Referral Guidelines

Administrator's Guide

- CCSD Expulsion
- CCSD Expulsion in Addition to Habitual Disciplinary Problem (HDP)
- Habitual Disciplinary Problem (HDP)
- Revoked Trial Enrollment
- Revoked Conditional Enrollment/Expulsion
- Behavior School

Education Services Division

CLARK COUNTY SCHOOL DISTRICT

Rev.: 2.2010
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**To access the examples of all forms and letters are provided through InterAct:**

From your InterAct desktop
- Go to/click on “District Link” Icon
- Go to/click on “Education Services Division” Icon

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**NOTE:** This document contains information that is accurate as of January 2010. Please be aware, as new information becomes available or is updated, it may be accessed within the Education Services Division InterAct Icon.
EXPULSION DEFINED

Limited

- usually consists of two (2) quarters of exclusion from a comprehensive school campus
- consequence school enrollment expected

Permanent

- consist of at least one (1) year of exclusion from a comprehensive school campus and contemplates return to non-traditional schools only
- consequence school enrollment expected

Habitual Disciplinary Problem

- one (1) semester exclusion from CCSD schools
- student allowed to return to school of record
- consequence school enrollment possible

Habitual Disciplinary Problem NRS 392.4655 in Addition to CCSD Expulsion

- one (1) semester exclusion from CCSD schools
- contemplates re-entry to CCSD through enrollment in a consequence school

Out of State/Out of District Expulsions

- placement determined by the Director, Department of Pupil Personnel Services

Expelled students – returning to district

- contemplates attendance of at least one (1) quarter at consequence school as determined by the Director, Department of Pupil Personnel Services
EDUCATION SERVICES DIVISION
Expulsion Recommendation Flowchart
MODIFIED

School initiates expulsion referral

*Supervising SSSD Area Director's staff reviews special education/504 student referrals

Director, Department of Pupil Personnel Services,
Education Services Division, CPD Building Suite 1-G

Associate Superintendent, or designee, holds an appeal conference

Expulsion Modified
Alternative school assignment which may include conditions

Expulsion Modified
Return to referring school or reassignment to another school, which may include conditions

Revised 3.19.10
EDUCATION SERVICES DIVISION
Expulsion Recommendation Flowchart
ACCEPTED

School initiates expulsion referral

Supervising SSSD Area Director's staff reviews special education/504 student referrals

Director, Department of Pupil Personnel Services, Education Services Division, CPD Building Suite 1-G

Associate Superintendent, or designee, holds an appeal conference

Decision contested (where applicable)

Expulsion Accepted
Student assigned to alternative school

Education Services Division Hearing Panel

Expulsion Modified

A modified plan for student school assignment

Expulsion Upheld

Decision contested

Student assigned to alternative school

Expulsion Review Board (ERB)

Student assigned to school as determined by ERB

Revised: 2.19.10
EDUCATION SERVICES DIVISION
Behavior School Referral Flowchart

School initiates Behavior School referral

*Supervising SSSD Area Director's staff reviews special education/504 student referrals

Behavior School principal receives referral

No

Behavior School principal accepts referral

Yes

Behavior School principal consults with supervising Director, Department of Education Options, to determine appropriate assignment

Recommendation Denied – Student returns to referring school

Processed for expulsion

Recommendation Accepted – Student assigned to Behavior School

Contested Placement

Student is eligible to enroll in a Behavior School. The student's assignment is approximately nine weeks from the offense date. Student must attend a minimum of four (4) weeks and complete the program to be considered for return to referring school.

Designated hearing officer (Director) to hear appeal

APPEAL DENIED
Student enrolled in the Behavior School for approximately nine weeks. This includes time the student is away from the referring school (offense date) and includes a minimum of four weeks in the Behavior School before being eligible to be considered for return to referring school.

APPEAL AFFIRMED
Student returns to referring school

Revision: 3.19.10
BEHAVIOR SCHOOL REFERRAL PROCEDURES

The following are the procedures to follow with respect to all behavior school - student placements.*

The school principal will determine when a referral to the behavior school should be made.

1. A conference with the parent must be held at the school by the principal to advise the parent of the decision unless the parent waives the right to a conference. Information regarding due process and enrollment procedures must also be communicated to the parent (Education Services Division – Behavior Junior/Senior High School Overview Guide).

2. If the school principal decides to refer the student to a behavior school, and the parent indicates that the placement is being CONTESTED, the principal will so note.

3. The principal of the school will submit the required documentation to the principal of the behavior school. If the placement is contested, the behavior school principal will advise the supervising ESD director of the behavior school who will schedule a meeting with the parent and the student to hear the appeal.

4. The designated ESD hearing officer (director) shall schedule a hearing within five days of receipt of the referral and the required documentation. An administrative representative of the school must be present if a hearing is held for a contested placement unless the hearing officer waives the administrative representative’s attendance at the hearing.

5. The decision of the hearing officer is Final and Binding.

6. The Associate Superintendent, ESD, may review the decision of the hearing officer, however, such review is not to be construed as the right by a parent or the principal to such review and such review, if any, is at the sole discretion of the Associate Superintendent, ESD.

*NOTE: Students receiving, and students who have been identified as qualifying for special education and/or 504 services, shall be disciplined in accordance with the provisions of Part B of the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. This process must precede any recommended change of placement.

Revised: 8.10.07
EXPULSION PROCEDURE:
(For Special Education and/or 504 Students – Refer to note on the bottom of the next page)

I. Expulsion is the removal of a student from school for any of the reasons provided for in Clark County School District Regulation 5141.1, Discipline: Control of Dangerous and Antisocial Behavior, or Regulation 5141.2, Discipline: Harassment. The procedure for determining whether a student should be recommended for expulsion is set forth below:

A. The principal shall report any violation of the law to the appropriate law enforcement agency.

Principal as used in this Regulation means the principal or designee.

B. The principal shall suspend the student by use of a “Notice of Suspension” (Form CCF-806) pending further investigation by administration and review of the facts which may lead to a recommendation for expulsion. Pursuant to Regulation 5114.1, reasonable effort will be made to contact the parent(s) or legal guardian(s) before the student leaves the school if the student leaves during school hours.

C. Within three (3) school days of the suspension, the principal must conduct a hearing with the student and the student’s parents(s) or legal guardian(s), to discuss the investigation of the incident, the violation of school rules and/or District regulations, and the student’s prior discipline history, as well as any information submitted that the parents(s) or legal guardian(s) would like the principal to consider as it relates to the suspension and the possible recommendation for expulsion.

At the conclusion of the hearing, the principal shall make a decision regarding the disciplinary action, which may include a recommendation for expulsion. The principal must recommend expulsion if it is determined at the hearing the student has or is believed to have committed any of the offenses listed in Regulation 5141.1 (VII) (A) as offenses which require a mandatory recommendation for expulsion.

D. If the student is to be recommended for expulsion, the parent(s) or legal guardian(s) must be informed of the due process procedures available. The parent(s) or legal guardian(s) must decide whether to contest or not contest the expulsion and indicate via signature. If the parent does not sign the statement, the expulsion will be treated as a contested expulsion. The parent(s) or legal guardian(s) will be provided in writing with due process procedures available. These procedures will be provided during the hearing with the principal or with the written decision.
Expulsion Referral Timelines (Continued)

II. The following levels of due process are available to the parent(s) or legal guardian(s) of a student who is being recommended for expulsion:

A. A hearing will be conducted by the school principal. The principal will disclose information obtained during the investigation of the incident which resulted in the recommendation for expulsion. This information, as well as the student’s prior disciplinary record, will be reviewed with the student and the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) must be allowed to present any information to the principal that the parent(s) or legal guardian(s) would like the principal to consider. The student must also be allowed to be heard regarding the incident resulting in the recommendation for expulsion.

B. At the conclusion of the hearing, the principal shall inform the parent(s) or legal guardian(s) of the decision and must within two (2) school days following the hearing provide written notice to the parent(s) or legal guardian of the decision regarding the recommended expulsion. Notification of the hearing conference results should be in a hand delivered or certified letter which specifically informs the parent(s) or legal guardian(s) of the schools intent to recommend expulsion.

C. If the decision to recommend expulsion is upheld by the principal, the principal will forward the required documentation (listed on CCF-571) to the Associate Superintendent, Education Services Division, within two (2) school days.

D. Within three (3) school days of receiving the principal’s recommendation, the Associate Superintendent, Education Services Division, will review the recommendation to assure compliance with due process procedures and evaluate the appropriateness of the discipline recommended. The Associate Superintendent, Education Services Division, will determine whether the recommended expulsion should be limited or permanent as defined in Section III (D) (4), or modified.

E. Within two (2) school days after a determination has been made, the Associate Superintendent, Education Services Division, will notify the parent(s) or legal guardian(s) of the recommendation and determination.

F. If the decision to recommend expulsion is upheld and the parent(s) or legal guardian(s) decides to contest the expulsion recommendation, the parent(s) or legal guardian(s) must notify the Associate Superintendent, Education Services Division, of the intent to contest the recommendation for expulsion within fourteen (14) days of receiving notice of the recommendation for expulsion. Within fourteen (14) days after receipt of the notice contesting the expulsion, a hearing will be held by an Expulsion Hearing Panel.

NOTE: Student receiving, and students who have been identified as qualifying for special education and/or 504 services, shall be disciplined in accordance with the provisions of Part B of the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. The process must precede any recommended change of placement.

