

BEHAVIOR GUIDELINES
Attendance Enforcement for Secondary Students
Regulation 5113

Excessive absences may affect a student's grade adversely.

Students will be granted approved absences for the following reasons:

- Medical Reasons
- Bereavement
- While participating in a school-sanctioned activity
- While on RPC/Suspension
- Partial Day Medical/Dental
- Court Appearances

Notes for Absences

On return from an absence, students and parents are asked to furnish a written note to the attendance clerk. If students receive medical treatment from a physician, a doctor's excuse should also be submitted to the clerk. Notes are to be presented to the clerk before 3rd period and **not later than three days following the absence**. Notes must have the student's name, student number, grade, date(s) of absence, parent or guardian signature, and phone number. The limitation of absences is ten (10) unapproved absences during a semester. Students who exceed ten unapproved absences during the semester, in any class, will not receive credit for that semester and will receive a failing grade. **Pre-Arranged absences** must be completed and signed by an administrator a minimum of three days prior to the scheduled absence. The length of a pre-arranged absence can be no longer than 10 days. Students who are absent for an extended period of time will need a doctor's note following the **third absence**.

Truancy

Student attendance is vital to the educational experience of students. When a student is absent, the school must determine the reason for the absence. When a student is absent from school without a valid excuse or did not secure prior permission for the absence, the absence is deemed not approved or unexcused. When a student has three or more non-approved or unexcused absences within one school year, the student is declared to be a habitual truant. As a result of new legislative changes, the following are major changes made to the law:

- The principal or the school is required to report the pupils who are habitually truant to law enforcement.
- A habitual truant is defined as "a student who has three non-approved or unexcused absences **within one school year.**"
- A truant is a pupil who is absent from school without the **written** approval of the teacher or principal of the school, unless the pupil is physically or mentally unable to attend school.
- If a pupil is absent due to physical or mental reasons, the parent must notify the school within **three days of the absence**.
- The law provides the court with the authority to order the student or the parent to pay a fine of \$100.00 for habitual truants. The court can order the suspension of driver's license privileges for students 14 years of age or older if they are habitual truants.

Truancy (continued)

- The law provides the court with the authority to order the student or parent to pay a fine of \$200.00 for the second/subsequent times the child is found to be habitually truant. This can include 10 hours of community service, and the suspension of driver's license privileges for 60 days for students 14 years and older.
- Senate Bill 269 took effect on January 1, 2015. This Bill established new school attendance requirements for application of a learner's permit or driver's license and requires imposing administrative sanctions on students with poor attendance. As of January 1st, all students under the age of 18 who wish to apply for a learner's permit or driver's license must submit a completed DMV-301 form to the DMV office at the time of application. The DMV-301 requires a school official's signature verifying the applicant has attended at least 90% of the school days in the current semester. Students who do not meet the 90% attendance standard in the current semester will be unable to apply until the next semester, provided they have met the 90% standard during that semester. Students who have three or more unapproved absences may be deemed a habitual truant, issued a truancy citation, and suffer a suspension of their driver's license for thirty days for the first offense and sixty days for the second offense. Students who do not have a valid driver's license will not be eligible to apply for a learner's permit or a driver's license, once they become eligible to apply, for thirty days for the first offense and sixty days for the second offense. Students who turn 18 during the suspension, will be required to complete the terms of the suspension before becoming eligible to apply for a learner's permit or driver's license.

Communication to Parents of Student Attendance Record

- When a student has accumulated eleven (11) or more **unapproved** absences during a semester, the student may lose credit for their classes and may be referred to an alternative educational program. Continuums of options are available where a student may earn credit during the time of alternative educational placement.
- Prior to the alternative referral for any student enrolled in grades nine through twelve, written notices of the attendance record must be sent to the parent, legal guardian, or student at the recorded residence of the student. SECTA will notify parents in writing on the 3rd, 5th, and 10th truancy or unexcused absence, or the 3rd, 5th, 8th, and 10th absences via the automatic attendance card mailer.
- Schools are encouraged to conduct parent conferences whenever excessive absenteeism is identified. A parent conference may be scheduled after the **fifth** unapproved absence. At the time of the conference, extenuating circumstances will be discussed. The principal may elect to override some or all of the absences at this time and not require a hearing if there are legitimate reasons for these absences.

The school will send a notice to any secondary student who has been absent more than the allowable number of days. The school will also send to the parent or legal guardian of the student notice of possible pending alternative educational program referral.

