

**BOARD OF EDUCATION
PYRAMID LAKE JUNIOR/SENIOR HIGH SCHOOL
BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
SECTION 4: STUDENTS**

BOARD POLICIES

4.00 STUDENTS

The Board recognizes that the school, by law, operates “in loco parentis” while students are in attendance at school or while they are engaging in school-sponsored activities at or away from the school facility and grounds. In acknowledgment of this responsibility the Board subscribes to the following policies pertaining to students and their welfare:

1. All students attending the school will have equal opportunities in education.
2. All students’ progress in learning will be assessed regularly and this information will be reported to both students and their parent(s) or guardian(s).
3. School-wide performance data will be presented to the School Board.
4. The health and safety of students is paramount.
5. Records and reports of student progress will be maintained and regularly communicated to the students and their guardian(s).
6. All eligible students will have opportunities to participate in student activities.
7. Provision will be made for the appropriate, progressive discipline of students.
8. Should it be necessary, students and their parent(s) or guardian(s) will have access to due process procedures.

ADMINISTRATIVE PROCEDURES

4.01 ENROLLMENT

1. Pyramid Lake JR./SR. High School endeavors to make the best decisions for current and future students and Pyramid Lake Jr/Sr High School desires to meet the need of every potential student, while keeping the needs and educational interests of current students at the forefront of each decision.
2. All students must complete a registration packet.
3. Pyramid Lake Jr/Sr High School will request a copy of all prior school information be included with the registration packet or sent to the school for review.
4. School Administration and the school counselor will review records (including cumulative files when available) and registration packet for academic performance, attendance history, and school discipline.
5. Enrollment for the next school year will begin in February of the current school year. Notifications will be sent to all current students by email, autodialer, and social media. Notification will be sent to all education coordinators for local tribes.
6. The end of the 5th week of each semester will be the last day to accept new students.
7. Upon Review of registration packet and records the administration may decide to:
 - a. Enroll the student in Pyramid Lake JR./SR. High School.
 - b. Enroll the student in Pyramid Lake JR./SR. High School on a student plan specific to the individual needs of the student and matching the available resources of the school.
 - i. Data identified in the application and student records will be utilized to build the student plan.
 - ii. The student plan will be monitored, reviewed, and modified as needed.
 - iii. If the student requires further intervention they may be placed on a contract.
 - iv. If the student does not meet the terms and condition of the contract, it may lead to loss of enrollment.
 - c. Enroll the student effective at the start of the next semester due to a current expulsion or potential loss of credit. This may include conditions of attendance, behavior, and academic performance to be eligible for enrollment. Student may be placed on a

- student plan upon enrollment.
- d. Deny enrollment of the student based on serious factors which are not limited to, but may include, expulsion from prior school, or other factors such as a history of violence or aggressive behavior which may impact the educational process of Pyramid Lake Jr/Sr High School.
 - e. Notification of acceptance/denial will be by certified letter.
8. Pyramid Lake Jr/Sr High School requires 22.5 credits for graduation of students through the class of 2021. The class of 2022 and beyond will require 23 credits for High School Graduation. The seven period day of Pyramid Lake Jr/Sr High School allows for the accumulation of 28 credits in the standard 4 years.
 9. Based on availability of courses at a small school, potential students should have a minimum number of credits in each phase of High School so that it is reasonable that each has the ability to accrue enough credits for graduation and receive a standard diploma.
 10. Through the class of 2021:
 - a. Applicants in their senior year ideally should have accrued a minimum of 14.5 credits prior to the start of the first semester of the senior year and 18.5 credits prior to the start of the second semester of the senior year.
 - b. Applicants in their junior year ideally should have accrued a minimum of 6.5 credits prior to the start of the first semester of the junior year and 10.5 credits prior to the start of the second semester of the junior year.
 - c. Applicants in their sophomore year ideally should have accrued a minimum of 4 credits prior to the start of the second semester of the sophomore year.
 11. Beginning with the class of 2022 each credit value will increase .5.
 - a. Applicants in their senior year ideally should have accrued a minimum of 15 credits prior to the start of the first semester of the senior year and 19 credits prior to the start of the second semester of the senior year.
 - b. Applicants in their junior year ideally should have accrued a minimum of 7 credits prior to the start of the first semester of the junior year and 11 credits prior to the start of the second semester of the junior year.
 - c. Applicants in their sophomore year ideally should have accrued a minimum of 4.5 credits prior to the start of the second semester of the sophomore year.
 12. Each student's qualifications and needs will vary, the administration will utilize professional judgment in examining each applicant and make the best determination for each student and for Pyramid Lake JR./SR. High School.
 13. Based on the capacity report provided by the Cuningham group November 2022, the capacity of PLHS is 143-150. The addition of classrooms can increase the capacity of the school by a maximum of 200 gross square feet per student based on type of use.
 14. Priority for enrollment will be given to members of the Pyramid Lake Paiute Tribe to serve students of the reservation who meet the above enrollment qualifications.

It shall be the duty of the Principal and the administrative staff to determine the proper procedures related to the admission of students to the school within the age limits defined by the laws of the State of Nevada.

A student will not be allowed to be enrolled in the school until the parent/guardian(s) of the student furnishes a birth certificate or other document suitable as proof of the student's identity and, if applicable, a copy of the student's records from the school most recently attended.

If the parent/guardian(s) fails to furnish the identifying document or records within five (5) days after the student is conditionally enrolled, the Principal or his/her designee, shall notify the local law enforcement agency and request a determination as to whether the student has been reported missing, on a case by case basis. Consideration may be made for children in transition.

The Principal or designee will establish the procedures of checking and reporting pupil attendance as prescribed by the laws of the State of Nevada and the regulations of the Nevada State Department of Education or as established by Board Policy.

4.02 ATTENDANCE

Attendance Philosophy: Students achieve maximum educational benefits when they are in attendance and when they participate in every class in which they are enrolled. The School requires students to attend all classes.

Expectations:

Students are required to attend 100 percent (100%) of all scheduled classes in which they are enrolled, unless otherwise excused. Students, along with legal parent(s) or guardian(s), share with the school the responsibility of adhering to the attendance laws and Board policies and administrative procedures pertaining to attendance, absences, excuses and due process.