- Please see Student Support Services Division “Change of Placement – Technical Support Document” for procedural assistance with special education student referrals, or “Section 504 Parent Handbook” for procedural assistance with Section 504 student referrals.
- Both documents may be accessed in the Referral Guidelines Folder within the Education Services Division Icon on InterAct.
Expulsion Referral Guidelines

- CCSD Expulsion
- CCSD Expulsion in Addition to Habitual Disciplinary Problem (HDP)
- Habitual Disciplinary Problem (HDP)
- Revoked Trial Enrollment
- Revoked Conditional Enrollment/Expulsion
- Behavior School

Each school principal is responsible for submitting recommendation packets to the Director, Department of Pupil Personnel Services, with the exception of behavior school referrals. Behavior school referrals are submitted to the appropriate behavior school principal. All incomplete/inaccurate referrals are subject to return to the corresponding school. Referral recommendations should be compiled as indicated in these guidelines.

SUPPLIES TO USE FOR REFERRAL FOLDERS

- Letter-size manila folder
- Secure pages to top of folder with 2” prong fastener bases
- Type labels with the following information

<table>
<thead>
<tr>
<th>LAST, FIRST M</th>
<th>D.O.B</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT #</td>
<td>GRADE</td>
</tr>
</tbody>
</table>

NOTE: Once forms are downloaded, adjust forms to appropriately identify school site. For some forms other adjustments may be required.

LEFT SIDE OF FOLDER (From Top to Bottom)

- Appointment Contact Information Form
- Current Class Schedule
- Current Transcript
- Current Report Card
- Current Semester Attendance Report
- Progress Reports

RIGHT SIDE OF FOLDER (From Top to Bottom)

- CCF-571 – Expulsion and Behavior School Referral Form
- Due Process Documentation – Include Parent Notice of Procedural Safeguards for Special Education/504 Students Only
- Precipitating Incident Summary Report
- Formal Expulsion Letter or Revoked Trial Enrollment Letter
- Witness/Victim/Perpetrator Statements (Handwritten and Typed)
- Substance Abuse Awareness Program Letter (Where Appropriate)
- Trial/Conditional Enrollment Assignment Letter (Where Applicable)
- Photos and/or Police Citation (Where Appropriate)
- Discipline Chronology (One Year Prior)
- Counselor’s Chronology (One Year Prior)
- CCF-806 – Notice of Suspension Form
NOTE: Due Process NOT APPLICABLE for revoked trial enrollments only.

SPECIAL EDUCATION AND/OR 504 STUDENTS MUST HAVE THE FOLLOWING:

- Confidential Folder with Current IEP/MDT or 504 Accommodation Plan
- Manifestation Determination

The Confidential Folder box should be checked only if the referred student is enrolled in special education. All appropriate special education procedures must be followed and documented in the confidential folder (including the Discipline Compliance Review Checklist) prior to submission of the recommendation.

A statement by the Multi-Disciplinary/Eligibility Team (MDT) that specifically asserts behavior IS or IS NOT a manifestation of the student’s disability MUST be included in the confidential folder and within the precipitating incident report included in the expulsion packet.

NOTE:

1. Please see Student Support Services Division “Change of Placement – Technical Support Document” for procedural assistance with special education student referrals, or “Section 504 Parent Handbook” for procedural assistance with Section 504 student referrals.
2. Both documents may be accessed in the Referral Guidelines Folder within the Education Services Division Icon on InterAct.

REFERRAL FORM (CCF-571)

All items in this form should be completed. Be sure to indicate if recommended action is CONTESTED OR UNCONTESTED, except when a trial enrollment if being revoked. Please include the DR# when a police arrest/citation has occurred and identify the criminal charge(s).

- For weapons infractions – include type of weapon(s) [Knife infractions must include the type of knife/knives; gun infractions must include type of gun and caliber.]
FORMAL EXPULSION LETTER TO PARENT/GUARDIAN (Form Letter)

1. A certified letter MUST be sent to the parent/guardian
2. The principal must sign the letter

The purpose of the letter is to specifically inform the parent/guardian of the school's intent to recommend specific disciplinary action and to document due process hearings held at the school level leading to that recommendation. If the student is in special education, the letter must also document that a copy of Explanation of Procedural Safeguards Available to Parents of Children with Disabilities was provided.

NOTE: Once forms are downloaded, modify forms to appropriately identify school site.

DUE PROCESS DOCUMENTATION
(Form is available in English and Spanish)

1. It is important that school actions regarding due process are documented and are noted in the referral. Please be sure that both the due process form and the CCF-571 reflect the parent’s decision to CONTEST or NOT CONTEST the recommended action.

2. Parents must be informed of Due Process Rights:
   - Conference/hearing at school level.
   - Appeal at school level _____ (Initials of school administrator hearing the appeal)
   - Recommendation forwarded and reviewed: Director, Department of Pupil Personnel Services.
   - Expulsion Hearing Panel.
   - Expulsion Review Board (ERB) - Board of School Trustees.
   - Placement at designated alternative program.
     (Includes, but not limited to: Continuation School, Behavior School, alternative program, other)

CONTESTED – HEARING HELD

1. A hearing must be held at the school for a contested referral.
2. A signed and dated Due Process Form, indicating the parent/guardian was provided with due process rights is required.
3. Signature/date of administrator’s involvement at each hearing level (where applicable) is required.
4. When possible, administrators involved in a due process appeal should not be the same school official(s) who investigated the incident.
UNCONTESTED – NO APPEAL HEARING HELD

Due process form with a parent/guardian signature is required acknowledging that the parent/guardian chose not to further contest the expulsion recommendation.

PARENTS FAILURE TO RESPOND OR REFUSAL TO SIGN

In the event that school staff is unable to reach the parent/guardian, the school should document all attempts. A minimum of three (3) different types of attempts should be made and documented by the school:

1. Phone call(s)
2. Attempted contact by Attendance Officer
3. A certified letter indicating the school’s intended action and/or a time set for a school hearing with the principal.

If all attempts to notify the parent/guardian fail, the school may forward the referral to appropriate recipient with contact attempts documented. Include the statement, “PARENT(S) FAILED TO RESPOND” OR “REFUSED TO SIGN” (whichever is more accurate) written on the Due Process form over the “contested” signature space.

PRECIPITATING INCIDENT SUMMARY REPORT

The precipitating incident summary must include the following information:

- School name
- Student’s name, identification number (ID#) and date of birth (DOB)
- Offense – with appropriate “Offense Code”
- Approximate time of the incident
- Date of the incident
- Name(s) of victim(s) and witness(es) – include title (student with student #, parent, teacher, administrator, etc.)
- Truancy letters and/or Truancy Citation

The precipitating incident summary report must support the school’s recommendation and include the following:

- Chronology of events, conferences and hearings held
- Actions taken by the school in reference to the incident
- Citation or arrest information
- Assignment of student and parent to Substance Abuse Awareness Program for drug/alcohol offenses.

NOTE: Please provide pictures of weapons and/or illegal substances confiscated. If the student was in possession of a knife, please include the type of knife (rulers adjacent to knife picture are helpful). If a gun, list the type and caliber.

Include the name, signature, date and title of the administrator preparing the report.
WITNESS-VICTIM-PERPERTRATOR STATEMENTS

Please include the following:

- Name(s)
- Student Number(s)
- Title (Student, Administrator, Parent, etc.)
- Date(s)
- Location of Incident
- Descriptions and all relevant information pertaining to incident

All reports must be typewritten verbatim with the original handwritten witness statements attached.

**If a witness statement was taken, a copy of this statement must be included in the referral packet.**

**Due process requires the perpetrator be given an opportunity to be heard (student witness statement). Should the student refuse, write 'student given an opportunity to write statement and refused' on a blank witness statement and include in the referral.**

**DISCIPLINE CHRONOLOGICAL REPORT**

Discipline chronological report for student referrals must include one calendar year prior to the infraction date (if available).

**COUNSELOR’S CHRONOLOGICAL REPORT**

The chronological report, indicating counselor contact, must include one calendar year prior to infraction date. If no contact was made, include a sheet with a statement, “NO STRUCTURED COUNSELOR CONTACT FOR THE CURRENT SCHOOL YEAR.”

**NOTICE OF SUSPENSION (CCF-806)**

The “Notice of Suspension” form becomes effective from the date the student was prohibited from attending school.

**ADDITIONAL INFORMATION**

The following information may be printed from the mainframe or SASI and must be included with the referral packet.

- Current Class Schedule
- Current Transcript
- Current Report Card
- Current Semester Attendance
- Current Progress Reports (CCF-738) – these reports must be from every class. If not available, please submit a progress report form with the statement “NO GRADE EARNED AT THIS TIME”. The form must be signed by the appropriate teacher.
SCHOOLS ARE RESPONSIBLE FOR THE FOLLOWING:

- Issuing final quarter/semester grades for referrals submitted during the last three (3) weeks of a quarter.
- Students **MUST BE ALLOWED** to complete final exams at the end of a semester.
- Arrangements **MUST BE MADE** through the principal’s office to ensure campus safety if the referred student is being allowed on campus.
- Credits earned during the referral process must be included in the student’s withdrawal grade.

**NOTE:**

1. Parents may contest a referral after due process has been finalized at the school level; therefore, it is important to ensure that all documentation is included in the referral packet.
2. Prior to submitting an expulsion recommendation, check the Enrollment Information Screen (E) on screen “19” in Passport to determine if the recommendation should be a “REVOKED TRIAL ENROLLMENT” due to the student having been previously expelled from the Clark County School District via Board action. If the code W4C is evident, please consult with Department of Pupil Personnel Services staff (799-8630 x323).

