

**SIERRA NEVADA**



**ACADEMY  
CHARTER SCHOOL**

*Progressive Discipline Policy*

*2023-2024*

Sierra Nevada Academy Charter School (SNACS) follows the Crisis Response and Emergency Operations Policies as developed by WCSD and tailored to meet our specific facility needs. The SNACS administration team will be incorporating new techniques to ensure a safe campus(es). With the expansion of both sites, having students in elementary grades (kindergarten through fourth) at the Stead site, and students in the middle/high grades (fifth through eleventh) at the Fox site, specific safety practices are required. This document outlines these practices. A thorough Crisis Prevention Program also includes a proactive approach to discipline, given safety protocols regarding visitors, volunteers, and any persons entering the school campus. Such policies are also found in the Parent & Student Handbook. Our policies are reviewed and revised each school year as warranted.

### **Safety Drills**

SNACS conducts various safety drills including: fire, earthquake, windstorm, chemical spills, and intruders. Students and staff participate in such drills in order to ensure an orderly and safe environment in the event of a crisis or emergency situation. Refer to the Emergency Procedures Manual for specific procedures. In accordance with Nevada Law, safety drills are conducted on Code Green (normal status), Code Yellow (warning status), Code Orange (threat near / on the campus), Code Red (immediate threat on campus), and Code Blue (medical on campus).

Should a long-term evacuation of SNACS be necessary, parents should be prepared to sign their children out at the park located north of Lear Blvd. on Stead Blvd if in the event of an evacuation (for students at both sites). The students will be grouped by homeroom class. A copy of the complete safety procedure can be found in the front office.

### **Discipline Policy**

Parents, teachers and students actively participated in the development of the school-wide discipline policy and procedures, which have been reported by the Washoe County School District as “progressive.”

One of the most important lessons for any student to learn is to respect authority, respect the rights of others and take care of his/her own and other’s property. Additionally, no student will be allowed to disrupt the education of other students. Although it is necessary to have school and classroom rules, our emphasis will not be on the do’s and don’ts, but on guiding the student to a problem-solving approach to apply in any given situation. In order to accomplish this, we must set discipline standards that are enforced fairly and consistently.

The classroom teacher is responsible for consulting with the Chief Executive Director, Chief Academic Office, and The Dean of Students for intervention strategies to implement on an individual basis. It is the intention of SNACS to utilize positive reinforcement and other behavioral interventions to teach students appropriate social skill and academic behaviors.

It is of the utmost importance that the teachers, administrators and parents work together as a team in discipline matters. Without order, safety and a sense of security and civility, schools cannot work and learning will not occur.

However, school discipline is not about rules, regulations, regimentation, policies or punishment. Healthy and productive student behavior is a by-product of the beliefs and values of the organization.

The roots of positive discipline lie in the way adults and students think about themselves and others and the way they treat each other every day. It is the culture that drives the discipline. SNACS is fully committed to implementing the positive discipline policy.

### **PBIS (Positive Behavioral Intervention Support)**

SNACS is a PBIS (Positive Behavioral Intervention Support) school for the 2023-2024 school year. This program is designed to motivate students to succeed using tactics that promote the positive aspects of choice making. SNACS has utilized a PBIS system since its origination in 1999. This new selection will allow for trainings, provided by the WCSD, to specific principals, teachers, and team leaders. All selected SNACS staff will attend and commit to various professional developments throughout the 2023-2024 school year.

PBIS is directed for school-wide, class, groups, and individual students. PBIS also aims to build effective environments in which positive behavior is more effective than problem behavior. It is a collaborative, assessment-based approach, to developing effective interventions for problem behavior. PBIS systems emphasize the use of preventative, teaching, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcomes.