Classification of Absences

1. Excused Absences: medically verified absences.
2. Exempt Absences: include bereavement, verifiable and legal appointments, or exceptional circumstances approved by the Principal or designee. The legal guardian must acknowledge the absence with an oral or written excuse to the Principal or designee within three (3) days after the student returns to school and thereby assumes responsibility for the student's absence from school.
3. Unexcused Absences: Absences for reasons other than those listed above will be classified as unexcused. Examples of possible unexcused absences include, but are not limited to, baby-sitting, hunting trips, shopping, skiing, job interviews, driver's license exams, military testing, pow wows, non-school related sports tournaments and personal business.
4. Exempt Exceptional Circumstances: The Principal or designee shall determine on an individual basis whether there are exceptional circumstances that justify changing an excused absence to an excused absence after consultation with the legal guardian if appropriate.
5. Chronic Absenteeism: Any student who is absent for more than four (4) days, or periods in the same class, during a school quarter and who continues to be absent during subsequent quarters may, at the discretion of the Principal:
 - a. Be the subject of a staff/parent or legal guardian conference to determine possible causes and solutions to student's attendance problems.
 - b. Be considered for placement in alternative program(s), i.e., group or individual counseling, interventions, tutoring, and/or special resources, depending upon availability, and need.
 - c. Be recommended to attend summer school and/or participate in alternative means of earning credit.
 - d. 3 unexcused absences will be referred to the Pyramid Lake Paiute Tribe Juvenile Court system.

Make-Up Work:

Although make-up work cannot take the place of student and teacher interaction, classroom teachers require make-up work and students are required to complete the make-up work.

1. Excused Absences: Students will be allowed to make up all absence related work. Work needs to be completed within 2 school days unless an alternative plan is agreed upon between the teachers and the students.
2. Suspension: Schoolwork missed as a result of suspension will be made up.

Appointments:

It is strongly recommended that medical and other appointments be scheduled outside of school time. Family vacations should not be taken when school is in session. The parent/guardian(s) must notify the school, or the absence will be considered unexcused.

School-Sanctioned Activities:

Students who are absent from school or classes because of a school-sanctioned activity, recognized cultural event, religious holidays, chronic illness verified by a physician, or while on suspension will not be included in either the excused, unexcused, or truancy absence totals.

Excused Absences:

Parent/guardian(s) are required to communicate with the school, either orally or in writing that the absences was for illnesses, medical appointments, family bereavement, legal appointments and recognized cultural/religious observances. Excuses must be submitted within three (3) days after the student returns to school following the absence.

Parent/Guardian(s) Responsibilities:

1. Parent/guardian(s) should telephone the school to acknowledge the student's absence on the day of the absence to ensure the student's safety.
2. Parent/guardian(s) will provide an oral or written excuse within three (3) days after the student returns to school explaining the cause of the absence.
3. Parent/guardian(s) are requested to notify the school in writing of any student health problems, which have been verified by a medical professional, which may result in lengthy absences from school.
4. Parent/legal guardian(s) are required to prearrange absences whenever possible.

Consequences of Absences:

Any student having more than 9 accumulated absences (excused and/or unexcused) in a class in a semester may lose credit and be referred to court.

Chronic Attendance Problems:

Whenever a student's lack of attendance jeopardizes his or her continued educational progress, the school administration shall contact the parent/guardian(s) and request a conference on the matter. Whenever possible, the conference shall include an administrator, counselor, the student's teacher(s), parent/guardian(s), and the student.

1. The school administration and/or counselors will continue to monitor student progress and will notify parent(s) or guardian(s) whenever necessary to improve student attendance.
2. When a student has missed four (4) days, or periods of the same class, of school per quarter because of illness, the family may be contacted to verify illness.
3. The Principal or designee may refer chronic attendance problems to the Assistant Principal for investigation and disposition

Truancy:

The School handbook and The Pyramid Lake Paiute Tribe's Law and Order Code addresses truant students. Before a student may attend or otherwise participate in school activities outside the classroom during regular classroom hours, he or she must receive the approval of the teacher or Principal. A written letter to inform the legal guardian of truancy and listing such absences, are sent out weekly. The school does not suspend students from school for truancy. The Principal or designee is required by law to report to the appropriate law enforcement agency the name of any student who is a habitual truant.

Truancy Guidelines**First Truancy:**

- Students will have a conference with the Principal (or designee) and will be assigned a consequence by the school.
- Parent(s) or Guardian(s) will be notified by phone and/or in writing of the truancy.
- Documentation regarding the truancy will be sent to the School Resource Officer or Local Law Enforcement.

Second Truancy:

- Students will have a conference with the Principal (or designee) and will be assigned a consequence more severe than the first occurrence.
- Legal Guardian(s) will be notified by phone and/or in writing of the truancy and a conference may be required.

- Documentation regarding the truancy will be sent to the School Resource Officer or Local Law Enforcement.

Third Truancy:

- Students will have a conference with the Principal (or designee) and will be assigned a consequence more severe than for the 2nd occurrence.
- Legal Guardian(s) will be notified in writing of the truancy.
- Documentation regarding the truancy will be sent to the School Resource Officer
- At this time a truancy petition will be filed with the Tribal court
- School personnel will develop an intervention plan.
- Each additional truant event will result in continued referral to the court

Appeal:

1. An appeals structure will include an informal and formal hearing process and will be established so that parent(s) or guardian(s) of students may appeal a decision of the school concerning the attendance of their student.
2. A student shall be excused from the minimum attendance requirement of this administrative procedure if the parent(s) or guardian(s) submits a certificate in writing to the Principal of the school from a qualified physician, acting within his/her authorized scope of practice, stating the student is unable to attend school, the reason for such condition, and the dates for which the condition has occurred.

Home and Hospital Program:

The school maintains an alternative education program for students who qualify for homebound (Home and Hospital) program. Within five (5) school days after a completed application is received, a teacher will be appointed to work with the student. This teacher will notify the school administration about the student's progress while in the program.