**LIMITED EXPULSION EXPLANATION AND CONSEQUENCE**

Students on **LIMITED EXPULSION** status are usually required to complete a minimum of **two (2) quarters** at a consequence school prior to eligibility for a trial enrollment.

- Upon successful completion of the specified requirements, the student may be eligible for a trial enrollment in a comprehensive or alternative education program (i.e. – Horizon/Sunset program). The Board of School trustees may approve the trial enrollment.

**PERMANENT EXPULSION EXPLANATION AND CONSEQUENCE**

Student on **PERMANENT EXPULSION** status must complete **one (1) school year** at a Continuation School setting prior to eligibility for trial enrollment in an alternative education program.

- Students remain in a non-comprehensive education program and are not eligible to return to a regular school campus.
- Students are eligible to receive a graduation diploma from the referring school.
• The Gun-Free Schools Act of 1994 requires removal from the traditional school campus for a minimum of one (1) year for dangerous weapons-related infractions. The Superintendent, for good cause, has the authority to modify the one-year requirement as provided for by CCSD Regulation 5141.1.

• NRS 392.466 (2) pertains to any pupil who is found in possession of a firearm or a dangerous weapon while on the premises of any public school, at an activity sponsored by a public school or on any school bus, requires removal from the traditional school campus for a minimum of one (1) year. This requirement exists regardless of whether the subject weapon is a “BB” gun or pellet gun, firecracker, or similar item excluded under the Gun-Free Schools Act of 1994. The Superintendent, for good cause, has the authority to modify this one-year requirement. However, NRS 392.466 (1) which pertains to any pupil who commits a battery which results in the bodily injury of an employee of the school or who sells or distributes any controlled substance while on the premises of any public school, at an activity sponsored by a public school or any school bus, mandates student removal from a traditional school campus “for at least a period equal to one semester.”
NEVADA REVISED STATUTES: NRS 392.466

NRS 392.466 - Suspension or expulsion of pupil for battery on employee of school, possession of firearm or dangerous weapon, sale or distribution of controlled substance or status of habitual disciplinary problem; limitations for pupils with disabilities.

1. Except as otherwise provided in this section, any pupil who commits a battery which results in the bodily injury of an employee of the school or who sells or distributes any controlled substance while on the premises of any public school, at an activity sponsored by a public school or any school bus must, for the first occurrence, be suspended or expelled from that school, although he may be placed in another kind of school, for at least a period equal to one semester for that school. For a second occurrence, the pupil must:
   (a) Be permanently expelled from that school; and
   (b) Receive equivalent instruction authorized by the State Board pursuant to subsection 1 of NRS 392.070

2. Except as otherwise provided in this section, any pupil who is found in possession of a firearm or a dangerous weapon while on the premises of any public school, at an activity sponsored by a public school or on any school bus must, for the first occurrence, be expelled from the school for a period of not less than 1 year, although the student may be placed in another kind of school for a period not to exceed the period of the expulsion. For a second occurrence, the pupil must:
   (a) Be permanently expelled from the school; and
   (b) Receive equivalent instruction authorized by the State Board pursuant to subsection 1 of NRS 392.070. The superintendent of schools of a school district may, for good cause shown in particular case in that school district, allow a modification to the expulsion requirement of this subsection if such modification is set forth in writing.

3. Except as otherwise provided in this section, if a pupil is deemed a habitual disciplinary problem pursuant to NRS 39234655, pupil must be suspended or expelled from the school for a period equal to at least one semester for that school. For the period of his suspension or expulsion, the pupil must receive equivalent instruction authorized by the State Board pursuant to subsection 1 of NRS 392.070.

4. This section does not prohibit a pupil from having in his possession a knife or firearm with the approval of the principal of the school. A principal may grant such approval only in accordance with the policies or regulations adopted by the board of trustees of the school district.

5. Any pupil in grades 1 to 6, inclusive, except a pupil who has been found to have possessed a firearm in violation of subsection 2, may be suspended from school or permanently expelled from school pursuant to this section only after the board of trustees of the school district has reviewed the circumstances and approved this action in accordance with the procedural policy adopted by the board for such issues.

6. A pupil who is participating in a program of special education pursuant to NRS 388.520, other than a pupil who is gifted and talented, may, in accordance with the procedural policy adopted by the board of trustees of the school district for such matters, be:
   (a) Suspended from school pursuant to this section for not more than 10 days. Such a suspension may be imposed pursuant to this paragraph for each occurrence of conduct prescribed by subsection 1.
   (b) Suspended from school for more than 10 days or permanently expelled from school pursuant to this section only after the board of trustees of the school district has reviewed the circumstances and determined that the action is in compliance with the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.

7. As used in this section:
   (a) “Battery” has the meaning ascribed to it in paragraph (a) of subsection 1 of NRS 200.481.
   (b) “Dangerous weapon” includes, without limitation, a blackjack, slungshot, billy, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchaku, switchblade knife or trefoil, as defined in NRS 202.350, a butterfly knife or any other knife described in NRS 202.350, or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause bodily injury to a person.
   (c) “Firearm” includes, without limitation, any pistol, revolver, shotgun, explosive substance or device, and any other item included within the definition of a “firearm” in 18 U.S.C. 921, as that section existed on July 1, 1995.
# Offense Codes

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<thead>
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<th>Description</th>
<th>Code</th>
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<tr>
<td>Arson</td>
<td>02</td>
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<tr>
<td>Assault/Adult</td>
<td>03</td>
</tr>
<tr>
<td>Assault/Student</td>
<td>04</td>
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<tr>
<td>Battery/Adult W/Injury</td>
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<td>Battery/Student W/Injury</td>
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<td>Battery/Adult</td>
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<td>Battery/Student</td>
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<td>Disregard Rules/Regulations</td>
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<td>Disruptive Behavior</td>
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<td>Drugs/Possession and/or Use (Include type of drug)</td>
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<td>Drugs/Intent to Sell and/or Distribution (Include type of drug)</td>
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<td>Extortion/Robbery</td>
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<td>Fighting</td>
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<td>Gang Assault</td>
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<td>Gang Involvement</td>
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<td>20</td>
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<td>Murder</td>
<td>21</td>
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<td>Sexual Assault</td>
<td>22</td>
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<td>Sexual Harassment</td>
<td>23</td>
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<td>Smoking</td>
<td>24</td>
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<td>Theft</td>
<td>25</td>
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<td>Threats/Adult</td>
<td>26</td>
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<td>Threats/Student</td>
<td>27</td>
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<tr>
<td>Vandalism</td>
<td>28</td>
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<td>Weapons</td>
<td>29</td>
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<td>(Include weapon type and descriptor of weapon, i.e. type of knife, caliber and type of gun)</td>
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<tr>
<td>Weapons/W/Injury</td>
<td>30</td>
</tr>
<tr>
<td>(Include weapon type and description of weapon, i.e. type of knife, caliber and type of gun)</td>
<td></td>
</tr>
<tr>
<td>Bullying, Cyberbullying, Harassment &amp; Intimidation</td>
<td>31</td>
</tr>
</tbody>
</table>
CONDITIONAL ENROLLMENTS

A student who has previously been referred for expulsion and the expulsion recommendation was modified.

Student and parent/guardian entered into an agreement with the Associate Superintendent and agreed to comply with condition(s) set forth in writing at the time of the modification.

- This may have included, but is not limited to: placement in a behavior school, permission for administration to perform random searches, agreement to participate in non-district counseling, agreement for random drug tests at student’s expense, return to a school which may be a school other than the referring school.

The student’s status of conditional enrollment remains in effect while the student is attending the behavior school (if assigned) and for **one (1) year** from the enrollment date at the assigned comprehensive or non-traditional school.

REVOCATION OF A CONDITIONAL ENROLLMENT

Pursuant to the agreed terms of a conditional enrollment, the principal has the right to revoke the student’s enrollment for inappropriate conduct.

Should the principal exercise discretion and revoke the student’s conditional enrollment, the following should take place:

- The school should prepare an expulsion recommendation packet which includes all information listed on the CCF-571 form.
- The conditional enrollment placement letter, which has placed this student at the current school, should be included in the witness statement section.

There is no additional school level due process required at the school level (appeal with principal or designee) for a revoked condition enrollment; however, due process documentation is required. The student/parent have the right to an appeal at the district level.
LIMITED EXPULSION – Students on LIMITED EXPULSION status are usually required to complete a minimum of two (2) quarters at a consequence school prior to eligibility for a trial enrollment to a comprehensive secondary school.

PERMANENT EXPULSION – Students on PERMANENT EXPULSION status must complete a minimum of one (1) school year at a consequence school prior to eligibility for trial enrollment. Students on a permanent expulsion may only enroll in non-comprehensive education programs and are usually not eligible to return to a comprehensive school.

TRIAL ENROLLMENTS – Once a student has fulfilled his/her term of expulsion, the Board of School Trustees’ may grant the student a trial enrollment. The student’s trial enrollment status at a school remains in effect for one (1) year from the enrollment date at that school. However, the student may continue enrollment at the assigned school until graduation.

REVOKED TRIAL ENROLLMENT – If a student on trial enrollment fails to meet the standards determined by a behavior contract signed during the trial enrollment process at the school, the trial enrollment may be revoked. School administration must meet with student and parent to discuss the incident leading to revocation.