### **Free Choice**

SNACS incorporates the policies of choice throughout the various grade levels of the school. This innovative teaching philosophy allows children to learn through play and choice. Teachers setup teaching choice-based centers throughout the classroom that allow students to partake in their learning. The centers are guided by the Common Core Standards, ELOB principles, NAEYC foundation principles, and the Nevada State Standards. Each classroom possesses a 'choice board' where students choose what learning centers/activities to attend. The teacher records anecdotal notes while student's progress through various choice-based centers. Each classroom teacher facilitates and incorporates new choice centers at least weekly. Choice based centers are also guided by the needs of students, such as various modalities and student ability.

### **Security Cameras**

SNACS has an existing camera system in each of the classrooms in the primary and middle schools. These security cameras exist in the interior and exterior of the school. This system is used by administration for the purpose of monitoring student behavior and facilitating interventions where needed. Students are monitored and proper choice making is encouraged, utilizing positive incentives and various intervention strategies. Images and recordings are filed for a period of time.

## **School Rules**

- 1) Keep self to self.
- 2) Follow instructions.
- 3) Show respect for others and property.
- 4) Be safe

## **School Guidelines**

### **Hallway Guidelines:**

- \* Walk at all times.
- \* Always speak in an inside voice so other students will not be disturbed.
- \* Stay on the right side.
- \* Stay in line when you are with your class.
- \* Always have permission to go to the bathroom or water fountain.

### **Lunch Guidelines:**

- \* Be kind.
- \* Talk with an inside voice.
- \* Stay in your seat.
- \* Teacher attention for any assistance.
- \* Clean up as a community.

### **Playground Guidelines:**

- \* Be kind.
- \* Play only in designated areas.
- \* Share and return equipment.
- \* Follow instructions.
- \* Only enter the building with adult permission.
- \* Shoes must be worn.
- \* Rocks, snow and sand remain on the ground.
- \* Play fighting is not permitted.

### **General Guidelines:**

\* **Courtesy and Respect:** Children and adults are expected to behave respectfully toward others in their words and actions.

\* **Noise:** Generally the noise level in the classrooms and halls should be maintained at a level of respect for others in the building. Planned activities, which require lively student interaction should be conducted with the same respect.

\* **Teacher Attention:** In most classroom situations, students are expected to raise their hands for teacher attention of any kind. Students will be recognized by the teacher in order to speak or leave their seats unless other classroom procedures or methods have been established for a given activity.

\* **Calm Person:** In the classroom situation, students will utilize the calm person technique to encourage timely and orderly transitions from subject to subject and activity to activity. This will maximize instructional time.

\* **Procedures:** Individual teachers must establish procedures in the classroom regarding the use of the bathroom, turning in papers, lining up to leave the classroom, etc.

## **Dress Code**

The following is the dress code for normal school days. Special dress days may allow certain clothing pertaining to such a designated day. However, any such days require that student attired does not interfere with the daily operation of the school or the classroom. Any disruptions therein are at the mutual discretion between the teacher and administrator and will not be tolerated.

#### Condition and Wear of Clothing

- Nothing that distracts from the learning environment or poses a safety hazard
- No holes, rips, or tears that reveal the body
- No tight-fitting or revealing clothing

#### Safety

- No clothing that can pose a potential health or safety problem
- No gloves inside the building; no single glove at any time
- No jewelry or chains that can cause injury
- No hanging chains
- No spiked or studded accessories

#### Tops/Skirts/Dresses

- Tops must cover the upper and middle torso at all times
- Skirts must cover the lower torso with no skin showing between top and skirt
- Skirts and dresses must be at least mid-thigh in length; no mini-skirts
- No exposed undergarments
- No halter, tank or tube tops, no transparent, half, or muscle shirts
- No exposed shoulders
- No low cut necklines, exposed cleavage, or spaghetti straps
- No pajamas, lounge wear, or bath robes

#### Pants/Shorts

- Must cover lower torso with no skin showing between top and pants/shorts
- No exposed undergarments
- No sagging pants or shorts
- No single rolled up pant leg
- No exposed buttocks
- Belt buckle monograms must be appropriate
- No hanging or extended belt lengths
- No unfastened overalls
- No cut-offs
- Shorts must be hemmed and at least mid-thigh in length
- No mini-shorts; no spandex shorts