Tardiness:

Like absences, tardiness also adversely affects the learning process. Therefore, tardiness may affect academic grades. Chronic tardiness will be referred to the Principal or designee for disciplinary action.

4.03 SUSPENSIONS AND EXPULSIONS

Suspension of a student from school or an interscholastic activity and expulsion of a student from school shall be used when, in the best judgment of school authorities, it meets one or more of the following criteria:

1. It is of benefit to the welfare of the individual student.
2. It is of benefit to the welfare of the other students.
3. It is of benefit to the welfare of School.
4. It is of benefit to the welfare of the staff.

Written justification will be provided to the parent(s) or guardian(s) of the reason for the suspension or expulsion.

4.04 RELEASE OF STUDENTS DURING SCHOOL HOURS

Students are not to be released from school at the request of any person other than parent(s) or guardian(s) with whom they are living, as shown on the enrollment record. The sole exception to this is the release of students to peace officers or emergency personnel

4.05 REPORTING TO PARENTS

The Principal, administrative staff and counselor shall develop such reporting means as necessary to inform the parent(s) or guardian(s) of their students' progress in school.

4.06 GRADES AND CREDITS

Grades:

The basic grading system, grades 6th – 12th, will incorporate the letter designation A, B, C, D, F, and Inc. For the purpose of computing grade point average, the letter grades will be transposed to the standard 4.0 scale: A, = 4.0; B, = 3.0; C, = 2.0; D, = 1.0 and F = 0. Reports notifying parents of the student's progress in school are issued quarterly to each student. The responsibility for determining the grade rests with the classroom teacher.

Credits:

1. Classes are structured on a semester basis and credits are posted at the close of each semester. Grade reports issued at the conclusion of the first 9 weeks of each semester are progress reports indicating the level of achievement of the student at that point in time. The grade issued at the end of each semester reflects the student's work for the entire semester and may not be an average of two nine-week grades. The semester's grade, along with the credit earned, will be posted to the student's permanent record at the end of each semester. Credit will be awarded to a student who has completed required work successfully
2. Students who do not complete the work required for completion of a course of instruction may receive an incomplete (Inc.). Students receiving an incomplete have three weeks from the date of issuance of the report card to make up the work.
3. It is the student's responsibility to make contact with the teacher to receive the assignments necessary to remove the incomplete grade. The three-week time period may be extended by the Principal in concert with the teacher involved if circumstances warrant such an extension. If the work is not made up, the incomplete becomes an "F" and the student receives no credit for the class.

4.07 SPECIAL EDUCATION

Grades for students enrolled in special education classes are reported using the same system as regular students at the corresponding grade levels. Students with disabilities should be graded in accordance with their academic/social participation relative to their potential. The Individualized Educational Program (IEP) must list any modifications or accommodations that are necessary for mainstreamed students to be successful in regular education classes.

4.08 STUDENT PROGRESS

It is recommended that the teacher consult with a multi-disciplinary team that includes the legal guardian(s), in order to develop a comprehensive program of remediation.

1. All 6th, 7th and 8th grade teachers will have staff development regarding retention to explore the issues involved.
2. Discussion about possible retention shall begin with parent(s) or legal guardian(s) no later than mid-year. Such discussions should be conducted on several occasions so legal guardian(s) can voice their concerns. Since the rates of development among young students vary greatly and can change rapidly, decisions about possible retention should not be made before mid-year.
3. A decision to recommend retention will be made by the team that already has attempted other interventions.
4. When all other possibilities have been tried and the team, in consultation with the parents, recommends retention, informal goals should be written indicating what is to be accomplished during the year of retention.
5. During the year of retention, a team including the legal guardian(s) will meet at regular intervals to monitor the student's progress toward the written goals and make modifications as needed.
6. At anytime during a student's 6th, 7th and 8th grade academic career, the Principal, working in conjunction with the team including the legal guardian(s), may promote a student based upon academic and/or social reasons.
7. The philosophy to be carried out in these guidelines is that of early evaluation and diagnosis with a program of remediation. The major concern is for meeting the student's needs through an effective education program. All the school's resources are available in making evaluations and establishing an instructional program, including:
 - a. Classroom teachers

- b. Principal
 - c. Counselors
 - d. Resource teachers
 - e. Psychologists
 - f. Community agencies that might have the special talents that are needed by some students
8. Placement of New Students: 6th, 7th, and 8th grade students transferring to the School will initially be placed in the grade in which the sending school enrolled them. After the students are properly assessed, another placement may be made.

4.09 RELEASE OF INFORMATION ABOUT STUDENTS

The School may release information on students as provided in the Family Educational Rights and Privacy Act, and related statutes of the State of Nevada. No person, entity or agency may have access to the educational records of any student except as follows:

1. Legal guardian(s) of the student or students themselves, if 18 years of age or older, have the right to review and inspect the education records of the students as provided in the Administrative Procedures.
2. Any person, entity or agency may have access to the education records of any student upon presenting a signed written consent of the student's parent(s) or legal guardian(s) or the student, if 18 years of age or older, which sets forth:
 - a. The date of the consent.
 - b. The records to be released.
 - c. The reason for the release
 - d. The names of the person, entity or agency to which the records are to be released.
3. Receipt of the written consent of the specified record shall be released under the same terms as set forth in these Administrative Procedures.
4. Education records of any student shall be released pursuant to judicial order or a lawfully issued subpoena provided that the parent(s) or legal guardian(s) or student, if 18 years of age or older, is notified prior to the release where possible.
5. Education records of any student may be released without prior written parental or legal guardian consent or without the prior written consent of the student involved (in those cases where the student is 18 years of age or older) to school officials who have a legitimate educational interest in the release of such educational records. For the purposes of this subsection, a "school official" includes:
 - a. A person employed by the school as an administrator, teacher, teacher's aide, counselor, police officer, attendance officer, or support staff member.
 - b. A person employed by or under contract to the school to perform a special task, such as an attorney, auditor, medical consultant, psychologist, or therapist.
6. A school official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his or her position description or by contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to discipline or potential discipline of a student.
 - d. Performing a task related to investigation of possible criminal conduct of a student.
 - e. Providing a service or benefit relating to the student or the student's family, such as health care, counseling, job placement, or financial aid.
7. In the event the student seeks or intends to enroll in a school outside the school, the student's education records may be released to the school provided that before releasing the records the parent(s) or legal guardian(s) or student, if eighteen years of age or older, is notified and given opportunity to inspect any records being transferred.