1. School administration must inform the parent/guardian that the trial enrollment is being revoked.
2. Parent must be informed that there is no formal avenue of appeal. Due process rights, insofar as formal appeals, are not applicable.
3. A revoked trial enrollment letter from the principal must be issued to the parent/guardian.
4. Student returns to expulsion status.

The school must submit a referral packet (please check the box “REVOKED TRIAL ENROLLMENT” on the CCF-571.)

Once the Associate Superintendent, Education Services Division, has been notified that a student’s trial enrollment has been revoked, the student will be assigned to a consequence school. The parent will be contacted by the school staff for registration and enrollment.
The following procedures outline the steps necessary to deem a student a Habitual Disciplinary Problem pursuant to NRS 392.4655.

**HABITUAL DISCIPLINARY PROBLEM CRITERIA**

Per NRS 392.4655:

… a principal of a school shall deem a pupil enrolled in the school a habitual disciplinary problem if the school has written evidence which documents that in one (1) school year.

a) The pupil has threatened or extorted, or attempted to threaten or extort, another pupil or a teacher or other personnel employed by the school;

b) The pupil has been suspended for initiating at least two fights (provide clear documentation that the student initiated two fights) on school property, at an activity sponsored by a public school, on a school bus or, if the fight occurs within 1 hour of the beginning or end of a school day, on his way to or from school; or

c) The pupil has a record of five suspensions from the school for any reason. (A suspension is defined as 3 or more days for this designation)

A student who is declared a Habitual Disciplinary Problem (NRS 392.4655) must be suspended/expelled from school for a period equal to or at least one (1) semester.
BEHAVIOR PLAN PRIOR TO HABITUAL DISCIPLINARY PROBLEM DECLARATION

Before a school deems a student a Habitual Disciplinary Problem, a behavior plan may be implemented with the parent and student. A student may enter into one (1) behavior plan per school year. The plan, without limitation, may include a voluntary agreement for:

- The parent/guardian to attend school with the student
- The student and parent/guardian to attend counseling
- The student to attend summer school, intercession school, or other alternative programs provided by the district
- If the student violates the conditions of the plan or commits the same act for which notice was provided, i.e., initiates a second fight or receives a fifth suspension (after he/she has entered into a behavior plan), the student shall be deemed a Habitual Disciplinary Problem
- The parent/guardian of a student who has entered into a behavior plan with a school may appeal the contents of the behavior plan to the Board of School Trustees

The parent/guardian shall be provided a notification letter seven (7) days prior to declaring a student a Habitual Disciplinary Problem:

The letter to parent will include the following:

- Offense(s)
- Date of offense(s)
- Statement explaining that, pursuant to NRS 392.466, a student deemed a Habitual Disciplinary Problem is suspended/expelled from further attendance at any school or program in the Clark County School District for a period of one (1) semester.
- A sample is included at the end of this section

HABITUAL DISCIPLINARY PROBLEM NRS 392.4655 – IN ADDITION TO CCSD EXPULSION
(District Regulation 5141.1)

A student who is deemed a Habitual Disciplinary Problem in addition to CCSD expulsion will re-enter only through a non-traditional program. Both exclusion terms may run concurrently.

HABITUAL DISCIPLINARY PROBLEM ONLY

Students who are approved as a Habitual Disciplinary Problem will, after one (1) semester of absence from the Clark County School District, return to their regular zoned schools.
APPOINTMENT CONTACT INFORMATION

Student #:__________________________________________________________

Name:_____________________________________________________________

(Last)                                   (First)                                  (Middle)

Address:_______________________________________________________________________

(Street)                                   (City)                                   (Zip)

Parent/Guardian:______________________________________________________________

Time Available for Appointment (please circle): Morning Afternoon

Day(s) Available for Appointment (please circle): Mon Tues Wed Thu Fri

Best Time to Contact Between 8 am and 5 pm: ________________________________

Contact Numbers:  Home #___________ Cellular# _____________ Alternate# ___________

If translation is required, please indicate what language:_________________________

E-mail address:________________________________________________________________
Clark County School District

EXPULSION AND BEHAVIOR SCHOOL REFERRAL FORM

(PLEASE HAND CARRY TO APPROPRIATE ADMINISTRATOR)
DO NOT PUT IN SCHOOL MAIL

(DATE) ______________________

(PRINCIPAL'S NAME) ______________________

(OFFENSE DATE) ______________________

(CHECK ACTION BELOW):

☐ EXPULSION
☐ BEHAVIOR SCHOOL
☐ HABITUAL DISCIPLINARY PROBLEM NRS 392.4555
☐ REVOKED CONDITIONAL ENROLLMENT
☐ REVOKED TRIAL ENROLLMENT

(CHECK ONE):

☐ CONTESTED
☐ NO POLICE ACTION DOCUMENTED
☐ UNCONTESTED
☐ CITATION OR ARRESTED DR. # ______

(Please check one offense code only) (Describe type)

☐ 01 - ALCOHOL
☐ 02 - ARSON
☐ 03 - ASSAULT/ADULT
☐ 04 - ASSAULT/STUDENT
☐ 05 - BATTERY/WOUNDED
☐ 06 - BATTERY/WOUNDED
☐ 07 - BATTERY/ADULT
☐ 08 - BATTERY/STUDENT
☐ 09 - DISRUPTIVE BEHAVIOR
☐ 10 - DISRUPTIVE BEHAVIOR
☐ 11 - DRUGS/POSSESSION AND/OR USE
☐ 12 - DRUG/DISTRIBUTION
☐ 13 - EXTORTION ROBBERY
☐ 14 - FIGHTING
☐ 15 - GANG ASSAULT
☐ 16 - GANG INVOLVEMENT
☐ 17 - IMMORAL CONDUCT
☐ 18 - INSUBORDINATION
☐ 19 - INSUBORDINATION
☐ 20 - MAJOR DISRUPTION
☐ 21 - MURDER
☐ 22 - SEXUAL ASSAULT
☐ 23 - SEXUAL HARASSMENT
☐ 24 - SMOKING
☐ 25 - THEFT
☐ 26 - THREATS/ADULT
☐ 27 - THREATS/STUDENT
☐ 28 - VANDALISM
☐ 29 - WEAPONS
☐ 30 - WEAPONS W/INTENT
☐ 31 - BULLYING, CYBERBULLYING,
HARASSMENT, AND INTIMIDATION

STUDENT #: ________

GRADE: ________

RACE: ________

SEX: ________

DATE OF BIRTH: ________

STUDENT NAME: (FIRST) ________ (MID) ________ (LAST) ________

(PARENT OR LEGAL GUARDIAN) ________

(CITY) ________ (ZIP): ________

(SPECIAL ED. CODE) ________

(SPECIAL ED FACULTY'S NAME)

OR 504 LIASON'S NAME

REFERRAL FOLDER MUST BE COMPILED IN THE FOLLOWING ORDER:

APPOINTMENT CONTACT INFORMATION FORM
CURRICULUM CLASS SCHEDULE
CURRICULUM TRANSCRIPT
CURRENT REPORT CARD
CURRENT SEMESTER ATTENDANCE REPORT
PROGRESS REPORTS

ATTACH TO FOLDER (FOR SPECIAL AD. / 504 STUDENTS)

CONFIDENTIAL FOLDER WITH CURRENT IEP/MIT
504 ACcommodation Plan
MANIFESTATION DETERMINATION FOR SPECIAL EDUCATION OR 504 STUDENTS

RECOMMENDED BY: ______________________

APPROVED BY: ______________________

SIGNATURE - SCHOOL PRINCIPAL / DESIGNEE ______________________

SIGNATURE - ASSOCIATE SUPERINTENDENT / DESIGNEE ______________________

DATE ______________________

DATE ______________________

DISTRIBUTION: ORIG/WHITE: CCF-571 IN FOLDER
2ND COPY/YELLOW: SCHOOL FILE

CCSD

ClARK COUNTY SCHOOL DISTRICT
Expulsion Due Process Documentation

This is to inform you, the parent, that [School Name] has made the decision to recommend that your child, [Student’s Name], be expelled from the Clark County School District.

NOTE: INCLUDE the following BLUE shaded text for Special education/504 students ONLY - This decision may result in your child being subject to a disciplinary change of placement. Please find procedural safeguards attached.

A due process conference/hearing has been held with [Parent/Guardian’s Name] concerning the following placement for [Student’s Name].

PLEASE CHECK ONE ONLY

______ Expulsion from attendance at Clark County Schools (except Continuation School)
______ Habitual Disciplinary Problem NRS 392.4655
______ Habitual Disciplinary Problem NRS 392.4655 and Clark County School District expulsion

My due process rights have been reviewed with me. I agree with the recommendation for expulsion and am not contesting this recommendation.

Signature - Parent/Guardian                                      Date

Signature – Principal/Designee                                   Date

- OR -

My due process rights have been reviewed with me. I do not agree with the recommendation for expulsion and am contesting these proceedings.

Signature - Parent/Guardian                                      Date

Signature – Principal/Designee                                   Date

I [ ] do/ [ ] do NOT request enrollment of my child in an alternative educational school during expulsion due process proceedings. (Please check one box.)

NOTE: INCLUDE the following BLUE shaded text for Special education/504 students ONLY:

__________ My initials to the left acknowledge my receipt of notice of my due process rights and notice of my procedural safeguards at this conference.

A Manifestation Determination Meeting must be held within ten (10) business days. The principal/designee will be sending you a notice to schedule this meeting.