#### Head Coverings

- No head coverings or sunglasses worn in the building during school hours (exceptions are made for religious or medical reasons)

- No bandanas, do-rags, hairnets, surgical/shower caps, or hair picks at any time on campus or at any school-sponsored event

#### Footwear

- Proper footwear at all times
- No house slippers
- No flip flops

#### Language/Illustrations on Clothing

- No obscene, vulgar, profane, or derogatory language or illustrations on clothing
- No sexual overtones, or anything that promotes alcohol, drugs, tobacco, gang membership, or violence.
- Nothing that may be deemed a safety issue.

#### Gang Attire

All items that have been identified as gang-related by local law enforcement agencies are prohibited. These may include but are not limited to:

- No dangling belts
- No chains
- No unfastened overalls
- No sagging pants/shorts
- No single rolled up pant leg
- No hairnets, bandanas, or do-rags
- No blue and/or red shoelaces on footwear at any time; other colors may be deemed inappropriate as necessary to protect student safety on campus
- No altered insignias or graffiti
- No jewelry or belt buckles symbolizing any gangs
- No graffiti in or on personal belongings symbolizing any identified gang.

#### Consequences for Violation of Dress Code

1<sup>st</sup> Violation: Student may call home to have appropriate clothing brought to change into. If no one is available to bring appropriate clothing, student will be provided with appropriate clothing to wear for the remainder of the day.

2<sup>nd</sup> Offense: Student will be provided with appropriate clothing to wear for the day. The parent/guardian will be called to inform them of the second offense.

3<sup>rd</sup> Offense: The parent/guardian will be required to bring appropriate clothing to school. The student will go to Temporary Alternative Placement (TAP) until appropriate clothing is brought. Detention may be assigned.

4<sup>th</sup> Offense: Student will be suspended out of school and a conference must be held with the parent/guardian before the student may return.

#### **Water Bottles, Thermoses, Etc.**

Students are permitted to bring water bottles or other appropriate containers filled with water to school. Other beverages are not permitted in the classrooms. Soda is not appropriate.

### **Home to School Items**

Students are not permitted to bring toys, electronic devices or pets without the permission of their classroom/homeroom teacher. SNACS is not responsible for any lost or stolen items. Teachers will confiscate such items if seen in the classroom and the item will be returned to the parent. Should a student repeat this offense, the teacher may keep an item to the end of a given quarter or to the end of the school year.

### **Internet Usage**

Students are permitted to use the Internet, upon return of the Parent Permission to use SNACS Internet Access. Internet usage is restricted to research and school-related websites. Teachers monitor Internet usage. Any misuse or abuse of the Internet may result in detention, in school suspension or suspension. In addition, a student may be prohibited from further use of the Internet, which may adversely affect their grade. The same policies apply to students at the middle school (Fox) who use Chrome books at a regular basis.

### **Medication During the School Day**

The following provisions apply to both prescription and over-the-counter medication:

- a. Parents should avoid medicating students during the school day.
- b. When a student is deemed as needing medication, parents must administer any medication to the child directly on school grounds.
- c. School personnel are not permitted to administer medication.
- d. Students are not permitted to have medication on their person with the exception of registered prescription inhalers for those students with asthma.
- e. In such cases, the inhaler medication must be contained in a current pharmacy container labeled with the student's name, physician's name, date, medication, correct dosage, and time to use the inhaler.
- f. Any other medication issues must be brought to the attention of the certified clinical aide and will be addressed accordingly.

Students who do not abide by this policy could be found as possessing a controlled substance.