If the parent, legal guardian, or student has reason to believe that there is an error in the attendance record, or extenuating circumstances exist, a hearing may be requested. The parent or legal guardian within two school days must initiate such a request after receipt of notification. An attendance administrator or designee will conduct the hearing. The student and parent, or legal guardian may appear and may be represented by an attorney. During the hearing process, the instructor's record book shall serve as the legal document of reference and will be used exclusively for determining absences. The attendance administrator or designee shall have the authority to determine that the attendance record of the student be corrected or that the student not be referred to an alternative educational program. The final determination in all hearing proceedings rests with the secondary school principal.

Alternative Education Program

The Clark County School District has developed and will support alternative educational programs for those students who have demonstrated poor attendance behaviors. Such programs will begin within the division of secondary education in conjunction with individual high schools and will be designed to assist each student with developing educational and behavior skills that will contribute to the attainment of a high school diploma or its equivalent. Once the student has been referred to an alternative program, the student must complete the current academic semester in that program. A third referral to an alternative educational program setting for any student

Alternative Education Program (continued)

may result in that student being required to complete his/her secondary education program in a division of alternative education programs setting.

Any student who is credit proficient and seeks to return to his/her home school can be reassigned with concurrence from the home school principal and the division of alternative education. Where negative attendance patterns continue to be exhibited by any student, under the age of 17 years, contact may be initiated with juvenile court services.

Make-up Work Policy

Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. When a student is absent; however, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through make-up work.

After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate make-up work within three school days immediately following the absence. Once contact has been made with the teacher(s), specific make-up work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The make-up work must be returned to the teacher(s) by the specified due date if it is acknowledged. Students shall be allowed a minimum of three (3) days to complete make-up work.

Tardy Policy

SECTA's tardy policy is designed to encourage our students to be punctual, thus alleviating classroom disruption. We believe a student arriving late to class without a legitimate excuse constitutes inappropriate behavior, interrupts the learning process, and diminishes the teacher's ability to teach. The first tardy is a verbal warning, second tardy a written warning, third tardy a lunch detention, fourth tardy an after school detention/parent contact, fifth tardy a two day after school detention and further progression will result in RPCT and/or suspension for disregarding school rules.

Student Behavior and Discipline

Teachers and the administration at SECTA are legally responsible for maintaining order and discipline among all students. The law provides that students who do not comply with reasonable rules may expect disciplinary action. The Board of School Trustees expects the principal to take action as necessary to protect students and school personnel from dangerous or socially unacceptable student behavior. Violation of the following rules as stated in CCSD Regulation 5141.1 may result in a student being suspended, recommended for behavioral program placement, recommended for expulsion, or other disciplinary action which will include the student's return to their home school. SECTA will not tolerate inappropriate behavior and the student's consequences, in addition to progressive discipline, will be a return to their home school.

Arson

A student shall not intentionally set fire, or attempt to set fire, or intentionally engage in conduct which may reasonably be foreseen to set fire to school district property, nor the property of another, nor shall a student participate in or encourage another person to participate in such conduct.

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Provides for the development of a plan of progressive discipline; allows temporary removal of disruptive students from the classroom; requires parent notification; requires alternative academic opportunities; establishes school-based committees to review recommendations concerning alternatives for disruptive students.

Assault on a School Employee

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee.

Bullying

A student shall not commit a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person one time or repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and: 1) Is intended to cause or actually causes the person to suffer harm or serious emotional distress; 2) Places a person in reasonable fear of harm or serious emotional distress; or 3) Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

Disorderly Conduct, Profanity, and Obscene Behavior

A student shall not have conduct and/or behavior that is disruptive to the school environment such as vulgar, abusive or course language, or behavior offensive to decency.

Fighting

Students shall not engage in threatening physical contact for the purpose of inflicting harm on another person.

Habitual Discipline Problem

(NRS 392.466) A student shall be deemed a habitual disciplinary problem if the school in which the pupil is enrolled has written evidence which documents that in one school year the student has: threatened or extorted, or attempted to threaten, or extort another student, or a teacher, or other personnel employed by the school; or been suspended for initiating at least two fights on school property; or has a record of five suspensions from school for any reason.

Hazing

An activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into or affiliation with a student organization, academic association, or athletic team at a high school.

Illegal Conduct

Students shall not have behavior that violates the statutes and/or ordinances of the state of Nevada or any political subdivision of the state of Nevada.

Immoral Conduct

Any student who commits or attempts to induce another student to commit an act or acts of immoral conduct that in the principal's judgment may be harmful to others or may bring discredit to the district shall be suspended until suitable corrective action can be determined. If it appears that the law may have been violated, the student shall be referred to the proper law enforcement agency.