Expulsion Due Process Procedures

1. Conference/hearing at school level.
2. Appeal at school level. [Initials of school administrator hearing the appeal]
3. Recommendation forwarded and reviewed: Director, Department of Pupil Personnel Services.
4. Expulsion Hearing Panel.
5. Expulsion Review Board (ERB) - Board of School Trustees.
6. Placement at designated alternative program.
   (Includes, but not limited to: Continuation School, Behavior School, alternative programs, other)

Distribution: White (Original) – Submitted with Referral  Yellow – School Discipline File  Pink – Parent/Student
Behavior School Due Process Documentation

This is to inform you, the parent, that [School Name] has made the decision to refer your child, [Student’s Name], to a Behavior School.

NOTE: INCLUDE the following BLUE shaded text for Special education/504 students ONLY - This decision may result in your child being subject to a disciplinary change of placement. Please find procedural safeguards attached.

A due process conference/hearing has been held with [Parent/Guardian’s Name] concerning the following placement for [Student’s Name].

<table>
<thead>
<tr>
<th>Specific Behavior School</th>
<th>Behavior School Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>My due process rights have been reviewed with me. I agree with this placement and am not contesting this assignment.</td>
<td></td>
</tr>
<tr>
<td>Signature - Parent/Guardian</td>
<td>Date</td>
</tr>
<tr>
<td>Signature - Principal/Designee</td>
<td>Title</td>
</tr>
</tbody>
</table>

- OR -

<table>
<thead>
<tr>
<th>Specific Behavior School</th>
<th>Behavior School Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>My due process rights have been reviewed with me. I do not agree with this placement and am CONTESTING this assignment.</td>
<td></td>
</tr>
<tr>
<td>Signature - Parent/Guardian</td>
<td>Date</td>
</tr>
<tr>
<td>Signature - Principal/Designee</td>
<td>Title</td>
</tr>
</tbody>
</table>

NOTE: INCLUDE the following BLUE shaded text for Special education/504 students ONLY:

__________ My initials to the left acknowledge my receipt of notice of my due process rights and notice of my procedural safeguards at this conference.

A Manifestation Determination Meeting must be held within ten (10) business days. The principal/designee will be sending you a notice to schedule this meeting.

Behavior School Due Process Procedures

1. Conference/hearing at school level.
2. School placement documents forwarded to [Specific Behavior School] Behavior School.
3. Hearing (if CONTESTED) - [Appropriate location] (The decision of the Hearing Officer is final and binding).
4. Assignment to designated school.
   (Includes, but not limited to: Behavior School or return to sending school for reinstatement).

Behavior Junior/Senior High Schools:
Five geographically zoned behavior junior/senior high schools serve as short-term intervention programs (usually 4-9 weeks) for secondary students who have been assigned there for one or more behavioral infractions. Upon successful completion of the program, students return to the zoned school. A behavior school program provides required academic courses to students in a structured environment with emphasis on assisting the student in improving self-control, social interaction, and enhancing important life-skills. Students are assigned to one of five behavior schools usually dependent on the region in which they reside. The schools are: Cowan, Jeffrey, Morris, Peterson, and Southwest. Additional information regarding the program will be provided at the behavior school in an orientation session, which each student and guardian is required to attend prior to the student’s enrollment.

Distribution: White (Original) - Submitted with Referral Yellow – School Discipline File Pink – Parent/Student
A copy of BEHAVIOR JUNIOR/SENIOR HIGH SCHOOL OVERVIEW GUIDE must accompany this document when provided to the parent/student

7.20.07
PRECEPITATING INCIDENT SUMMARY REPORT
[SCHOOL NAME]

STUDENT NAME: _______________________________ STUDENT # _____________

DOB: _______________

OFFENSE: _______________________________________________________________

CURRENT TRUANCY INFORMATION: NOTE: Identify where the student is in relation to
the Habitual Truancy citation process (i.e. Issued a Habitual Truancy Citation on date).

NOTE: USE ONLY ONE (1) OFFENSE CODE (refer to CCF-571); SPECIFY GUN TYPE
(Handgun or Rifle) AND CALIBER; IDENTIFY TYPE OF WEAPON; IDENTIFY TYPE OF
DRUGS AND/OR ALCOHOL

LOCATION OF INCIDENT: _________________________________________________

DATE: ___________________ TIME: ________________________________

VICTIM (S): __________________________________________________________

NOTE: Identify student numbers for all victims

WITNESS (ES): _______________________________________________________

NOTE: Identify student numbers for all witnesses

OTHER PERSON(S) INVOLVED: __________________________________________

SUMMARY:

PREPARED BY: _______________________________ TITLE: _________________

Print Name

SIGNATURE: _______________________________ DATE: ___________________

Revised 6.25.09
Mr. and Mrs. [Insert Last Name]
[Insert Street Address]
[Insert City], NV  89[zip]

Dear Mr. and Mrs. [Insert Last Name]:

In accordance with the provisions of NRS 392.467 and Clark County School District Policies and Regulations (5114/5141 and subtitles), a hearing was held for your child, [insert student’s name], on [insert date] with [insert name of administrator], [insert administrator’s title], to discuss the suspension of your child for [identify offense]. At this hearing, the facts were presented to you. It has been determined that the actions of your child constitute a violation of District Regulation 5141.1.

Your due process rights were explained in accordance with District Policies and Regulations. You were advised that the administration of [insert school name] School will recommend to the Board of School Trustees that your child, [insert name of student], birth date [insert date], be expelled from further attendance at a regular secondary school in the district for [identify offense] which is in violation of District Regulation 5141.1.

Expulsion is defined as:

“...the termination of enrollment in the Clark County School District by the Board of School Trustees...”

This letter is to advise you that the recommendation for expulsion has been forwarded to the director, Department of Pupil Personnel Services, for further action. If you have any concerns, please call the director, Department of Pupil Personnel Services, Mr. John Schleifer at 855-9775.

Sincerely,

[Insert Name], Principal
[Insert School Name] School

CERTIFIED MAIL

NOTE: Include the following paragraph for SPECIAL EDUCATION STUDENTS ONLY: You were served notice of your procedural safeguard rights for (special education/Section 504) during the disciplinary conference and provided a copy of “EXPLANATION OF PROCEDURAL SAFEGUARDS AVAILABLE TO PARENTS OF STUDENTS WITH DISABILITIES”
[Insert Date]

Mr. and Mrs. [Insert Last Name]
[Insert Street Address]
[Insert City], NV  89[zip]

Dear Mr. and Mrs. [Insert Last Name]:

In accordance with the provisions of NRS 392.467 and Clark County School District Policies and Regulations (5114/5141 and subtitles), a hearing was held for your child, [insert student’s name], on [insert date] with [insert name of administrator], [insert administrator’s title], to discuss the suspension of your child for [identify offense]. At this hearing, the facts were presented to you. It has been determined that the actions of your child constitute a violation of District Regulation 5141.1.

Your child was previously recommended for expulsion from the Clark County School District for [identify previous offense]. In accordance with the Agreement dated [insert date of conditional enrollment agreement], your child was not expelled and was subsequently assigned to attend [insert school/program name] on a conditional enrollment basis. This is to notify you that your child’s conditional enrollment is hereby revoked.

Your due process rights were previously explained and you were advised that the administration of [insert school/program name] will recommend to the Board of School Trustees that your child, [insert student’s name], birth date [insert date], be expelled from further attendance at a regular secondary school in the District for [identify offense(s)], which is/are in violation of District Regulation 5141.1.

Expulsion is defined as:

“...the termination of enrollment in the Clark County School District by the Board of School Trustees…”

This letter is to advise you that the recommendation for expulsion has been forwarded to the director, Department of Pupil Personnel Services, for further action. If you have any concerns, please call the director, Department of Pupil Personnel Services, Mr. John Schleifer at 855-9775.

Sincerely,

[insert name], Principal
[insert school/program name]

CERTIFIED MAIL

NOTE: Include the following paragraph for SPECIAL EDUCATION AND SECTION 504 STUDENTS ONLY: You were served notice of your procedural safeguard rights for [special education/Section 504] during the disciplinary conference and provided a copy of “EXPLANATION OF PROCEDURAL SAFEGUARDS AVAILABLE TO PARENTS OF STUDENTS WITH DISABILITIES”
WITNESS STATEMENT

__________________________________________________________

NAME: __________________________________________ STUDENT NUMBER: _________

POSITION (STUDENT/OTHER): ________________________________________________

INCIDENT LOCATION: _______________________________________________________

DATE OF INCIDENT: __________ TIME OF INCIDENT: ____________________________

STATEMENT BELOW:

__________________________________________________________

SIGNATURE: __________________________________ DATE: _______________
Parent/Guardian Notification of Student Enrollment Letter

Today’s Date

Name of Recipient
Address
City, State, Zip Code

Re: Student Name, Student Number

Dear Parent/Guardian Name:

You were previously advised that you and your child, Student’s Name, must attend the Clark County School District Substance Abuse Awareness Program (SAAP). Due to the interactive nature of the class and to avoid additional disciplinary action, your child is required to complete the Substance Abuse Awareness Program with you in attendance at each class. Please report to the designated location on the date noted below. Class starts on time and late arrivals will not be allowed to attend after registration closes.

Date (Wednesday)       Del Sol High School       Class Time: 6:30 p.m. – 8:30 p.m.
3100 E. Patrick Lane, Las Vegas, Nevada  89120
(The school is located on Patrick Lane between Eastern Avenue and Pecos Road.)

