

**C.O. Bastian High School**  
**Student Expectations and Honor Code (revised 9/14/2017)**

**Student removal from school and/or class**

- a. If a student is removed from a class during the school day, typically we want them to return to school as soon as possible. Teachers and cottage staff will collaborate to determine when a student is allowed to return to school based on the severity of the offence, if it is a repeated offence, and the disposition of the student.
- b. The student may not return to school and/or class until an accountability letter has been written and accepted by the teacher involved or the principal if the teacher is unavailable.
- c. Accountability letters must meet the following criteria:
  1. State the situation,
  2. the student's role in the situation,
  3. an apology and
  4. a commitment to behave appropriately. This will be based on coping skills used in the students Forward Thinking program.
- d. If a student is removed for a code 3 or code 4 incident while at school, the student must meet with either the Principal or Principal's Designee to be readmitted to school.

**Classrooms**

Teacher classroom rules will vary from teacher to teacher. The following items are expectations in all classrooms:

- a. Teachers and home-life staff work together to help students. Teachers will meet with home-life staff to formulate a plan on the role for cottage staff during the class the period.
- b. Double group classes (16 or more students) must have home-life staff present in the classroom at all times. If staff is unavailable to be in the classroom, students will be sent back to cottage during that class or until a home-life staff is present.
- c. CTE classes (Art, Graphic Design, and Ag. Science) must have home-life staff in their rooms at all times. If home life staff cannot be in the room, teachers will assign book work until staff is available. Home-life staff should be with their groups unless coordination has occurred between the teacher and the home-life staff.
- d. Home-life staff should be in **all** classrooms.
- e. Teachers should greet students at the door and invite students to enter the classroom. If a teacher is not outside the classroom, home-life staff may instruct students to enter classroom as long as home-life staff provides supervision in the classroom until the teacher arrives.
- f. Once students enter the classroom, they should remain on silence until attendance is taken. Teachers will take students off silence once attendance is complete and then begin class.
- g. Teachers will inventory pencils and other items in the classroom. Students may not remove pencils or any other items from classrooms.
- h. Teachers will issue paper to students. Students may not request additional paper for extra projects that are not class related.
- i. Students should never be behind a teacher's desk or on a teacher computer.
- j. At the end of class, students will be asked to structure and prepare to be dismissed. Students are responsible for their appearance which consists of shoes tied, shirts tucked in, and belts tucked in a pocket or belt loop and no sagging pants before they enter the hallway. This includes student appearance in Physical Education.
- k. All students are expected to participate in the 15 minute reading period during 4<sup>th</sup> period. At the end of 4<sup>th</sup> period, students will be structured to insure enough time to get groups to lunch.

**Removal from class/school activity (code 3 and aggressive behavior/threats/sexual harassment)**

- a. **First incident involving teachers/staff:** If there is a code 3, threats or aggressive behavior directed towards a teacher/staff in a teacher's' classroom, inside the school building or at a school function i.e. Intramurals; the student(s) will be removed (at minimum) for the remainder of the school day and suspended the entire next day. If it occurs at a school function the student(s) will be removed from the activity and miss the next activity. The student will be required to meet with the principal and teacher involved before they are admitted back into school or school activity. The student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- b. **First incident involving students:** If there is a code 3 involving students only in a teacher's' classroom, inside the school building or at a school function i.e. Intramurals; the student(s) will be removed (at minimum) for the remainder of the school day and suspended the entire next day. If it occurs at a school function the student(s) will be removed from the activity and miss the next activity. The student will be required to meet with the principal and teacher involved before they are admitted back into school or school activity. The student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- c. **Second incident involving teachers/staff:** A second code 3, threats or aggressive behavior directed towards a teacher/staff will result in the student(s) being removed from school immediately and will be suspended (at minimum) 4 schools days. If it occurs at a school activity, the student(s) will be removed and miss the next two

consecutive activities. The student will be required to meet with the principal and teacher involved before they are admitted back into school. The student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.