### **Law Enforcement Agency Compliance**

SNACS is obliged to work closely with law enforcement agencies in the control of certain student behavior. These agencies will be called upon to assist in handling situations including but not limited to theft, physical danger or dangerous search and seizure. State law charges every teacher and Administrator with maintaining order and discipline among students. Therefore, rules, regulations and procedures are developed to establish and to maintain an orderly learning environment in the school. These rules, regulations, sanctions and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties in all aspects of their experience, including participation in extracurricular activities, inter-school athletic competition and school transportation services. The Executive Director has the overall responsibility for the discipline and welfare of all students. Imposition of serious disciplinary action on any student, including but not limited to suspension from school, suspension from inter-scholastic activities, transfer and expulsion are governed by the provisions of WCD 5144.15: DISCIPLINARY REPORTING PROCEDURES and WCD 5144.16:

DISCIPLINARY HEARING PROCEDURES. These regulations are available in the office and will be made available upon request.

### **Definitions of Acts Specifically Prohibited**

The commission of, or participation in, or unlawful attempt of any of the following activities or acts on the SNACS campus are prohibited and will constitute cause for disciplinary action. In addition, students at school-sponsored, off campus events and those using district-sponsored transportation shall be governed by school district rules and regulations and are subject to the authority of school district officials. An incident, which constitutes the commission of a criminal act, shall be reported at once to the proper law enforcement agency. The student's parent(s) or guardian(s) shall also be notified, if possible. SNACS will take disciplinary action, whether or not criminal charges result. The following acts are specifically prohibited:

1. ALCOHOL: The possession, sales or furnishing of alcoholic beverages.
2. ARSON: The intentional setting of a fire.
3. ASSAULT: Physical or verbal threats with the intent to carry through with same.
4. BATTERY: Any not-consented-to touch or application of force to another person.
5. BOMB THREAT/FALSE: Willfully conveying by mail, written notes, telephone, telegraph, radio, or any other means of communication, any threat, knowing it to be false.
6. BURGLARY: Illegal entry with the intent or with the act of stealing property.
7. DESTRUCTION OF PROPERTY: Willfully and maliciously destroying or injuring real or personal property of another.
8. DISTURBING THE PEACE: Maliciously and willfully disturbing the peace of any person in the school, i.e., harassment.
9. EXPLOSIVE DEVICES: The possession of explosive or incendiary devices.
10. FALSE FIRE ALARMS: False reporting of or transmission of fire alarm signal, knowing same to be false.
11. FIREWORKS: The possession, sales, distribution, use or discharge of fireworks.
12. INDECENT EXPOSURE: Exposure of body parts that should be covered pursuant to the dress code.
13. LARCENY: Taking of another's property without permission.
14. LIBEL: A written defamation of another person's character.
15. MARIJUANA: The possession, sales or distribution of marijuana.
16. NARCOTICS: The possession, sales or distribution of a controlled substance.
17. DRUG PARAPHERNALIA: The possession, sales or distribution of materials whose purpose it is to ingest or make narcotics.
18. PROFANITY: Use of indecent language.
19. RESISTING/INTERFERING WITH THE DUTIES OF A POLICE OFFICER: Willfully resisting, delaying or obstructing a police officer in the performance of official duties.
20. ROBBERY: The unlawful taking of another's property with the use of force, violence or fear of injury to the owner of the property or another person present during the commission of the act.
21. RIOT: A noisy, violent public disorder caused by a group or crowd of people.
22. SLANDER: A spoken defamation of another person's character.
23. STOLEN PROPERTY: Receiving or possessing property of another knowing, or under such circumstances as would cause a reasonable person to know, that the property is stolen.



24. TAMPERING WITH MOTOR VEHICLES: Willfully breaking, injuring, tampering, removing parts, defacing, or climbing into or upon a vehicle with the intent to cause damage, manipulating any levers while vehicle is at rest or unattended or setting resting vehicle in motion without the consent of the owner.

25. THROWING SUBSTANCE AT VEHICLE: Throwing any object or substance at any motor vehicle.

26. TRESPASS: To be on the property of another without permission of the owner and to stay upon same after warning. To be on school property or at school function while under suspension from school.