4.10 CONFIDENTIALITY OF HEALTH AND WELFARE INFORMATION

School personnel involved in observation, examination or evaluation of students, or in making related reports, shall not disclose to any person the name or address of a student with physical,

mental, educational, or social disabilities, nor data resulting from such observation, examination or evaluation, except where such disclosure is duly authorized by school procedures or by a valid written request of the student's parent or legal guardian. Information in student personnel folders and in the health records shall be regarded as confidential, as well as all information deposited in the offices of special education and psychological services.

4.11 USE OF STUDENT RECORDS IN AUTHORIZED TRAINING PROGRAMS

Individuals in specialized training programs at the university level may have access to the confidential records of students, provided the use of such records is supervised by a full-time, responsible employee of the School and permission for such use has been granted by the employee directly responsible for such records.

Included within this administrative procedure are the following training plans:

1. Student Counselor Program
2. Student Teaching Program
3. Administrative Interns
4. Individual research by candidates for doctoral or master's degrees when the Principal and the Board has granted permission for such studies.
5. Any other training program sponsored by an acceptable agency when specifically authorized by the Board.

Access to student records by individuals in training programs may be revoked at any time when there is evidence that disclosure of confidential information has been made by a trainee.

4.12 PROCEDURES FOR CHALLENGING THE CONTENT OF THE EDUCATION RECORDS OF STUDENTS IN PYRAMID LAKE JR./SR. HIGH SCHOOL

1. Parent(s) or legal guardian(s) of students or students themselves if 18 years of age or older (both hereafter referred to as Complainant) have the right to a hearing to challenge the content of the student's education records in order to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. No challenge shall be allowed under these procedures to the grade given the student's performance in a course.
2. Complaints challenging the content of education records shall be filed with the Principal. The complaint shall contain a brief statement specifying the education records which are challenged and the basis for the challenge.
3. Within fifteen (15) days following the receipt of a complaint, an informal meeting and discussion shall be scheduled with the complainant to settle the dispute. Each time the term "days" is used in this administrative procedure, it refers to "school days" during the school year or to "workdays" during summer vacation.
4. If after the informal meeting no settlement is reached which is satisfactory to the complainant, he or she may request a formal hearing regarding the student's records. The request shall be filed in writing with the Principal or designee within ten (10) days after such meeting.
5. Upon receipt of a request for a formal hearing regarding the content of an education record, the hearing will be placed on the agenda of the next regular Board meeting.
6. The complainant shall be notified in writing of the date, time and place set for the hearing. Such notice shall be mailed to the complainant no later than ten (10) days prior to the date set for the hearing.
7. The parties, or their representatives, shall present their respective positions by written and/or oral evidence. Either party shall have the right to cross-examine witnesses presented by the other. Both parties shall have the right to the presence and participation of legal counsel. The School Attorney will participate on behalf of the Board and staff.
8. Unless otherwise requested by the complainant, a hearing shall be considered confidential and shall be closed except for the parties and their witnesses.
9. No written transcript of any hearing shall be made, however, at the request of either party, a recording device may be utilized to record the proceedings.

10. The Board shall notify the complainant of his/her decision in writing after the hearing unless, additional time is required. The decision shall include the reason or reasons for the Board's determination.
11. The Board Chairman or designee shall forward a copy of the decision to the Principal, along with the recommendations, if any, for corrections to or deletions from the education records of the student involved and the student's records shall be changed accordingly.
12. If, upon receipt of the decision and recommendations of the Board the complainant is still dissatisfied with the content of the education records, he or she may insert into such records an explanation respecting its content.

4.13 JUNIOR HIGH SCHOOL PROMOTION REQUIREMENTS

In order for a student to complete junior high school successfully and be eligible for promotion to high school, the following requirements must be satisfied:

1. Required Core Courses: language arts, mathematics, reading and social studies.
2. Promotion: In order to be promoted to high school, junior high school students may not fail any two semester of any one-core class.
3. Lack of Progress Notification: When a student is not making satisfactory progress in school, the teacher shall inform the student and parent(s) or guardian(s) that he or she is in danger of failing or that grades are deteriorating.

4.14 SENIOR HIGH SCHOOL GRADUATION REQUIREMENTS

In order for a student to complete high school successfully and be awarded a high school graduation diploma from the School, the student must fulfill the requirements of the Nevada Department of Education and the School.

1. Standard: In order for a student to complete high school successfully and be awarded a standard high school graduation diploma from the School, the student must accumulate a total of (23) credits.
2. Of the (23) credits, (17) credits are required credits and (6) are elective credits. The required courses are as follows:

English Language, including reading, composition and writing	4
Mathematics	3*
Science	2*
Physical Education	2
World History/World Geography	1
American History	1
American Government	1
Art, Humanities, or Career and Technical Education	1
Computer Literacy	1/2
Health	1/2
Native Studies	1
3. Courses providing any of the required credits listed above must meet the school or State of Nevada Academic Content standards approved for that area of study.
4. Honors Program: The Honors Program is designed to enhance the academic preparation of the student. This program is beneficial for the student who is preparing for college entrance examinations and qualifying for admission to a college or university. Upon satisfactory completion of these special Honors Diploma requirements, the student will receive a special High School Honors Diploma.
5. Honors Diploma Requirements:
 - a. Total Credits Required – 24
 - b. Cumulative GPA - 3.25 (with no course failures during junior or senior years)
 - c. Of the (24) credits, (19) credits are required credits and five (5) credits are elective credits. The required courses are as follows:

English	4
Social Studies	1

Lab Science Mathematics	3 (2 credits in Biology, chemistry or Physics)
Physical Education	4 (2 credit in Algebra and Geometry) 2
Art/Humanities Computer Literacy	1
Health	1/2
Native Studies	1/2
	1
	19 Required Credits

Eight (8) credits must be earned in English, Mathematics, Social Studies, Science, and/or World Language from among those courses that are designated as Honors, Advanced Placement, or upper division courses which are designated as fulfilling this portion of the Honors Diploma requirements in the specific course description are those that are approved by the School. The school Principal may exercise administrative review on a case-by-case basis.