Public Display of Affection (PDA)

SECTA is a campus where visitors from all over the country visit to see our programs. The professionalism of our environment is not conducive to public displays of affection (PDA). Kissing, sitting in the laps of other students, "making out", and the like are not permitted on campus. Holding hands and plutonic hugs are permitted, only. Violators of this policy will be subject to progressive discipline.

Physical Abuse on Any Person

A student shall not intentionally cause physical injury to any person, nor intentionally behave in such a way as could reasonably cause physical injury to any person. Neither reasonable self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Racial or Sexual Harassment

A student shall not willfully or maliciously engage in either verbal or physical conduct that would cause a reasonable person to feel racially or sexually harassed.

Repeated School Violations

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, hall monitors, school district police officers, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Students shall comply with the behavioral guidelines that are adopted by the school in conjunction with the spirit and intent of this regulation.

Simulated Weapons

No person may carry, use, possess, conceal or transmit a simulated weapon on school district property unless they have received written permission from the school principal, or the principal's designee, to carry or possess such a simulated weapon. Simulated weapons include, but are not limited to, any "toy" or nonfunctional implement that bears a substantial visual resemblance to any item defined by this regulation as a weapon.

Theft, Loss, or Destruction of School District and/or Private Property

A student shall not intentionally cause or attempt to cause, or intentionally commit any act which may reasonably be foreseen to cause substantial damage, in any manner, to school district property or to private property located on school district property, or attempt to steal the same. Parents and students are responsible for instructional supplies and materials loaned to students. Students and their parents shall be held responsible for damage to district property. Students responsible for damages may be required by the administration to reimburse the district for the loss or to make restitution in the form of public service to repay such damages.

Tobacco

Student's use of tobacco on any school campus is prohibited.

Unlawful Drugs, Alcoholic Beverages, Use or Possession

Any student who is found to have sold, possessed, or to have used recently, or to have in any way encouraged the illegal use, sale, or possession by another of any alcoholic beverages, narcotic drugs, or any substances represented to be alcoholic beverages, narcotics or drugs, or narcotic/drug paraphernalia, shall be suspended until the problem is investigated. If circumstances cause suspicion that an illegal act has been committed, the student shall be referred to the proper law enforcement agency. The suspension shall continue until it has been determined whether the student's attendance is a threat to the welfare of other students.

Verbal Abuse or Intimidation

A student shall not direct harassing, vulgar, or derogatory remarks toward any person. A student shall not willfully or maliciously engage in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated or harassed.

Weapons

No person may carry, use, possess, conceal or transmit a weapon, as defined herein below, on school district property except a peace officer, school district police personnel, or a person having written permission from the principal of the school to carry or possess the weapon. Implements manufactured, used, or intended for use as weapons may not be carried, used, possessed, concealed or transmitted at school on school district property, on the way to or from school, or at or on the way to or from a school activity, function or event. Students found in possession of a weapon shall immediately be referred to the appropriate law enforcement agency and suspended from school until a thorough investigation is made of the circumstances. Weapons are defined as: firearms, including but not limited to pistol, rifle, zip gun, shot gun, BB gun, pellet gun, explosive, explosive propellant, destructive device, or ammunition - whether operable or inoperable, loaded or unloaded; knives, including but not limited to switch

Weapons (continued)

blade, pen knife, pocket knife, hunting knife, and similar objects; other weapons, including but not limited to razor blades, ice picks, dirks or other sharp instruments, nun chucks, brass knuckles, pipes, Chinese stars, billy clubs, and machetes; explosive or inflammable material, including but not limited to bombs, fireworks, or firecrackers; or any other items that may cause bodily injury or death. All weapons, whether or not listed herein, are similarly prohibited. The use of any normally non-dangerous implement such as a stone, table fork, board, stick or baseball bat as a weapon shall come under the provisions of this section.

Robbery and Extortion

A student shall not take or obtain property of another person by means or reason of violence, force, threat of force, coercion, intimidation, fear, passive resistance, or any other conduct.

Campus Disruption

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school district.

A student shall neither engage in, nor urge, other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school district if such a disruption or obstruction is reasonably certain to result from the student's actions.

Activities of Criminal Gangs

Students are prohibited from wearing any clothing or carrying any symbol on school district property that denotes membership in or an affiliation with a criminal gang. Students are prohibited from engaging in any activity that encourages participation in a criminal gang or facilitates illegal acts of criminal gang.