Date (Wednesday)       Western High School      Class Time: 6:30 p.m. – 8:30 p.m.
4601 W. Bonanza Road, Las Vegas, Nevada  89107
(The school is located on W. Bonanza Road and Decatur Boulevard, just off the 95 Expressway.)

Mandatory Guidelines:

- The SAAP six-hour program (Sessions I and II) must be completed in four weeks.
- A parent or guardian (21 years of age) must attend both sessions with the student, including the student who is 18 years old and still attending a CCSD school.
- Siblings and friends will not be allowed in session with the student.
- CCSD Student Dress Code will be enforced.
- Class starts on time. Late arrivals will not be allowed to attend after registration closes.

Session I (Two-hours)

- A parent or guardian (21 years of age) must attend with the student, including the student who is 18 years old and still attending a CCSD school.
- The student completes Session I.
- At the end of session I, the student will choose a date to attend a SAAP four-hour session at a local site.

Session II (Four-hours on site)

- A parent or guardian (21 years of age) must attend with the student, including the student who is 18 years old and still attending a CCSD school.
- A student who completes SAAP Sessions I and II will receive a Certificate of Completion.

Withdrawals/Completion:

- Parents are responsible for contacting Safe and Drug-Free Schools at 702-799-8411 regarding any request for change of enrollment date in the SAAP sessions.
- A student who completes the SAAP is to present the Certificate of Completion to the appropriate administrator upon re-entry to school.
- A student who misses two consecutive Session I or Session II classes will:
  - Be withdrawn from SAAP by SDFS.
  - Have his/her Dean notified of the withdrawal by SDFS.
    - The Dean will have to re-enroll the student in another Session I SAAP class.
  - Have the referring administrator notified if he/she fails to complete the program within the four-week deadline.

The Substance Abuse Awareness Program is part of a comprehensive approach taken by the Clark County School District to prevent further use of harmful substances and to encourage open communication within families. Your cooperation and participation will be critical to ensure your child’s success in the program. For additional information, please call the Office of Safe and Drug-Free Schools at (702) 799-8411.

Sincerely,

Name
Title
PHOTOS/EVIDENCE – PICTURES

ALL WEAPON AND DRUG INFRACTIONS MUST INCLUDE A PHOTOCOPY AND/OR PICTURE OF THE WEAPON. WHEN AT ALL POSSIBLE, PHOTOCOPIES AND/OR PICTURES SHOULD BE INCLUDED FOR ALL OTHER INFRACTIONS
Discipline Chronology

Student Name: _____________
Student Number: _____________
Date of Birth: _____________
Current Grade: _____________
Special Education/504 Code (if applicable): _____________
Date of Report: _____________
Administrator Submitting Report: _____________

Chronology of Events (from most recent):

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason</th>
<th>Action Taken</th>
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</table>
Counselor’s Chronology

Student Name: _______________
Student Number: _______________
Date of Birth: _______________
Current Grade: _______________
Special Education/504 Code (if applicable): _______________
Date of Report: _______________
Counselor's Name: _______________

Chronology of Events (from most recent):

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<th>Date</th>
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CLARK COUNTY SCHOOL DISTRICT
NOTICE OF SUSPENSION

TO: ___________________________ SCHOOL: ___________________________ DATE: ________________
(Parent or Guardian)

1. This is to notify you that ___________________________ Student # __________________________ (Date of Birth) ________________ has been SUSPENDED from school.
2. Your child was suspended for the following infraction:

3. Your child may not return to school until (date): ________________________________

4. During the suspension your child will be given the opportunity to make up work missed. It is your responsibility to contact his/her counselor to make arrangements for appropriate subjects.

Received: ___________________________ Student's Signature ___________________________ Date ___________________________ Phone: ________________ Grade: ________________
Address: ___________________________ __________________________________________________

Parent Notified: ___________________________ Date ________________ Time ________________ Administrative Signature ___________________________

SUSPENSION
Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk of detriment to the educational program or to himself/herself. The primary purpose of suspension is to give the student, his/her parents, and the school the time needed for resolving a problem. Please be assured that the school is interested in arriving at a solution as quickly as possible. Your understanding and cooperation in helping to solve this problem will be greatly appreciated.

Students suspended for acts of violence, battery to a school district employee or another student, selling or attempting to sell a controlled substance, arson, extortion or robbery, or possession of a weapon, are not allowed on a school campus or any school sponsored activity without the express prior permission of the school principal.

To Be Read To The Student By An Administrator
(Important Please Note: To be read ONLY to students over the age of 8 suspended for violence, battery, selling or attempting to sell a controlled substance, arson, extortion, robbery, or possession of a weapon.)

“AS THE DUTY APPOINTED REPRESENTATIVE OF THE OWNER OF ALL SCHOOL DISTRICT PROPERTY, I HEREBY WARN YOU THAT SHOULD YOU COME ON THIS OR ANY SCHOOL DISTRICT PROPERTY DURING THE TERM OF THIS SUSPENSION WITHOUT THE EXPRESS PRIOR PERMISSION OF THE PRINCIPAL, YOU WILL BE TRESPASSING UPON THIS PROPERTY AS DEFINED BY THE NEVADA REVISED STATUTE 207.200, AND MAY BE SUBJECT TO ARREST FOR A MISDEMEANOR.”

_________________________ ___________________________ Suspension Effective: ___________________________
Principal's Signature Date

Date of Parent Conference: ___________ Date Return to Regular School: ___________

Recommendation:
Other (designate): ___________

Distribution: White - Student Yellow - Cumulative Folder Pink - Parent Gold - School Discipline File

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CLARK COUNTY SCHOOL DISTRICT
PROGRESS REPORT – SECONDARY

NAME OF STUDENT ____________________________ GRADE ______
TEACHER ______________________ SUBJECT ___________________ DATE ______

ATTENDANCE RECORD: Number of times ABSENT current 9 week grading period __________
Number of times TARDY current 9 week grading period __________

ACADEMIC RECORD: Grade at present time ____________________________
Grade on most recent report card ____________________________

CONTRIBUTING FACTORS:

POSITIVE

_____ Neat and attentive to detail in classwork
_____ Completes assignments on time
_____ Works to identified ability
_____ Comes to class equipped
_____ Achieves on tests
_____ Participates in P.E. activities
_____ Good overall performance
_____ Good overall attendance
_____ Pays attention and follows instructions
_____ Uses class time well

NEGATIVE

_____ General apathy or lack of interest
_____ Late with work, incomplete assignments
_____ Does not work to identified ability
_____ Comes to class unequipped
_____ Poor work on tests
_____ Non-dress in P.E.
_____ Rarely does assigned homework
_____ Absent and/or tardy to class often
_____ Does not pay attention or follow instructions
_____ Wastes time in class
_____ Does not participate in class activities

TEACHER’S COMMENTS: ____________________________________________

CONDUCT RECORD: Behavior in class is Excellent ______ Satisfactory ______ Un satisfactory ______

CONTRIBUTING FACTORS:

_____ Pleasure to have in class
_____ Is attentive in class
_____ Cordial to other students
_____ Cooperates with other students and teacher

_____ Too much talking
_____ Disturbs or distracts other students
_____ Tendency to sleep or daydream
_____ Restless
_____ Adamant refusal to work

TEACHER’S COMMENTS: ____________________________________________

This report was requested by:
Parent ____________________________
Probation Officer ____________________________
Dean ____________________________
Counselor ____________________________
Other ____________________________

SIGNATURE OF TEACHER ____________________________

Please return to:
By ____________________________ Date ____________________________


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EXPULSION HEARING PANEL PROCEDURES

EXPULSION HEARING PANEL:

1. The Department of Pupil Personnel Services staff will notify the parent/guardian of the due process hearing within two (2) working days of receiving the expulsion recommendation from the Associate Superintendent or designee, Education Services Division. If unable to contact the parent/guardian by phone, Department of Pupil Personnel Services staff will notify the parent/guardian via mail or Attendance Officer.

2. The hearing will be scheduled.

3. After 1:00 PM on the date of the Expulsion Hearing Panel, the parent may contact the Education Services Division Office of Expulsion Due Process to obtain the Hearing Panel’s decision.

4. If the Hearing Panel affirms the expulsion recommendation, the parent/guardian has fourteen (14) days to appeal the Expulsion Hearing Panel decision to the Expulsion Review Board (ERB) for final disposition.

EXPULSION REVIEW BOARD HEARINGS (ERB):

1. Department of Pupil Personnel Services staff will notify the Board of School Trustees’ Office of the parent’s decision to appeal to the Expulsion Review Board (ERB) upon receipt of the request.

2. CCSD Regulation 5114.2 provides an explanation of the expulsion procedure and Expulsion Review Board hearing procedures.

3. The Department of Pupil Personnel Services staff will notify the parent/guardian, and the referring school principal of the Expulsion Review Board hearing date upon confirmation from the Board of School Trustees’ Office.

UNCONTESTED REFERRALS

After review by the Associate Superintendent, Education Services Division, referrals will be forwarded to assigned consequence school for anticipated enrollment. The consequence school staff will contact the parent/guardian to schedule registration and orientation.
EXPULSION HEARING PANEL PROCEDURES

The Expulsion Hearing Panel is selected by the Associate Superintendent, Education Services Division. Each appointee will serve on a voluntary non-paid basis when contacted by Education Services Division. Substitutes are ONLY provided for teachers.

The selection of each panel will be a representative from one of each of the following employee groups:

- **Administrators:** Representation may include secondary school principals and assistant principals.