6. Standard and adjusted high school graduation diploma requirements for students with disabilities: Students with disabilities who fulfill the following requirements may graduate from high school with a standard or an adjusted diploma.
 - a. Standard Diploma: Students shall complete all of the requirements for the standard high school graduation diploma. The educational needs of these students may require specially designed instruction, environment or modifications in the format and administration of the Nevada Examinations. Accommodations that are appropriate shall be outlined in the student's Individualized Educational Program that is developed in accordance with the State's Standards for Administration of Special Education Program.
 - b. Adjusted Diploma: Students shall complete all of the graduation requirements outlined in their Individualized Education Program. The requirements will be different from those for a standard high school graduation diploma since the educational needs of these students require specially designed graduation requirements in addition to specially designed instruction and environment. The standards of proficiency required for an adjusted diploma and the methods of measuring that proficiency shall be outlined in the student's Individualized Educational Program that is developed in accordance with the State's Standards for Administration of Special Education Programs.
7. Early Graduation: The Board supports the right to meet graduation requirements in fewer than the standard four years. Allowing early graduation recognizes student differences and fosters self-motivation. Decisions related to early graduation require considerable planning and must be initiated in a timely manner. The process is as follows:
 - a. Completed application of intent to graduate early must be submitted to the principal by May 15 prior to the academic year the student wishes to be awarded a diploma. Earlier notification is preferred.
 - b. A written plan provided by the student of the reasons for early graduation, expected benefits of early graduation, and post graduation intentions.
 - c. The principal will meet with the student's parent/guardian(s) to present the course of study and communication plan. The parent/guardian(s) must sign off that they agree with the plan.
 - d. After receiving student intent to graduate early, the principal shall certify the student's eligibility and make appropriate scheduling changes if needed. Early graduation allows the student to participate in any activities related to graduation, i.e. awards programs and graduation ceremonies.

4.15 STUDENT DRESS

Student dress includes a standardized uniform. The uniform is to be worn at school, at events, during school-sponsored transportation, and any time students are representing the school. The

school may alter the dress code to meet the needs of an activity. Detailed uniform information is located in the Student Handbook.

4.16 CLUBS AND ORGANIZATIONS

Clubs and organizations are a natural part of the extracurricular activities at the School. Each organization within the school shall have a purpose and set of goals. The Principal and the administrative staff shall establish procedures for the method of organization of groups. It is the responsibility of the Principal to ensure assigned staff provides proper supervision and direction of clubs and organizations that enhances or meets the Mission Statement of the School.

4.17 SOCIAL EVENTS

The Principal and administrative staff shall design procedures for the holding of social events within School.

High School events shall be held only at such times and places wherein there is no conflict with regular curricular programs or other previously scheduled extracurricular activities.

Events sponsored by school organizations shall be under the direction of the sponsors of the organizations at all times. The sponsors and Principal shall be responsible for adequate chaperones to include adequate school police.

Events must be scheduled with and approved by the Principal. Provision must be made as to responsibility for preparations, operation and cleanup details.

4.18 EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

The Principal or designee shall determine proper procedures of extracurricular activities. These procedures shall be aligned with the coaching manual, conform to the rules and regulations of the State of Nevada. Additionally, all Nevada Interscholastic Athletic Association eligibility requirements must also be adhered to for activities falling under its rules and regulations.

4.19 PROGRAMS ON SCHOOL TIME

No programs or activities shall be allowed in the schools during regular school hours when admission is charged. In cases of outside activities of community-wide interest, permission for dismissal of students with tickets to sell must be approved by the Principal before selling tickets to other students or staff..

4.20 PREGNANT STUDENTS

Any pregnant student may continue regular classroom attendance and extracurricular activities provided her physician indicates such participation is not detrimental to her health or safety.

4.21 HEALTH AND WELFARE OF STUDENTS

The Board recognizes its shared responsibility for protecting the health and welfare of students in school attendance. The Principal shall develop the rules necessary to protect student health and welfare, in accordance with Board policies and administrative procedures.

Once a student is enrolled in the School, all lifesaving measures available will be undertaken for all students while present at school, or attending or participating in school sponsored activities. First aid is the immediate and temporary care given until medical care can be obtained.

The Principal is responsible for insuring the appropriate management of injuries and illnesses that occur while a student is on school property, attending or participating in school sponsored activities. The EMT trained school designee will do the initial assessment of students and may refer them to the Pyramid Lake Tribe Health Clinic, if needed. The Clinic provides continued, appropriate supervision and instruction to appropriate school personnel on emergency care, standard precautions, blood-borne pathogens, first aid management, and assisting students with

prescribed medications. First aid supplies must be readily available to all staff. The School must be stocked to meet the first aid needs of both staff and students.

4.22 INJURIES AND ILLNESS

1. If a student is not seriously ill or injured, e.g., simple abrasion, headache, stomachache, etc., the school staff shall:
 - a. Keep records of the student's health status and the student's emergency phone numbers are to be kept current at all times.
 - b. A student is not to be sent home without establishing the procedures for checking students out of school, and determining the availability of proper supervision in the home.
 - c. Parent/guardian(s) are primarily responsible for the transport and welfare of their student.
2. If a student is seriously ill or injured, e.g., head injury with loss of consciousness, compound fractures, etc., the school will
 - a. Call 911 for assistance.
 - b. Administrative staff will determine the method of transport
 - c. School staff will attempt to reach parent(s) or legal guardians and if the situation is warranted, allow parent/guardian(s) to make the decision of where and how to transport the student. The nature of the injury or illness in terms of severity will dictate whether or not time can be taken to reach parent(s) or legal guardian(s) to make the decision of where and how to transport the student. The nature of the injury or illness in terms of severity will dictate whether or not time can be taken to reach parent(s) or legal guardian(s)
 - d. School staff efforts to locate and notify parent(s) or legal guardian(s) must continue until successful or until responsibility for the welfare of the student has been assumed by an agency such as an ambulance or emergency medical response service, hospital, physician, or Student Protective Services. Once the student has been transported for medical care, or remanded to Student Protective Services, efforts to locate parent/guardian(s) will continue with Protective Services until successful notification has been completed.
 - e. Copies of the student's health record, which includes health status, immunization status and other pertinent health information, must be available for emergency personnel. Medical alert identification must be checked. Serious injuries or accidents are to be reported to Pyramid Lake Tribe Health Services by submitting a complete written Student Injury Report form immediately. The following must always be reported:
 - 1) Head injury
 - 2) Possible fractures or sprains
 - 3) Severe lacerations
 - 4) Any injury with an unusual circumstance

The School will notify parent/guardian(s) of all injuries.