- d. **Second incident involving students:** A second code 3 involving students only will result in the student(s) being removed from school immediately and will be suspended (at minimum) 2 schools days. If it occurs at a school activity, the student(s) will be removed and miss the next two consecutive activities. The student will be required to meet with the principal and teacher involved before they are admitted back into school. The student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- e. **Third incident involving teachers/staff:** A third code 3, threats or aggressive behavior directed towards a teacher/staff will result in immediate removal from school and will be suspended (at minimum) 2 weeks (8 school days) from school. If it occurs at a school activity the student(s) will be removed immediately and miss the next 4 consecutive activities. The student will be required to meet with the principle and teacher involved before they are admitted back into school. The student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- f. **Third incident involving students:** A third code 3 involving students only will result in immediate removal from school and will be suspended (at minimum) 1 weeks (4 school days) from school. If it occurs at a school activity the student(s) will be removed immediately and miss the next 4 consecutive activities. The student will be required to meet with the principle and teacher involved before they are admitted back into school. The student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- g. Any and all successive incidents of this nature may result in possible suspension from school indefinitely. This will be dependent upon a decision made by a committee involving the principal, teacher(s), head group representative(s) and cottage staff representative(s).
- h. These types of behaviors are taken very seriously. As such, teachers and staff will need to fill out IR's in order to ensure proper documentation.

#### **Removal from class (code 2, non-aggression, class disruption etc.)**

- a. **First Incident:** If there is a code 2, continued class disruption, insubordination, manipulation, inappropriate or offensive language or an likeness thereof in class or at school; the student(s) will be removed from that class for the remaining class time and (at minimum) will miss that class the following day. The student will be required to attend their other classes during the day. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed in order to return to the class the following day. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to class, the student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- b. **Second Incident:** If there is a code 2, continued class disruption, insubordination, manipulation, inappropriate or offensive language or an likeness thereof in class or at school; the student(s) will be removed from that class for the remaining class time and (at minimum) will miss that class for the next 2 schools days. The student will be required to attend their other classes during the day. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. For the following 2 days, teachers will provide homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed in order to return to the class. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to class, the student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- c. **Third Incident:** If there is a code 2, continued class disruption, insubordination, manipulation, inappropriate or offensive language or an likeness thereof in class or at school; the student(s) will be removed from that class for the remaining class time and (at minimum) will miss that class for the next 4 school days. The student will be required to attend their other classes during the day. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. For the following 4 days, teachers will provide homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed in order to return to the class. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to class, the student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.

- d. Any successive incidents of this nature may result in possible suspension from school for a period of time. This will be dependent upon a decision made by a committee involving the the principal, teacher(s), head group representative(s) and cottage staff representative(s).

### **Student Appearance**

Students are responsible for their appearance in the halls of the school and inside the classroom and also include appearance in Physical Education. This appearance consists of the following:

- a. Shoes tied tightly with pants over the tongue of the shoe
- b. Shirts tucked in
- c. Belts tucked in a pocket or inside of a belt loop
- d. Pants not sagging
- e. No dress styles that could be considered gang related or otherwise inappropriate.

### **Bathroom Procedures**

Students are allowed to use restrooms at school after attendance has been taken. Students must ask to use the restroom and also be granted permission to use the restroom. Students may never take any items into the bathroom. Students must sign in to use the bathroom. Soap must be applied outside the bathroom door and students may never take paper towels inside the bathroom.

### **Library**

The library is for both students and staff. **All** library books must be checked out by Mrs. Dauge, Mrs. LeBaron, Mr. Walker, Mrs. Spencer, or cottage staff that has been designated by the principal and properly trained to check out books; i.e. if school is not in session, Mrs. Martindale has been trained on checking out books. She can check out books if she is available. **There are no exceptions to this policy.** If a book is damaged or destroyed, the student must pay for the book or make arrangements to work off the debt before another book will be checked out to that student. **Under no circumstances should books be removed from the library without proper checkout** (this includes cottage staff). Removing books without checkout is theft. Student, group, or cottage library privileges may be revoked for a period of time if there are books stolen from the library.