- **Teachers:** Representation may include licensed employees including: secondary classroom teachers, school psychologists, counselors, librarians, ECSs and special education instructional facilitators.

- **Support Staff:** Representation may include clerical staff, school instructional aides and campus security monitors.

District regulation prohibits **deans and school police officers from serving as members of the Expulsion Hearing Panel.**

Other factors that need to be considered when identifying members are: ethnic representation, equity of gender, and specialized formal training (backgrounds in special education, related services, and/or English as a Second Language). Three (3) members will be present at each hearing as selected by Education Services Division. Selection of panel members for each hearing will be on a rotation basis subject to availability and special considerations. The members of the Expulsion Hearing Panel may not be selected from the school from which the student was recommended for expulsion.

Education Services Division accepts responsibility for hearing preparations, trainings, results, and hearing notifications. All Expulsion Hearing Panels are audio recorded.

**Hearing Documentation**

The hearing documentation will consist of **ALL** information submitted by the referring school and parent. The parent will receive a duplicate copy of this documentation with all student witness names redacted from witness statements and/or other documents.
**Hearing Officer**

The Hearing Officer of Education Services Division will accept full responsibility for conducting the expulsion hearing and will utilize the “Conduct of Due Process Hearing Form,” to permit the orderly conduct of the hearing and the format by which an appeal will be heard.

Panel members will utilize the “Hearing Panel Recommendation Form,” which allows each panel member to make a written determination. Information on this form provides the hearing officer with the panel’s decision. The hearing officer will ensure that a majority decision was reached as evidenced on the recommendation forms.

The decision rendered by the Expulsion Hearing Panel becomes a final decision if the school’s recommendation is overturned or modified. Pursuant to Regulation 5114.2, the Expulsion Review Board (ERB) has the authority to expel a student from school. Thus, for an Expulsion Hearing Panel decision which upholds expulsion, the parent/guardian may request a final appeal to the Expulsion Review Board. The decision of the Expulsion Review Board is Final and Binding.

**Processing Hearing Panel's Decision**

Panel members have up to three (3) working days to render a decision. Upon being notified by the hearing panel member’s decision, Education Services Division will notify all parties involved.

**NOTE:** While adequate time must be taken by the school to accomplish its procedures, every effort should be made to conduct the hearing in a timely manner. Regulation 5114.1 permits a student to remain on suspension pending expulsion proceedings.

**Panel Responsibilities**

The Expulsion Hearing Panel is responsible for making the following determination: If the disciplinary offense, as stated, has been committed by the student; and, if the student has committed the disciplinary offense, what is the appropriate consequence and educational placement. The Panel must consider the nature of the offense, the student’s disciplinary history for one calendar year prior to the recommendation for expulsion, the student’s academic record and academic concerns as well as any district regulations, and state or federal laws.

If the Panel upholds the decision to expel the student and the parent or legal guardian does not agree with the decision of the Panel, the parent or legal guardian may appeal the decision to the Board of School Trustees' - Expulsion Review Board (ERB).
If a parent/legal guardian seeks to appeal the Expulsion Hearing Panel decision to the Expulsion Review Board (ERB), the parent/legal guardian must sign a “Notification/Acknowledgement of Parental Right Expulsion Review Board Due Process Form.” An appeal to the Expulsion Review Board must be requested in writing and submitted to the Associate Superintendent, Education Services Division, no later than fourteen (14) days after receipt of the decision of the Expulsion Hearing Panel.

Prior to a scheduled board hearing date, all referral documentation is review by the CCSD Office of General Counsel. The decision of the Expulsion Review Board is Final and Binding.
**DISCIPLINE COMPLIANCE REVIEW CHECKLIST**  
**STUDENT SUPPORT SERVICES DIVISION**

**STUDENT NAME __________________________________**  **STUDENT NUMBER_______**  
**DOB _______ GRADE ____ REFERRING SCHOOL ______________________________**

**Directions:** Each school is responsible for completing this review to ensure that procedural safeguards have been followed before the Confidential Folder and Discipline Referral Packet are sent to the Area Service Center for review by the Special Education Area Director/Designee. The person completing this review will document each item according to the codes listed in key below. Decisions pertaining to changes in placement including referral to an Interim Alternative Educational Setting (IAES), specialized class, or special school must be determined within the IEP process. The current IEP team must complete the annual IEP review and/or triennial reevaluation if either will become due during a long-term, alternative placement for the student (neither should expire within the next 18 weeks). Questions or concerns should be directed to the appropriate Special Education Area Team.

**KEY:** C = Compliant  NC = Non-Compliant  N/A = Not Applicable

### STEP I - Prior to the IEP meeting, complete the following information:

**General Compliance:**
- ___ Consent for Placement (CCF-556)
- ___ Current Evaluation  
  Projected Reevaluation Date: _____________  
- ___ Most Recent IEP Date: ___________
  Projected Annual Review Date: ___________
- ___ Written Prior Notice Provided for Meeting (CCF-563/CCF-564)
- ___ Behavior Concerns and IEP Review/Revision Needs Identified on Notice (CCF-563)
- ___ IEP Team reconvened within 10 school days of the proposed disciplinary action which may result in a significant change of placement.

### STEP II – After the IEP meeting, complete the following information:

**General Compliance:**
- ___ IEP Team Membership (Check): __ Parent __ LEA __ GET __ SET __ Psych.

**IDEA/NAC Procedural Mandates:**
- ___ Documentation – Notice of Rights
- ___ Evaluation components reviewed: Current/prior MDT reports, discipline file, observations, parent input, IEP, placement, behavior plan, health/medical factors.
- ___ Current Individualized Behavior Plan AND/OR Functional Behavior Assessment (if appropriate)
  - ___ Behavior Plan  Date: ___________
  - ___ FBA Plan (CCF-539.2, page 1 of 2)  Date: ___________
  - ___ FBA Assessment (CCF-539.2, page 2 of 2)  Date: ___________
- ___ Manifestation Determination (CCF-539)  Date: ___________
  Status of Manifestation Determination (Check): ___ Related OR ___ Unrelated
- ___ IEP Social/Behavioral Goals/Benchmarks IEP (if appropriate)  Date(s): ___________
- ___ Cumulative Suspension Days (school year) Tracked: #____ as of Date: ___________
- ___ Alternative Instruction Arrangements Identified/Copy of IEP Faxed to Ensure FAPE
Step II (continued)

Consideration of Special Factors (CCF-600.1)
Does the student’s behavior impede the student’s learning or the learning of others?
___ Yes - You must complete the following    ___ No - Do not complete and proceed to section. to Step III.
Identify where the following Nevada Administrative Code elements are contained within the IEP or Behavior Intervention Plan. Complete only if yes is checked above. Use the BIP that was in place at the time of the infraction.

Positive methods to modify the environment:

Methods to teach replacement behaviors of inappropriate behaviors (e.g. social skills instruction):

Methods to enhance the independence or quality of life:

Least restrictive methods to respond to and reinforce behaviors:

STEP III – Complete prior to forwarding the confidential folder to school administration:

Placement Recommendations (check all appropriate items, N/A for remaining items):
___ School-based Interim Educational Program IEP Date: _____________
___ Alternative Instructional Arrangements Start Date: _____________

Other Issues (check all appropriate items, N/A for remaining items):
___ Student Safety Issues Identified (potential injury to self/others)
___ Parent is Contesting Discipline Referral, Manifestation Determination and/or Recommended Placement (if yes, specify) _____________

Additional Notes: __________________________________________________
________________________________________________________________

School Review Completed By: ____________________________ Date ____________

This section to be completed at the Area Level:

Actions/Review: Completed By: ____________________________ Date: ____________ Forward To: ____________________________

Sp. Ed. Area Dir. or School/Pro. of Enrollment ____________________________ ____________ BS/DPPS/ or Return to School Designee
**DISCIPLINE COMPLIANCE REVIEW CHECKLIST**

**STUDENT SUPPORT SERVICES DIVISION**

**Section 504**

STUDENT NAME __________________________________ STUDENT NUMBER__________

DOB _________ GRADE ___ REFERRING SCHOOL ______________________________

**Directions:** Each school is responsible for completing this review to ensure that procedural safeguards have been followed before the Discipline Referral Packet is sent to the Area Service Center for review by the Special Education Area Director/ Designee. The person completing this checklist will document each item according to the codes listed in key below. **The current 504 team must complete the annual 504 review if it will become due during a long-term, alternative placement for the student (should expire within the next 18 weeks).** Questions or concerns should be directed to the appropriate Special Education Area Team.