Violation of Law

Violation of any state or federal law in school buildings or on school district property, at a school sponsored activity, function or event, or on the way to or from school or a school activity, function or event, whether or not a criminal citation, arrest, prosecution or conviction results from the violation.

Mandatory Expulsion Recommendation

Students found to have committed acts of assault on a school employee, arson, weapons (involving a weapon defined by the Gun-Free Schools Act), unlawful drugs, alcoholic beverages as it pertains to the unlawful sale of narcotics or drugs, shall be recommended for expulsion from school and for prosecution to the full extent of the law.

In accordance with the Federal Gun-Free Schools Act of 1994, if an expulsion recommendation results from a student's possession of a firearm or destructive device, explosive, incendiary, or poison gas, said expulsion from a regular school program shall be for a period of not less than one year.

Automobile Misuse

The inappropriate use of automobiles on school property includes, but is not limited to: Reckless driving, speeding, disregard of traffic signs, unlawful riding, and improper parking. The driving and parking of vehicles on school property is a privilege that can be revoked or suspended for just cause.

In addition, violators of traffic laws on school property are subject to criminal traffic citations.

Bus Behavior

Refusal to obey bus rules may result in bus citations and loss of privilege to ride the school bus.

Computer Misuse

Any unauthorized or abusive use of computers that will affect the school or district's computer system (local area network and/or mainframe).

Sunglasses

Sunglasses are to be worn outdoors, only. Students who have a documented medical condition, written by a physician, who outlines the necessity to wear prescriptive sunglasses indoors, should provide that documentation to the nurse's office.

Defiance of School Personnel's Authority

A refusal to comply with school personnel.

Explosive Devices

Possession, use, or sale of explosive devices. A substance prepared chemically that explodes or is capable of explosion.

Forgery

Writing and using the signature or initials of another person for an illegal or unauthorized purpose.

Gambling

Participating in games of chance for the purpose of exchanging money and/or other valuables.

Nuisance Items

Radios, tape recorders, cameras, video cameras, and other electronic devices are disruptive to the educational environment. These items are not allowed on campus and will be confiscated. Cellular telephones, musical devices such as personal CD players, MP3 players and/or IPODs may be used before school, at lunch, and after school. At all other times, they are to remain off. All of these items will be confiscated if in violation of school rules. After one student warning, a registered parent/guardian will need to pick up the confiscated item from the grade level assistant principal's office.

Trespassing

Unauthorized presence on school district property without written or verbal consent of the principal or an appointed designee will be cited by school police as a trespasser.

School Dances (On Campus)

Students may invite one, and only one, non-SECTA student to a SECTA school dance. Students must complete a guest pass form and have it submitted to the Student Activities Director at least three days prior to the dance. The guest must be a high school student and be able to present identification when entering the dance. The guest must enter the dance accompanied by the SECTA student. SECTA students are responsible for the behavior of their guest.

Scholastic Dishonesty

Includes, but is not limited to cheating on tests, plagiarism or collusion:

A. Cheating on a test includes:

1. Copying from another student's test paper
2. Using material during a test that is not authorized by the person giving the test
3. Collaborating with another student during a test without authority
4. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part of the contents of an un-administered test
5. Substituting for another student or permitting another student to substitute for one's self to take a test
6. Bribing another person to obtain a test that is to be administered
7. Assisting others through the use of electronic means

B. **Plagiarism** means the use of another's work and the unacknowledged incorporation of that work into one's own written work for credit.

C. **Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.

Dress Code

The school district reserves the right to insist that the dress and grooming of students is within the limits of generally accepted community standards and that students shall be required to show proper attention to personal cleanliness. Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the educational environment of the school. Any style that tends to diminish instructional effectiveness of discipline and control by teachers is not acceptable. The school administration shall have the right to designate what types of dress, fashion, fads, or appearance disrupt or distract from the educational program or may be a potential safety hazard. The following rules apply:

1. Requires the wearing of shoes with hard soles. This prohibits moccasins, bedroom slippers and beach attire.
2. Prohibits the wearing of transparent clothing; low cut, bare midriff, strapless, and spaghetti strapped tops. All straps, including basketball jerseys, must have three-inch shoulder coverage. Undergarments, including bra straps, should not be visible at any time. Clothing with slits and outfits that provide minimum coverage are prohibited. Sleeveless shirts with extremely large armholes are prohibited for health/sanitary reasons. (When arms are raised to shoulder level and bare midriff is exposed, the shirt needs to be replaced.)
3. Undergarments, including bra, straps should not be visible at any time.
4. Requires that all shorts, skirts and dresses be at five inches from top of knee cap. Requires shirts to be fingertip length with leggings. No spandex, biker, or form fitting shorts may be worn.
5. Prohibits slogan or advertising on clothing, which by their controversial or obscene in nature disrupts the educational setting. Colors worn for the express purpose of identifying gang affiliation (includes hair beads, shoe laces, belts, R.I.P. shirts, shirts with nicknames) that may cause a disruption on campus are prohibited from the educational environment. SECTA operates as a neutral site.