### **Structure in the Halls**

We continue to follow the rules regarding communication for Caliente Youth Center students while in structure which includes student movement between classes in the halls. The following are items of emphasis in the halls:

- a. Students should have folder, books and PE clothes in one hand and the other arm behind the students back at all times in the halls.
- b. Any communication between other groups (verbal and nonverbal), within the group, or anything deemed inappropriate by teachers or staff, will result in (at minimum) the student missing the next class period. During this time, the students will fill out a behavior check regarding the situation. This will be done in a provided room at the school whenever possible or where the staff sees fit. The behavior check must be completed and presented to the teacher or staff involved before they return to their remaining classes.
- c. Any and all violations of this nature may result in more class time being missed. This will depend on the frequency and severity of the offense and subsequent offenses. Parties involved will meet and discuss consequences for any and all successive violations.
- d. Students are allowed to wear their group sweatshirt inside the school, but may not wear coats inside the school or other non-team sweatshirts (hoodies ETC.). Additionally, gloves and beanies must be removed when inside the school once students arrive at their first class. Beanies and gloves cannot be hanging out of pockets.

### **Internet Policy**

Students are allowed to use the internet only under the direct supervision of a teacher. The following are the guidelines for inappropriate internet usage:

- a. **First offense:** The student(s) are not allowed to be on any computer for (at minimum) 30 days. If the incident takes place during class, the student(s) will be removed immediately and (at minimum) miss that class period the following day. If inappropriate is material found *after* class, the student will miss that class period the following day. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed in order to return to the class the following day. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to the class, student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- b. **Second Offense:** Students are not allowed on any Computer for 60 days. If the incident takes place during class, the student(s) will be removed immediately and (at minimum) miss that class period for the next 2 school days. If inappropriate material is found *after* class, the student will miss that class period for the next 2 days. Immediately following removal, Home-Life staff will work with the student and the student will

complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed in order to return to the class the following day. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to the class, student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.

- c. **Third offense:** Students will no longer be allowed to use the computers in any class for the remainder of their stay. If the incident takes place during class, the student(s) will be removed immediately and (at minimum) miss that class period for the next 4 school days. If inappropriate material is found *after* class, the student will miss that class period for the next 4 days. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed in order to return to the class the following day. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to the class, student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- d. Any successive violation will result in more severe consequences and possible suspension from school.
- e. **In all situations** regarding inappropriate internet usage a committee involving the principal, teacher(s), head group representative(s) and cottage staff representative(s) will discuss any additional consequences based on the nature of the incident.

#### **Note Passing Policy**

Because the nature of notes passed by students vary, it is important as teachers and staff to use professional judgment when issuing additional consequences. In all situations regarding note passing of any kind, a committee involving the principal, teacher(s), head group representative(s) and cottage staff representative(s) will discuss the nature and severity of the note. This will help determine any additional consequences to the ones outlined below based on the nature of the incident:

- a. **First Offense:** If a note is found during class, the student(s) involved will be removed immediately and (at minimum) miss that class period the following day. If notes are found *after* class, the student(s) involved will miss that class period the following day. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed in order to return to the class the following day. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to the class, student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- b. **Second Offense:** If a note is found during class, the student(s) involved will be removed immediately and (at minimum) miss that class period for the next 2 school days. If notes are found *after* class, the student(s) involved will miss that class period for the next 2 days. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed in order to return to the class the following day. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to the class, student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- c. **Third offense:** If notes are found during class, the student(s) involved will be removed immediately and (at minimum) miss that class period for the next 4 school days. If notes are found *after* class, the student(s) involved will miss that class period for the next 4 days. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed in order to return to the class the following day. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to the class, student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.