27. WEAPONS: It is unlawful for any student, staff member, parent volunteer or any other person to come on school property with any weapon. Weapons include, but are not limited to: knives, pocket knives, utility knives, blackjack, sling shot, billy club, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm.

28. OTHER PROHIBITED ACTS: violation of other federal or state laws or local ordinances at school, at school-sponsored activities or on district-sponsored transportation is prohibited.

### **Antiviolence and Zero Tolerance**

At SNACS, we believe all children, staff and volunteers have the right to learn and work in a safe environment. Under no circumstances may a child be permitted to harm another child, staff member or volunteer.

It is the responsibility of the student to utilize conflict resolution and problem-solving skills. The student must seek help from an adult in any situation where violence may occur.

It is the responsibility of all adults to respond accordingly and to take action immediately. Staff members will follow antiviolence protocol. ALL volunteers are to seek the assistance of a SNACS staff member. We abide by self to self in all situations and adopt a zero-tolerance policy. There are no exceptions.

### **Drugs/Substance**

SNACS supports a no tolerance policy for drug use or distribution. Any student participating in such activity on school grounds or during school activities will receive consequences under NRS 392.466. Substances include cigarettes, alcohol, glue (if sniffed), spray paint (if sniffed), illegal drugs, over-the-counter drugs and prescription medication. Substances will also include anything that a student portrays to his/her peers as being a substance.

### **Gangs**

SNACS supports a no gang policy by using several approaches that address the root of gang related behavior, such as teaching positive identity, social competencies, positive values and boundaries and expectations for others. The presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A “gang,” as identified in this policy, is any group of two or more persons whose purpose includes the commission of illegal acts. SNACS further recognizes that any gang-related clothing, apparel, attire, jewelry, insignias, colors, paraphernalia and materials may vary from school to school and from year to year. SNACS shall consult with local law enforcement agencies and other agencies

to ascertain the changes in gang appearances and activities and shall apprise the Executive Director or designee as needed, but not less than two times per year.

### **Sexual Harassment**

SNACS is committed to providing a place of learning free from sexual harassment.

Sexual harassment is a form of sex discrimination, consisting of unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive learning environment at school or school sponsored events.

Prohibited activities include:

- a. Verbal or written sexually suggestive or obscene comments, jokes, or propositions.
- b. Unwanted physical contact, such as grabbing, touching, or pinching.
- c. Displaying sexually suggestive objects, pictures, or magazines.
- d. Continual expression of sexual or social interest after an indication that such interest is not desired.
- e. Conduct with sexual implications when such conduct interferes with a student's performance or creates an intimidating school environment.

Any person found to have harassed another individual will be subject to appropriate disciplinary action, including out of school suspension and expulsion. Any person committing sexual harassment may also be held legally liable for his/her actions under applicable law.

### **Secret Witness Program**

In order to promote school-wide safety, SNACS pledges to abide by a secret witness program. Students who know another student is doing something illegal or harmful to others could result in the being "guilty by association." All students are encouraged and requested to get help from an SNACS staff member. The identity of the reporting student will remain confidential. Parents may also participate in this program. If a student has told a parent information that could result in injury or legal action, we encourage parents to let the school know. Participation in this program will help keep SNACS safe learning environment.

### **Consequences**

SNACS promotes a proactive approach to discipline. Our goal is to teach corrective practices rather than punish for mistakes. All SNACS staff are trained on the policies of PBIS (Positive Behavioral Intervention Support). This program has many benefits to motivate students appropriately. However, there are consequences for inappropriate academic or social behavior. Such consequences may include TAP, detention, Saturday school, in-school suspension, out-of-school suspension and expulsion. Parents will be informed of all behavior problems that result in a consequence. Parents are required to sign the form notifying them of an occurrence and return it to school with the student on the next school day. Students who do not return the signed document will incur further consequences. Consequences are not optional and are mandated.