Dress Code (continued)

6. Prohibits the wearing of sunglasses, or any type of glasses that may detract from the educational environment or cause a disruption on campus.
7. Prohibits the wearing of metal chains that could endanger the safety of others.
8. Prohibits the wearing of sagging pants or any pants that allows boxer shorts or underwear to show; pants that are obviously too small or too large than the student would normally wear; pants that without a belt would fall off the student when walking in a normal gait; and pants considered to be pajama bottoms.
9. Prohibits the wearing of hats and all head gear (including head bands, beanies, hoodies, hair no more than 3" in height, hair nets, bandanas, or "do rags" whether they are in the hair or hanging out of a pocket.)
10. Prohibits the wearing of loose suspenders and belts. Suspenders and belts must be fastened in accordance with the design of the garment. Only plain buckles and belts are allowed with no more than six inches of excess belt.
11. Prohibits the wearing of rings and/or jewelry that could endanger the safety of others (i.e., rings with spikes, dog collars, spiked bracelets, sweatbands, back packs).
12. Prohibits spiked facial piercing that could be distracting to environment or endanger the safety to self and others.
13. Prohibits the wearing of pants, skirts, and shorts that have holes where skin is exposed. Frayed clothing will be determined by Administrator(s).

The principal shall retain the authority to grant exceptions for special occasions or conditions.

Disciplinary Action

Detention

Students who receive a detention will report to the grade level assistant principal's office after school to serve detention. It is the student's responsibility to inform their parents about the detention and make arrangements for pick up. Transportation is also provided by the late bus at 3:45pm. Detention is scheduled from 1:35pm-3:00pm daily.

Required Parent Conference (RPC)

A required parent conference is intended to facilitate a cooperative solution to a problem. Generally, the student is called into the grade level assistant principal's office and signs the RPC form. One copy of the RPC form is given to the student to take home and one copy is mailed home. An attempt is also made to contact the student's parent(s) or legal guardian.

Students who receive an RPC may continue to attend school while the parent conference is pending. In situations where the safety of the student, the safety of others, or further investigation is necessary to arrive at a conclusion regarding a situation, a temporary removal of the student (RPC-T) for a period of up to two school days may be issued.

Suspension

Suspension is the temporary removal of students from school when circumstances are such that they can no longer be kept in school without risk of detriment to the educational program or to themselves. The primary purpose of a suspension is to give students, parents, and the school the appropriate time needed to investigate and resolve a problem or conflict. Please be assured that the school is interested in arriving at a solution that is in the best interest of all students.

Expulsion

Expulsion is the termination of enrollment for students in the Clark County School District schools by the Board of School Trustees.

Honor Code

Promoting academic integrity is part of our mission at SECTA. We strive to provide an environment that promotes fairness and consistency for all students. In addition, integrity facilitates personal responsibility, which is another integral goal of our school. In order for this to occur, it is imperative that we have the commitment of the faculty, students, and parents to support and reinforce these concepts. The prevention of academic dishonesty and plagiarism is central in the promotion of integrity and honesty amongst our student body.

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

- Copying from others
- Utilizing notes, formulas, electronic devices, etc. without teacher permission
- Gaining or providing unauthorized access to examination materials
- Giving or receiving improper assistance

Honor Code (continued)

The definition of **plagiarism** (also a form of academic dishonesty) can be summarized as:

- Copying someone else's work word-for-word without giving the author credit
- Paraphrasing someone else's work without giving the author credit
- Presenting someone else's ideas as your own without giving the author credit

Academic dishonesty and plagiarism will have consequences here at SECTA. These consequences apply to the person copying **and** the person providing the answers to be copied. Consequences are as follows:

1st offense: zero on the assignment/test, parent phone call, "U" in citizenship

2nd offense: zero on the assignment/test, grade level Assistant Principal Referral, RPC-B, "U" in citizenship

3rd offense: zero on the assignment/test, grade level Assistant Principal Referral, RPC-T, behavior contract