Emergency Telephone numbers should be conspicuously posted near the phone (e.g., 911, Tribal Health Clinic, poison control, etc.).

4.23 DISABLED STUDENTS

The School has the obligation under the Federal Rehabilitation Act, the Americans with Disabilities Act and state law to provide educational services to students with disabilities who are the legal responsibility of the Pyramid Lake Junior/Senior high School and to provide reasonable accommodations that would permit students with disabilities to access the services provided by the School. This must include special education and related support services reasonably calculated to provide the student with some educational benefit.

4.24 DO NOT RESCUSCITATE ORDERS (DNR)

This administrative procedure states that once a student is enrolled in the school, all lifesaving measures available will be undertaken for all students while present in school, or attending or participating in school-sponsored activities. As such, the school and its officials are required to provide emergency care to any student in need of such care and, if necessary, to obtain transportation for that student to the closest medical facility for further treatment.

A refusal by appropriately certified school staff to provide life-sustaining emergency care to a student in need of such care would be a denial of related support services and reasonable accommodations that are necessary for the student to benefit from his or her education, and would constitute a discontinuation of further educational services based only on the student's disability. A decision to forego life-sustaining emergency care in a particular situation is a medical determination that cannot be made by school staff and has not been authorized by the school. Permitting a student to die in a School during school hours when school officials have the capacity to prevent that death through life-sustaining emergency care would be extremely disruptive and disturbing to other students and staff at the school.

Therefore, the School administrative procedures regarding the provision of life-sustaining emergency care are as follows:

1. Appropriately trained staff members whose responsibilities include the provision of life-sustaining emergency care shall take all reasonable steps to provide such care to any student on school grounds in need of life sustaining emergency care, and shall attempt to contact an ambulance or emergency medical response service or agency in accordance with administrative procedures to secure the speedy transportation of the student to an appropriate medical facility.
2. It is the requirement of the school to not comply with directives from parents or others that life-sustaining emergency care should not be provided to any particular student in need of such care while under the control and supervision of the school.
3. The school shall consider requests for alternative forms of life-sustaining emergency care, but those requests must be supported by written medical substantiation from the student's doctor. Determination shall be made on such request by a team of persons at the school who are knowledgeable about the student. This team may seek additional outside information when necessary for a decision. Any determination made on such a request must be based on the likelihood that the chosen form of life-sustaining emergency care shall maintain the student's life until an ambulance arrives or the student is otherwise transported to the care of medical personnel.
4. For purpose of this requirement, "life-sustaining emergency care" means any procedure or intervention applied by appropriately trained school staff that may prevent a student from dying, he or she, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation ("CPR"). Therefore; staff will maintain updated CPR cards.

4.25 MEDICATION DURING THE SCHOOL DAY

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

1. Parents should make every effort to avoid the necessity of medicating students during the school day. When ever possible, medication schedules should be developed to provide for the administration of medication before or after school hours.
2. When there is no reasonable alternative and students are required to take any type of medication during school and must be assisted by School staff, the School must have Consent and Request form signed by a physician and the parent/guardian(s) on file before the staff can assist the student. ,The prescription label is not considered to be an order from a physician to allow school staff to administer medication.

3. The Consent and Request Form must be renewed at the beginning of each school year, and can be continued, as appropriate, through extended school year and summer school.
4. Any change in the type, frequency or amount of medication will require a new consent and Request form.
5. All medication must be contained in a current pharmacy container labeled with the student's name, physician's name, date, medication, and correct dosage. The amount of medication that will be kept at school will be determined in cooperation with the parent/guardian(s) and Principal or designee.
6. School personnel delegated to assist students with the administration of medication must be trained by the EMT school designee to perform this activity in a safe, effective manner.

4.26 COMMUNICABLE DISEASES

1. Students suspected of having a communicable disease may be temporarily excluded from school until an appropriate medical authority determines that the student is not a health or safety threat to other students or staff members. School personnel are to follow the Guidelines for Communicable Disease Management.
2. Once a student has been determined by an appropriate medical authority to not be a health or safety threat, he/She is to be educated in the regular school environment.
3. If an appropriate medical authority determines that a student is a health or safety threat to other students and staff, that student will be excluded from the regular school environment. Instructional provision must be made for the excluded student. Alternative instruction may include, but not be limited to the following: Homebound teaching or hospital instruction.
4. Confidentiality shall be observed with students suspected of having or diagnosed with a communicable disease. The identity of the student, parent(s) or guardian(s) shall only be made available to persons with a direct need to know the identity of the student, parent/guardian(s).

4.27 STUDENT DISCIPLINE

The Board recognizes the educational and moral benefits of properly administered discipline wherein well adjusted and law abiding young citizens are developed through cooperation of the home, the schools and the community.

It shall be the duty of the Principal, the administrative staff, and teachers to develop a progressive student discipline program.

Every teacher and Principal is charged with the responsibility to maintain order and discipline among students; therefore, school rules and administrative procedures are developed to establish and to maintain an orderly learning environment in school. The student Handbook outlines the rules in detail. These rules, administrative procedures, sanctions and due process procedures are designed to protect all students and staff of their rights and duties in all aspects of their experience, including participation in extracurricular activities, inter-school athletic competition and the school transportation program.