Continued missing consequences will lead to additional consequences which can eventually lead to expulsion. Such consequences include:

1. Temporary Alternative Placement (TAP): TAP is an immediate consequence for disruptive behavior in the classroom. This placement allows removal of the student to another supervised room, where s/he is required to work on classroom assignments, and it allows the classroom to remain a place of learning. Three TAPs within a given five-day period will result in detention.
2. Detention: Detention may be held on Tuesdays from 3:00 pm until 4:00pm. Detention is not an option for the student or parent of the student to whom a detention has been assigned. It is the student's responsibility to show up for detention or additional consequences will be issued. Missing a detention will result in a second detention. Missing the second detention will result in suspension.
3. In school suspension (ISS): ISS is utilized as needed. ISS is not an option for the student or parent of a student to whom OSS has been assigned.
4. Out of school suspension (OSS): Suspension is utilized as needed. Suspension is not an option for the student or for the parent of a student to whom in-school suspension (ISS) has been assigned. SNACS follows all laws pertaining to suspension and expulsion. Students suspended from school may not participate in any school events during their suspension time. If a student was suspended through the last day of the week, they may not attend any event over the weekend. They must be back in school attendance before attending an event.

### **Suspensions/Expulsions**

#### ***NRS 392.466 Suspension or Expulsion of Pupil for Battery, etc.***

1. Any pupil must be suspended for at least one semester who:
  - \* Commits battery resulting in bodily injury of a school employee, or
  - \* Sells or distributes a controlled substance, or
  - \* Is found to be in possession of a dangerous weapon.
2. Any pupil must be suspended for at least one year who:
  - \* Is found to be in possession of a firearm.
3. These occurrences can take place at any of the following locations:
  - \* On school grounds;
  - \* At a school sponsored activity; or
  - \* On a school bus.
4. For a second occurrence, a pupil must:
  - \* Be permanently expelled; and
  - \* Receive equivalent instruction per NRS 392.070.
5. The SNACS Board of Governance may allow an exception to the expulsion requirement.
6. A pupil deemed a habitual disciplinary problem (NRS 392.4655) must be:
  - \* Suspended or expelled for at least one semester, and
  - \* Receive equivalent instruction per NRS 392.070.

If a student is deemed a habitual disciplinary problem by the SNACS Board of Governance, they will be referred to WCSO for appropriate placement.

7. A pupil in grades 1-6, except one who possesses a dangerous weapon, may be suspended, as set forth in this section, or permanently expelled only upon SNACS board accord.

-No pupil may be suspended or expelled until he/she has been:

- \* Notified of the charges against him/her both verbally and in writing;

- \* Provided with an explanation of the evidence; and
- \* Given an opportunity for a hearing in front of the Board of Governance (for expulsions only).

A pupil may be removed from school immediately, upon explanation of reasons and pending procedures to both pupil and parent, if he meets the following criteria:

- \* Poses a continuing danger to persons or property;
- \* Is an ongoing disruption to the academic climate.
- \* Is selling or distributing any controlled substance or any substance that he/she is passing off as a controlled substance
- \* Is in possession of a weapon.

### **Search and Seizure**

To provide an orderly and safe school environment where students are learning, the SNACS staff must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful or harmful items onto the school campus. The law, therefore, permits school authorities to search students, their personal possessions and their desks and lockers under appropriate circumstances. A decision to search a student, his/her possessions, or any school property or area assigned to him/her for his/her individual use shall be made in accordance with the following guidelines:

1. Student's Rights and Responsibilities – Each student has a right of privacy of his/her person, his/her personal belongings and effects, but that right is limited by the needs of all students for a safe, calm and orderly school environment. Students shall not carry or conceal or bring onto school premises any material that is prohibited by law or published school rules, regulations or policies or any material that will detract from the maintenance of a calm, orderly and safe school environment.