### Graffiti Policy

Students who destroy school property by using graffiti or gang related drawings on school property will be subject to a disciplinary council comprised of the principal, teacher(s), Head group representative(s) and cottage staff representative(s) which will determine the severity of the graffiti and consequence. In addition to any restitution, students will have to complete a certain amount of "beautification" hours. These will be completed during the weekend and may result in missing extracurricular activities. This time will be used to fix the damaged property (if possible) and various other projects around campus. It will be at the discretion of cottage staff as to what will be done during these hours. Successive violations will result in more severe consequences.

### Career and Technical Education (CTE) Safety Procedures

Students are expected to follow all safety guidelines as presented by teachers. Because of the nature of CTE courses, students may not deviate from those guidelines. If a student chooses not to abide by the safety guidelines, the following progressive discipline actions will result:

- a. **First Incident:** If through failed attempts at redirection, the student(s) fails to follow the CTE guidelines, the student(s) will be removed from that class for the remaining class time and (at minimum) will miss that CTE class, where the offense took place, the following day. The student will be required to attend their other classes during the day. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student(s) to work on during the missed CTE class. This will be done at school in a designated room and under staff supervision. The homework must be completed to return to the class the following day. If homework is not done, the student will continue to miss that CTE class until it is completed. Prior to returning to that CTE class, the student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- b. **Second Incident:** If through failed attempts at redirection, the student(s) fails to follow the CTE guidelines, the student(s) will be removed from that CTE class for the remaining class time and (at minimum) will miss that CTE class for the next 2 days. The student will be required to attend their other classes during the day. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. For the following 2 days, teachers will provide homework for the student to work on during the missed CTE class. This will be done at school in a designated room and under staff supervision. The homework must be completed to return to the CTE class. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to the CTE class, the student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- c. **Third Incident:** If through failed attempts at redirection, the student(s) fails to follow the CTE guidelines; the student(s) will be removed from that CTE class for the remaining class time and (at minimum) will miss that CTE class for the next 4 school days. The student(s) will be required to attend their other classes during the day. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. For the following 4 days, teachers will provide homework for the student to work on during that missed CTE class. This will be done at school in a designated room and under staff supervision. The homework must be completed to return to the class. If homework is not done, the student(s) will continue to miss that class until it is completed. Prior to returning to that CTE class, the student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- d. Any successive violations of this nature will result in possible suspension from school for a period of time. This will be dependent upon a decision made by a committee involving the principal, teacher(s), head group representative(s) and cottage staff representative(s).

### Homework

If a student is not in class or the entire group is not in school, the teacher will provide homework to cottage either during their prep, give it to the designated School on Cottage teacher or put it in the log book.

- a. Teachers must continue to send homework over even if students do not send previous work back. This is to ensure compliance with state policy. If a student does not send back previous work, they will receive a score, at the teacher's discretion, that reflects quality of work, or lack thereof.
- b. Students have the primary responsibility of ensuring they complete all necessary work to earn credit in a course.
- c. It is extremely important that teachers properly document how and when they send homework to students on cottage.
- d. Head Group or cottage staff will notify the teaching staff of any students who will be out for consecutive days.

## **Cheating**

Students are expected to perform their own work as outlined by teachers. School assignments are designed to help students learn problem solving skills and other skills and information needed to succeed academically and in life. Cheating circumvents student learning and contributes to low self-esteem and self-worth. Tests, quizzes, and other assessments are in place to determine if a student has adequately learned content. Cheating on assessments circumvents a teacher's ability to know if students have adequately learned the content necessary to succeed in school and in life and is taken very seriously. Students are expected to take an honest approach to their education. Students that cheat will have the following progressive discipline:

- a. **First Offense:** Student(s) will receive a Zero on that assignment. If the student(s) is caught cheating during class, they will be removed immediately and (at minimum) miss that class period the following day. If cheating is discovered after class, the student(s) involved will miss that class period the following day. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed to return to the class the following day. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to the class, student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- b. **Second Offense:** Student(s) will receive a Zero on that assignment. If the student(s) is caught cheating during class, the student(s) involved will be removed immediately and (at minimum) miss that class period for the next 4 school days. If cheating is discovered *after* class, the student(s) involved will miss that class period for the next 4 days. Immediately following removal, Home-Life staff will work with the student and the student will complete a Behavior Check as part of their Forward Thinking Program. This will be done in a room provided at the school whenever possible or where staff sees fit. The following day, teachers will provide Homework for the student to work on during the missed class. This will be done at school in a designated room and under staff supervision. The homework must be completed to return to the class the following day. If homework is not done, the student will continue to miss that class until it is completed. Prior to returning to the class, student(s) will be required to bring an accountability letter which meet the requirements set forth in the above section regarding accountability letters.
- c. **Third offense:** Students will receive an "F" for the course. If cheating is discovered, the student(s) involved will immediately be removed from school and (at minimum) suspended for 1 week (4 school days). Prior to returning to the class, student(s) will be required to meet with the principal and to bring an accountability letter to the teacher involved which meet the requirements set forth in the above section regarding accountability letters.
- d. Any successive violation of this nature will result in possible suspension from school indefinitely. This will be dependent upon a decision made by a committee involving the principal, teacher(s), head group representative(s) and cottage staff representative(s).

## **Graduation Ceremony:**

At CO Bastian HS we encourage students to graduate and receive their diploma. Teachers and staff are committed to helping all students achieve their goals. We encourage all students who receive their diploma to have a ceremony as this is a great opportunity for family to celebrate a wonderful accomplishment.

- a. Any student(s) that meet the academic requirements to graduate will receive a diploma from CO Bastian HS.
- b. Because of their academic nature, graduation ceremonies must be approved by the teaching staff. Because of the nature of the school, graduation ceremonies will be based on in school behavior. If, in the teaching staff's professional opinion, a student has not meet CO Bastian expectations; the student may be denied a graduation ceremony. In the event a student is denied a ceremony based on their behavior, the student may meet with the Principal to discuss their options. After meeting with the Principal, if the student desires a ceremony, the student will be required to meet with the teaching staff and present an accounting of their actions. After the meeting, the teaching staff will determine if the student is eligible for a graduation ceremony.
- c. If a student chooses to speak at graduation, they will be required to use an outline provided by the school. The student(s) talk must be approved prior to the ceremony. If a student deviates from the outline in any way deemed inappropriate, they will subject to disciplinary action (depending on the severity of the violation) including an immediate end to their speech.
- d. Any students who are disruptive during the graduation or any other school assembly will be immediately removed and subject to further disciplinary action.

### Other Information:

We believe this policy to be in compliance with NRS 392.4644.

1. The Principal ensured that a plan was established to provide for progressive discipline and on-site review of disciplinary decisions. Due to the fact that C.O. Bastian High School exclusively services student housed at the Caliente Youth Center we made adjustments as appropriate to stay within the spirit of this law. The Caliente Youth Center handles much of the discipline of our students directly according to DCFS guidelines.
  - a. During the months of August and September John Willingham a teacher collaborated with all teachers as well as Mr. Justin Barrow and Mr. Tyler Peterson from the Caliente Youth Center to develop this discipline Policy. The Principal, Mr. Christensen reviewed the policy and found it to be a good policy for C.O. Bastian High School.
  - b. School rules are distributed to students as soon as they enter the facility on "Transport Day."
  - c. We believe this discipline plane meets the provisions.
  - d. We do not have school transportation
  - e. This is addressed
  - f. John Willingham, Justin Barrow, Tyler Peterson, and all teachers and the principal.
2. .
  - a. Reviewed in staff meeting during the first week of September. Copies made available to all teacher and cottage staff.
  - b. Multiple revisions made to the previous plan.
  - c. Is available and has been provided to cottage staff and teachers
  - d. Done
  - e. Done