The Principal has the overall responsibility for the discipline and welfare of students. The primary responsibility for discipline in the classroom rests with the teacher, who shall use reasonable and professional judgment in maintaining order and in administering disciplinary measures.

The Principal shall develop or revise rules applicable to conditions in the school and in accordance with the administrative procedures. School staff, with input by parent/guardian(s) when developing and revising rules. The rules are updated each year and are posted on the website in the Student Handbook.

School organizations, clubs and athletic teams may adopt and distribute rules to their members which shall govern student conduct and which are in accordance with the Board administrative procedures.

Every effort should be made to resolve potential disciplinary problems through discussion, counseling, and psychological services.

Any student behavior that disrupts the learning environment may lead to disciplinary action. Detailed information is updated annually in the School Student Handbook before the start of each academic year.

4.28 PROHIBITED CONDUCT

The commission of, or participation in, or unlawful attempt of any of the following activities or acts in school buildings or on school property is prohibited and may constitute cause for disciplinary action. In addition, students at school-sponsored, off campus events and those using school-sponsored transportation shall be governed by school rules and administrative procedures and are subject to the authority of school officials. An incident that constitutes the commission of a criminal act shall be reported at once to the Pyramid Lake Police Department. The student's parent(s) or guardian(s) shall also be notified, if possible. The school will take disciplinary action whether or not criminal charges result.

1. Criminal Offenses (As defined in applicable statutes or ordinances): Violations of local, state or federal laws are enforced on properties of the School or at activities sponsored by the School.

Examples of such laws are indicated below:

- a. ALCOHOL: The possession of, sales and furnishing alcoholic beverages.
- b. ARSON: The intentional setting of fire.
- c. ASSAULT: Physical or verbal threats with the intent and the ability to carry through with the same.
- d. BATTERY: A un-consented-to touching or application of force to another person.
- e. BOMB THREAT/FALSE: Willfully conveying by mail, written notes, telephone, telegraph, radio, or any other means of communication, any threat knowing it to be false.
- f. BURGLARY: Illegal entry with the intent to commit a crime.
- g. DESTRUCTION OF PROPERTY: Willfully and maliciously destroying or injuring real or personal property of another.
- h. DISTURBING THE PEACE: Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the school.
- i. EXPLOSIVE DEVICES: The possession of explosive or incendiary devices.
- j. FALSE FIRE ALARMS: False reporting of or the transmission of a signal knowing same to be false.
- k. FIREWORKS: The possession of, sales, furnishing, use or discharge of the same.
- l. INDECENT EXPOSURE: An open indecent or obscene exposure of his person or the person of another.
- m. LARCENY: Stealing, taking, carrying away property of another.
- n. LIBEL: A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.
- o. ILLEGAL SUBSTANCE: Being on campus, on school-sponsored transportation or at a school-sponsored activity after having used an illegal substance.
- p. NARCOTICS PARAPHERNALIA: The possession of, sales, furnishing or use of narcotics paraphernalia.
- q. PROFANITY: Use of vile or indecent language.
- r. RESISTING OFFICER: Willfully resisting, delaying or obstructing an officer in the performance of duty.
- s. ROBBERY: The unlawful taking of personal property from the person of another or in his/her presence, against his/her will, by means of force or violence or fear of injury.

- t. ROUT/RIOT: Two or more persons meeting to do an unlawful act/ two or more persons actually doing an unlawful act with or without a common cause of quarrel.
 - u. STOLEN PROPERTY: Receiving or possessing property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.
 - v. TAMPERING WITH MOTOR VEHICLES: Willfully break, injure, tamper, remove parts, deface a vehicle; without consent of owner, climb into or upon a vehicle with intent to injure; to manipulate any levers while vehicle is at rest or unattended or to set vehicle in motion.
 - w. THROWING SUBSTANCE AT VEHICLE: To throw any stone, rock, missile or any substance at any motorbus, truck or other motor vehicle.
 - x. TRESPASS: To be upon the property of another without permission of the owner and to stay upon the same after warning. To be on school property or at a school function while under suspension from school.
 - y. WEAPONS:
 - 1) Brandishing any knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver, or other firearm, or other deadly weapon in a rude, angry or threatening manner or to use same in any fight or quarrel.
 - 2) Concealed - it is unlawful for any person to carry any weapon commonly known as a knife, blackjack, slingshot, billy club, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon. For the purpose of this section, nunchaks are included herein.
 - 3) Possession - it is unlawful for any person to possess any weapon commonly known as a knife, blackjack, sling- shot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon.
 - 4) In addition, violation of other federal or state criminal laws or local ordinances at school, at school-sponsored activities or on school- sponsored transportation is prohibited.
2. School Offenses: The following non-criminal activities may also lead to disciplinary action. Generally, these are acts that disrupt and interfere with the educational process or with the rights of other members of the educational community.
- a. DISOBEDIENCE, INSOLENCES AND INSUBORDINATION: Students must obey the instructions of school personnel.
 - b. DISRUPTIVE CONDUCT: Conduct which interferes with the educational process. Note: Serious situations may be handled under criminal sanctions.
 - c. FIGHTING.
 - d. FORGING OR USING FORGED PASSES, EXCUSES OR OTHER SCHOOL DOCUMENTS.
 - e. GUM CHEWING AND EATING FOOD AT INAPPROPRIATE TIMES OR IN INAPPROPRIATE PLACES AS DETERMINED BY THE PRINCIPAL.
 - f. HAZING: Any act which forces another student to undergo a humiliating or abusive ordeal, as in initiations. This includes birthday spankings.
 - g. INAPPROPRIATE DRESS AND APPEARANCE: Dress and appearance must not present potential health or safety problems or cause disruptions.
 - h. MISCONDUCT ON SCHOOL VEHICLES: Any action that creates a safety hazard or distracts the attention of the driver.
 - i. PLAGIARISM AND CHEATING.
 - j. POSSESSION AND USE OF TOBACCO, CIGARETTES, CHEW, ETC., ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED ACTIVITY.
 - k. SEXUAL HARASSMENT: A student should not be sexually harassed, discriminated against, denied a benefit, or excluded from participation in any school educational program or activity as guaranteed by Title IX of the

Educational Amendments of 1972. Sexual harassment is defined as the verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of the school or by a student. No student shall be denied or limited to the provision of aid, benefits, services or treatment protected under Title IX.