2. An administrator, teacher, or other school employee designated by an administrator may search the person of any student, the personal effects in the student's possession, under any of the following circumstances:

- a. The search is made in connection with a lawful arrest.
- b. The search is made with the voluntary consent of the student.
- c. The search is conducted on the

reasonable suspicion that the student is engaged in an activity which violates a law or published school district rule, regulation or policy or that the student is carrying, concealing or sequestering material, the possession of which is prohibited by law or published school rule, regulation or policy. If the search is made with the consent of the student, a staff member will witness the consent and the search. The administrator, teacher, or other designated school employee making the search shall be of the same sex as the student searched, unless the need for an immediate search requires a search by an administrator, teacher, or other employee of the opposite sex. In either case, another school employee should always witness the search. The search of a desk or locker assigned to a student may be done at any time pursuant to either of the following rules:

- a. The search is made to maintain discipline and to protect students from the introduction into the school of offensive or undesirable materials, or,
- b. The search is made on the reasonable

suspicion that the student is engaged in an activity which violates a law or a published school rule, regulation or policy or that the student is using the school property for an illegal or prohibited purpose.

3. Reasonable Suspicion: In those cases requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that prohibited or illegal items will be found. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include, but are not limited to, the student's age, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the problem in the school.

4. Limitations on Right of Privacy – Lockers and Desks: Students do not have the exclusive right to possession of the locker or desk to which s/he is assigned. The school reserves the right to conduct searches of lockers and desks as outlined in Section 2 above. Each student shall accept and use the assigned locker or desk on such basis.

5. Canine Searches: The school may conduct canine searches of school hallways, lockers, classrooms, buildings, parking lots and other school property through the use of a canine unit. A canine unit consists of a qualified handler and a dog(s) specially trained to detect illegal or prohibited substances, weapons or bombs. If an administrator, teacher, or other school employee, official, police or security personnel, have a reasonable suspicion to believe that a student(s) have in his/her/their possession an illegal item or an item that is prohibited by school policy or rules, the canine unit may search the student(s). Such a search may only be conducted on reasonable suspicion, described above in paragraph 3.

### **Classroom Management**

Since the classroom teacher is the one who works closest with the children, he or she carries the bulk of the supervision of discipline responsibility which is in accordance with all Federal regulations found under Individuals with Disabilities Education Act, Family Education Rights to Privacy Act, Free Appropriate Public Education and NRS 392.

Teachers are responsible for the environment of their classrooms. In every respect, rooms must be kept clean, orderly, attractive and stimulating. All classrooms must be supervised at all times by a SNACS staff member. Individual classroom teachers are responsible to assure effective supervision. Students are to be held accountable for their cooperation with teachers and other supervising adults. Teachers must document behaviors in an objective manner. Teachers will provide parents with a set of expected behaviors and consequences for their classroom. Additionally, NRS 391.270 prescribes that every teacher in the public school shall hold pupils to a strict account of their conduct on and in close proximity to the school grounds, on the playground, and during any intersession.

Teachers must also document interventions implemented before seeking administrative intervention. The only exception to this is when the safety of any person(s) is in question. It is important that the teacher work closely with the Executive Director, Education Director, the special education teacher, and/or behavior consultant (for special education students with behavior plans) and the parents in these matters and that communications are open and honest.

### **Discipline and Conflict Resolution Related Curriculum**

SNACS will continue to research and implement curriculum related to discipline and conflict resolution. Such topics may include: anger management, peer cooperation, values and virtues programs, feelings journals, social skills training, etc. Structured conflict resolution activities will allow students to work cooperatively, make fair decisions, solve problems, and manage anger or fear without threatening or injuring others.

### **Success Plans/Contracts**

Administration and teachers work with parents in developing personalized contracts for students having behavioral difficulty in the classroom. All parties participate in the development of the contract, which specifies behaviors, consequences, and duration of the intervention. Feedback is usually provided on a set time frame (e.g. star chart or home note), so the children know immediately the consequences of their actions.

