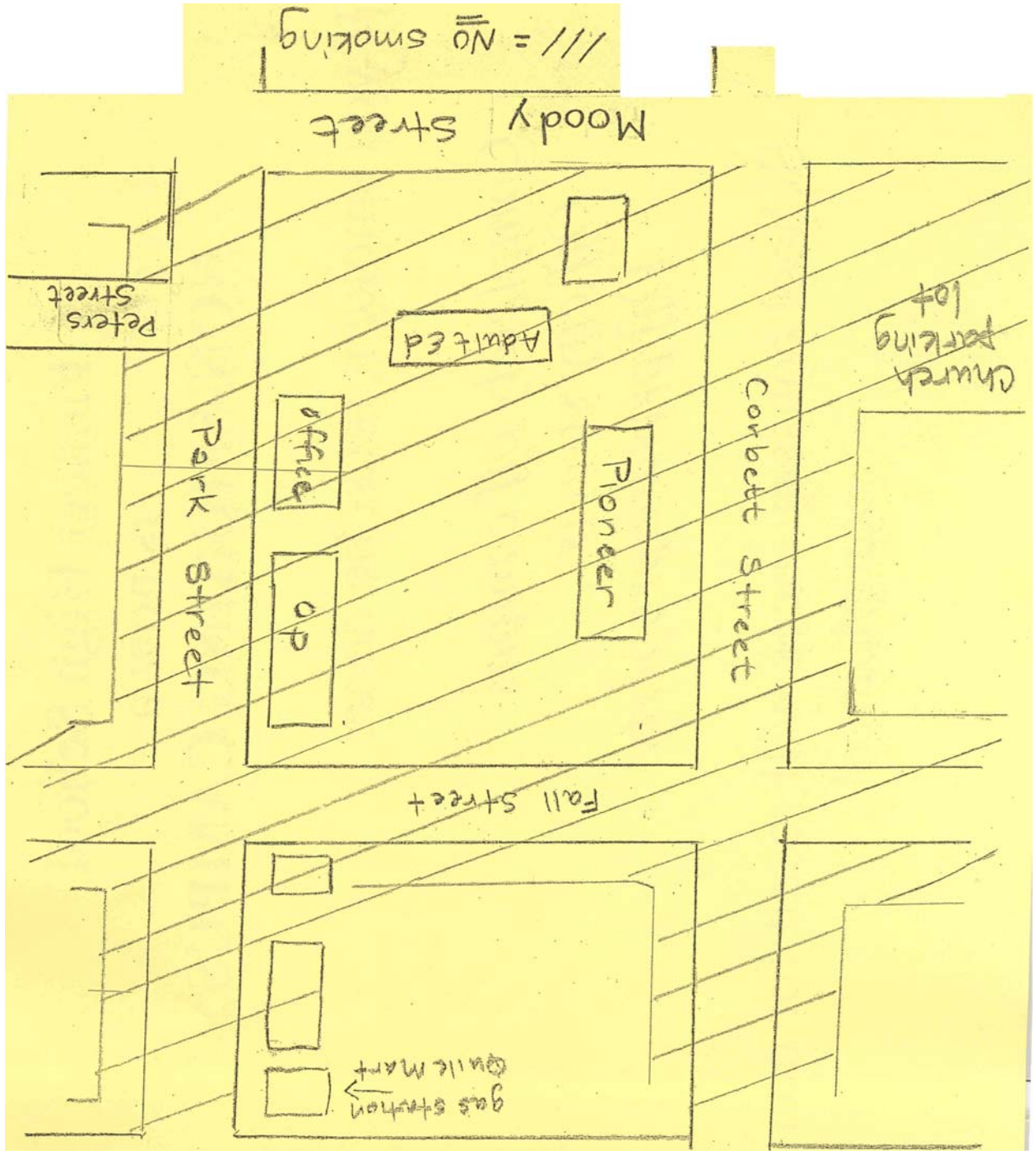
Telephone:	283-1300
FAX	283-1390

PIONEER HIGH SCHOOL

IMPORTANT DATES

2008 / 2009

Aug. 25	First Day of School
Sept. 1	Labor Day – No School
Sept. 16	Picture Day
Sept. 17	<i>Minimum Day – Early Release 12:15</i>
Sept. 24	Open House (6:00 pm – 8:00 pm)
Oct. 20	<i>End 1st Semester - Early Release 11:30</i>
Oct. 21	Begin 2 nd Semester
Oct. 22	No School - Professional Development Day
Oct. 27-30	High School Proficiency Testing (11 th & 12 th grades)
Oct. 31	Nevada Day – No School
Nov. 11	Veteran’s Day – No School
Nov. 27-28	Thanksgiving Holiday – No School
Dec. 10	<i>Minimum Day – Early Release 12:15</i>
Dec. 19	<i>End 2nd Semester - Early Release 11:30</i>
Dec.20-Jan.4	Winter Break
Jan.5	Begin 3 rd Semester
Jan. 19	Martin Luther King, Jr. Day – No School
Jan. 26-30	High School Proficiency Testing (12 th grade only)
Feb. 9-13	NRT Testing (10 th grade only)
Feb. 16	President’s Day – No School
Feb.25	<i>Minimum Day – Early Release 12:15</i>
Mar. 18	<i>End 3rd Semester - Early Release 11:30</i>
Mar. 19	Begin 4 th Semester
Mar. 25	<i>Minimum Day - Early Release 12:15</i>
Mar.30-Apr.3	High School Proficiency Testing (10 th , 11 th , 12 th grades)
Apr. 11-19	Spring Break
Apr. 29	No School Professional Development Day
May 11-15	High School Proficiency Testing (12 th grade only)
May 25	Memorial Day – No School
June 4	<i>PHS Graduation - Early Release 11:30</i>
June 5	<i>Last Day of School - Early Release 11:30</i>



REVISED: 08/19/08