**KEY:**

C = Compliant  NC = Non-Compliant  N/A = Not Applicable

### STEP I - Prior to the 504 meeting for manifestation, complete the following information:

<table>
<thead>
<tr>
<th>General Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Most Recent 504 Plan Date: ___ Projected Annual Review Date: ___</td>
</tr>
<tr>
<td>__ Written Prior Notice Provided for Meeting – Behavior Concerns Noted on Prior Notice</td>
</tr>
<tr>
<td>__ Section 504 Team reconvened within 10 school days of the proposed disciplinary action which may result in a significant change of placement.</td>
</tr>
</tbody>
</table>

### STEP II – After the 504 meeting, complete the following information:

<table>
<thead>
<tr>
<th>General Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ 504 Team Membership (Check): __ Parent __ 504 Liaison __ GET __ Psych.(not a required but recommended member of the team)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedural Mandates</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Documentation – Notice of Rights</td>
</tr>
<tr>
<td>__ Evaluation components reviewed: Current Section 504 Plan, discipline file, observations, parent input, behavior plan (if appropriate), health/medical factors.</td>
</tr>
<tr>
<td>__ Manifestation Determination (CCF-504.1) Date: ____________</td>
</tr>
</tbody>
</table>

| Status of Manifestation Determination (Check): __ Related OR __ Unrelated |

| __ Cumulative Suspension Days (school year) Tracked: #____ as of Date: ____________ |
| __ Alternative Instruction Arrangements Identified/Copy of Section 504 Faxed to Ensure FAPE |
STEP III – Complete prior to forwarding the Section 504 to school administration:

**Placement Recommendations (check all appropriate items, N/A for remaining items):**
- ___ School-based Interim Educational Program 504 Date: _____________
- ___ Alternative Instructional Arrangements Start Date: _____________

**Other Issues (check all appropriate items, N/A for remaining items):**
- ___ Student Safety Issues Identified (potential injury to self/others)
- ___ Parent is Contesting Discipline Referral, Manifestation Determination and/or Recommended Placement (if yes, specify) ____________________________________

Additional Notes: __________________________________________________________

_____________________________________________________________

School Review Completed By: __________________________ Date _____________

<table>
<thead>
<tr>
<th>This section to be completed at the Area Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions/Review:</strong> Completed By:</td>
</tr>
<tr>
<td>Sp. Ed. Area Dir. or</td>
</tr>
<tr>
<td>School/Pro. of Enrollment</td>
</tr>
</tbody>
</table>
Searches of a student’s person or possessions while at school must be reasonable. Reasonableness requires that the search be justified prior to its commencement and be related to the circumstance giving rise to the search. Absent extraordinary circumstances, a student’s person and possessions may be subject to search on school property only if:

A. The student voluntarily consents to the search; or

B. Prior to a search there is an individualized, reasonable suspicion that the student is hiding evidence of wrongdoing; and
   1. A search is necessary to maintain school discipline, order or safety, and to prevent the removal or destruction of evidence, and
   2. The search is reasonable in scope and methods as related to the alleged wrongdoing and the age and sex of the student, and
   3. The search is conducted in accordance with Regulation 5144; or

C. Appropriate law enforcement authorities conduct the search.

STEPS TO TAKE IN SEARCHING STUDENT:
1. Must be conducted by a school administrator or designee in the presence of another school district employee as a witness.
2. Tell the witness in the presence of the student what you are looking for and why.
3. Ask the student for consent.
4. Make a reasonable effort to notify the parent/guardian before, or as soon as possible after, any search of the student’s person.
5. Complete written statement below.

________________________: I give my permission to be searched and I understand what I am being searched for.

STUDENT INITIALS:

STUDENT NAME: ___________________________ STUDENT NUMBER: __________ D.O.B.: ________ GENDER: ________

SEARCH: DATE: ___________ TIME: ___________ LOCATION: _______________________________________________________

REASON FOR SEARCH: ____________________________________________________________

PERSON CONDUCTING SEARCH: ___________________________ TITLE: ___________________________  

WITNESS: ___________________________ TITLE: ___________________________

ITEMS SEARCHED FOR (Evidence Sought): ________________________________________________________________

ITEMS SEARCHED (Scope and Method of the Search): __________________________________________________________

ITEM(S) FOUND: ____________________________________________________________

ADMINISTRATOR/DESIGNEE SIGNATURE: ___________________________ DATE: ___________________________  

PARENT NOTIFICATION:

NAME: ___________________________ PHONE: ___________________________  

DATE: ___________ TIME: ___________________________  

PARENT/GUARDIAN SIGNATURE: ____________________________________________

Distribution: Original – Principal’s Office/Student’s File Copy – Parent  
Revised 1.31.06
[Insert Date]

Mr. and Mrs. [Insert Last Name]
[Insert Street Address]
[Insert City], NV 89[zip]

Dear Mr. and Mrs. [Insert Last Name]:

In accordance with the provisions of NRS 392.467 and Clark County School District Policies and Regulations (5114/5141 and subtitles), a hearing was held for your child, [insert student’s name], on [insert date] with [insert name of administrator], [insert administrator’s title], to discuss the suspension of your child for [identify offense]. At this hearing, the facts were presented to you. It has been determined that the actions of your child constitute a violation of District Regulation 5141.1.

Your due process rights were explained in accordance with District Policies and Regulations. You were advised that the administration of [insert school name] School will recommend that your child, [insert name of student], birth date [insert date], be expelled from further attendance in a secondary school or program in the State of Nevada for a period of eighteen (18) weeks, one school semester, in accordance with NRS 392.4655 - Habitual Disciplinary Problem. During this period, your child is only eligible to attend an alternative school.

Additionally, you were advised that the administration of [insert school name] School will recommend to the Board of School Trustees that your child, [insert name of student], birth date [insert date], be expelled from further attendance at a regular secondary school in the district for [identify offense] which is in violation of District Regulation 5141.1.

Expulsion is defined as:

“...the termination of enrollment in the Clark County School District by the Board of School Trustees…”

Upon completion of your child’s assignment, your child may not return to the school from which [he/she] was referred.

This letter is to advise you that the recommendation for expulsion has been forwarded to the director, Department of Pupil Personnel Services, for further action. If you have any concerns, please call the director, Department of Pupil Personnel Services, Mr. John Schleifer at 855-9775.

Sincerely,

[Insert Name], Principal
[Insert School Name] School

CERTIFIED MAIL

NOTE: Include the following paragraph for SPECIAL EDUCATION STUDENTS ONLY:

You were served notice of your procedural safeguard rights for (special education/Section 504) during the disciplinary conference and provided a copy of “EXPLANATION OF PROCEDURAL SAFEGUARDS AVAILABLE TO PARENTS OF STUDENTS WITH DISABILITIES”
[Insert Date]

Mr. and Mrs. [Insert Last Name]
[Insert Street Address]
[Insert City], NV  89[zip]

Dear Mr. and Mrs. [Insert Last Name]:

In accordance with the provisions of NRS 392.467 and Clark County School District Policies and Regulations (5114/5141 and subtitles), a hearing was held for your child, [insert student’s name], on [insert date] with [insert name of administrator], [insert administrator’s title], to discuss the suspension of your child for [identify offense(s)]. At this hearing, the facts were presented to you. It has been determined that the actions of your child constitute a violation of District Regulation 5141.1.

Your due process rights were explained in accordance with District Policies and Regulations. You were advised that the administration of [insert school name] School will recommend that your child, [insert name of student], birth date [insert date], be expelled from further attendance in a secondary school or program in the State of Nevada for a period of eighteen (18) weeks, one school semester, in accordance with NRS 392.4655 - Habitual Disciplinary Problem, which states, among other things, “if a pupil is deemed a Habitual Disciplinary Problem, the pupil must be suspended or expelled from the school for a period equal to at least one semester….” During this period, your child is only eligible to attend an alternative school. Your child is identified as a Habitual Disciplinary Problem by having been suspended from school on five (5) occasions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Descriptions of the infractions for the five (5) suspensions occurring during the current school year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td></td>
</tr>
</tbody>
</table>

Upon completion of your child’s assignment, your child may return to the school to which [he/she] is zoned.

This letter is to advise you that the recommendation for expulsion has been forwarded to the director, Department of Pupil Personnel Services, for further action. If you have any concerns, please call the director, Department of Pupil Personnel Services, Mr. John Schleifer at 855-9775.

Sincerely,

[Insert Name], Principal
[Insert School Name] School

CERTIFIED MAIL

NOTE: Include the following paragraph for SPECIAL EDUCATION STUDENTS ONLY:

You were served notice of your procedural safeguard rights for (special education/Section 504) during the disciplinary conference and provided a copy of “EXPLANATION OF PROCEDURAL SAFEGUARDS AVAILABLE TO PARENTS OF STUDENTS WITH DISABILITIES”

8.10.07
[Insert Date]

Mr. and Mrs. [Insert Last Name]
[Insert Street Address]
[Insert City], NV 89[zip]

Dear Mr. and Mrs. [Insert Last Name]:

On (date), your child, (name), was granted a trial enrollment at (trial enrollment school name) School. The conditions pertaining to a trial enrollment were fully explained to you and your child at the time the trial enrollment was granted.

This letter serves as notification to you that the trial enrollment of your child, (name), at (referring trial enrollment school name) School is being revoked as a result of [(infraction(s)].

This notification is being forwarded to John Schleifer, Director, Department of Pupil Personnel Services, for processing. If you have any questions, please call Mr. Schleifer at 855-9775.

Sincerely,

[Insert Name], Principal
[Insert School Name] School

CERTIFIED MAIL

NOTE: Include the following paragraph for SPECIAL EDUCATION STUDENTS ONLY: You were served notice of your procedural safeguards rights for (special education/Section 504) during the disciplinary conference and provided a copy of “EXPLANATION OF PROCEDURAL SAFEGUARDS AVAILABLE TO PARENTS OF STUDENT WITH DISABILITIES”
CLARK COUNTY SCHOOL DISTRICT
EDUCATION SERVICES DIVISION
DEPARTMENT OF PUPIL PERSONNEL SERVICES
Office of Attendance Enforcement
Office of Expulsion Due Process
Office of Student Adjudication

Associate Superintendent 855-9765
Director 855-9775
Coordinator, Attendance Enforcement 799-7830x5253
Coordinator, Expulsion Due Process 799-8630x323
Coordinator, Student Adjudication 799-0761