### **Family Volunteers**

SNACS promotes a collaborative learning environment where parents are welcomed to volunteer in and out of the classroom in a meaningful way. SNACS relies heavily on volunteers and requests that each family volunteer 10 hours per month. Volunteers play an important role and contribute valuable time towards helping our small school community. We are grateful to our volunteers and want to ensure volunteerism is a pleasurable experience for everyone. There are several basic guidelines and procedures to help keep our volunteer program effective and efficient.

In order to protect the safety of the students, **all** persons who wish to volunteer in the classroom and/or around the students must complete a Volunteer Application (at least yearly) for a background check and submit a set of fingerprints. Those persons who hold other agency clearances related to fingerprints must still submit a set of fingerprints as SNACS is solely responsible for our volunteer fingerprints and may not accept other agency reports in lieu of current fingerprints. SNACS reserves the right to submit the fingerprints to law enforcement agencies for the purpose of obtaining a background check. Unless a background check is returned with any arrest/conviction information that contradicts the documentation provided in the Volunteer Application, volunteers may be allowed to volunteer in the classroom as long as they are not a distraction to the class or school environment.

All volunteers must be under the direct supervision of a staff member. They may not be alone with students or unsupervised on school grounds. All volunteers are permitted at the discretion of the school administrators. At any time school administrators have the right to refuse volunteerism if they deem it is in the best interest of the school. Volunteers are expected to behave in such a way that is conducive to the learning environment and not impeding the primary focus of schooling. Volunteering should be conducted with a positive attitude keeping the spirit of the school as a guiding principle. Those who volunteer with a positive attitude and refrain from complaining help the school climate flourish. Those who volunteer with a focus on the negative can hurt the school climate. The latter will not be tolerated. A volunteer should refrain from interference with classroom or school related issues that are the responsibility of school personnel. All school rules must be followed, including the use of appropriate language, dress, and overall behavior.

According to federal law, the Family Educational Rights to Privacy Act (FERPA), classroom volunteers are not permitted to discuss any student or student related information they witness as a result of their being in the classroom or on school grounds as a volunteer. Any volunteer violating FERPA may be asked to volunteer in situations where they are not working directly with or around children.

SNACS has a list available for suggested ways to fulfill family volunteer requirements. However, SNACS encourages each family to use its unique talents and interests in volunteering at school. The school will benefit the most from such meaningful volunteering, and the families will enjoy volunteering more.

From time to time SNACS will send to each family, a detail of its volunteer hours. Therefore, it is absolutely vital that each family keep accurate records of their volunteer time or donations. A volunteer log via computer is available in the front office for recording hours or donations. Please remember that if you are making material donations, the receipt needs to be turned in to the front office.

### **Visitor Sign In**

All visitors, volunteers and board members must sign in at the front office on the volunteer sign-in sheet & receive a badge. Classrooms will be called to announce a visitor before the visitor will be allowed beyond the front desk. This is a fire code requirement and safety protocol. This is not optional. All volunteers must be under the direct supervision of an SNACS staff member and may not be alone with students at any time. The only considered exception to this if SNACS is provided with a current copy of a valid Nevada teaching license or a WCSS Child Care work card.

### **Closed Campus**

SNACS is a closed campus. Students are not permitted to leave the premises unattended during regular school hours for any reason. Parents/legal guardians wishing to have students leave the premises during school hours must sign them out of school in the main office.

### **Court/Custody Issues**

SNACS honors all court orders on file in the main office. It is the responsibility of the parent/guardian to make sure that court orders regarding students are provided to the school. SNACS cannot honor requests regarding custody issues without a court order.

### **P.E.A.C.E. (Productive Environment And Critical Engagement)**

SNACS instructs its entire staff who serve youth to create safe, healthy, caring, and intellectually empowering educational environments that foster the well-being of all children and adolescents. It is vital that all SNACS staff members incorporate this P.E.A.C.E. program into the existing curriculum for all students.

### **COVID-19**

With the current state of the COVID-19, SNACS adhere and follow all local, state, and federal regulations and policies. SNACS will create a safe learning environment for all on-site students and staff. Currently, SNACS is offering full face-to-face instruction for all students.