- I. SPREADING FALSE OR UNSUBSTANTIATED INFORMATION IN WRITING OR VERBALLY ABOUT A PERSON AND HARMING HIS/HER REPUTATION.
- m. TRAFFIC VIOLATIONS ON SCHOOL GROUNDS.
- n. TRUANCY: Being absent from school without a valid excuse acceptable to the school.
- o. GANG ACTIVITY: As set forth in these administrative procedures.
- p. PROFANITY: Use of vile or indecent language at school or school function, verbally or in writing.

4.29 REGULATIONS OF MOTOR VEHICLES ON PYRAMID LAKE JR./SR. HIGH SCHOOL PROPERTY

1. No person shall drive a motor vehicle or moped on the grounds and driveways of the School in any manner that would disturb normal school activities or functions, endanger life or safety of any person or endanger or damage school property or facilities.
2. The maximum speed limit on school property of the School shall be ten (15) miles per hour.
3. No person except a student, staff member, other employee of the School, visitor, person engaged in school business, or person attending an athletic contest or school activity of the school shall park a motor vehicle on the grounds and driveways of any school or property of the School. Those who continue to violate this section after fair warning are subject to removal of vehicles at their expense.
4. No person shall operate or park a motor vehicle on the grounds and drive-ways of the school in such areas or places designated by posted signs or markings indicating that operation or parking of motor vehicles is prohibited.
 - a. Parking upon parking lots of school grounds and other school property shall be within painted boundaries where such boundaries are provided.
 - b. "No Parking" areas shall include those areas with painted red curbing, painted yellow curbing (except to load and unload passengers), sidewalks, driveways, sidewalk approaches, fire lanes, and handicapped zones.
 - c. No parking shall be permitted within fifteen feet of any fire hydrant or fire alarm box.
5. No person shall bring on school property or other property of the School any vehicle that carries therein any open container of intoxicating beverage, any harmful drug or substance or any weapon as defined in the administrative procedures.
6. All vehicles owned, operated, parked or otherwise used on school property shall be properly registered according to the motor vehicle laws of the Pyramid Lake Tribe and/or the State of Nevada. A person who does not have a valid driver's license to operate a vehicle shall not operate any vehicle on school property.
7. Nothing herein is intended to discourage the legitimate use of or operation of motor vehicles on school properties.
8. Failure of any student or employee of the School to obey these administrative procedures shall subject said person to appropriate administrative action, including, but not limited to, loss of privilege to operate or park a motor vehicle on school property and/or referral to the appropriate law enforcement agency. Violations by non-students and non-school employed persons shall be referred to the school police for handling.

4.30 DISCIPLINARY SANCTIONS

When it has been determined that a law, Board policy or administrative procedures or a school rule has been violated, appropriate disciplinary action will be taken. Disciplinary action may include but is not limited to the alternatives described within the school's administrative procedures. The student Handbook outlines the rules and possible consequences in detail.

4.31 NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

Our school partners closely with law enforcement agencies in the positive development of student behavior.

In general, the Tribal Police Department shall be called upon to assist in handling situations involving theft, substance abuse, citable offenses, physical danger or dangerous search or seizure.

An incident, which may constitute the commission of a felonious act, shall be reported at once to the Tribal Police Department and the student's parent(s) or legal guardian(s) shall be notified.

4.32 EXPULSION

When it is determined that a student's behavior seriously interferes with the educational program or the safety or welfare of school personnel or other students, the Board may remove the student from further attendance at the School. There is certain conduct for which the school mandates expulsion:

1. One Year Expulsion: The school must expel any student for a period of not less than one (1) year from school s/he attends if, at any time, the student is found in possession of a firearm or an explosive substance or device while on the premises of school, at any activity sponsored by the school, or on any school bus.
2. Permanent Expulsion: The school may permanently expel a student from school if:
 - a. The student commits a battery which results in the bodily injury of an employee of the school while on the premises of any public school, at any activity sponsored by a public school, or on any school bus;
 - b. The student sells or distributes any controlled substance while on the premises of the school, at any activity sponsored by the school, or on any school bus;
 - c. The student is found in possession of a dangerous weapon while on the premises of the school, at any activity sponsored by the school, or on any school bus.
 - d. Any other serious or continuous student behavior identified by the administration;

Any student who commits the conduct described above may be placed on emergency suspension pending investigation, review and determination of final action to be taken in the matter.

4.33 SUSPENSION

Suspension is the temporary removal of a student from school or from school-sponsored activities. Students may be suspended for the following reasons:

1. Violation of any Federal, Tribal or State law or Tribal ordinance in a school building, on school grounds, or at a school-sponsored activity.
2. Violation of Board Policy, Administrative Procedures, and/or Student Handbook related to prohibited conduct. An example might be student actions or inactions at school or school-sponsored activity that disrupt, interfere with, or pose a threat to the educational program, to other students, to staff, to visitors or to the student personally.

The primary purpose of suspension is to give the student, his/her parent(s) or guardian(s) and the school the time needed to resolve a problem. The duration of suspension is related to a course of action designed to resolve the problem.

Types of Suspensions

1. Emergency Suspension: The Principal or designee may suspend any student whose conduct is determined to be a clear threat to the physical safety of others or to the property interests of others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of the other students to pursue an education. If the student's action threatens the property, health or safety of any person,

the Principal or designee shall consult with the appropriate School personnel before making specific commitments to the student or to his/her parent(s) or guardian(s).

2. Long-Term Suspension: The Principal or designee may remove a student from school or from an interscholastic activity for more than ten (10) days, if, after investigation, this sanction seems warranted.
3. Short-Term Suspension: A student may be removed from school or from an interscholastic activity for no more than ten (10) days. If after an investigation this action seems warranted, the Principal or designee shall take action.
4. In-School Suspension: A student may be removed from his/her classes and all school activities for no more than ten (10) days and during the term of suspension the student will remain in a separate supervised area of the school. The primary intention of this action is to gain cooperation with the student's parent(s) or guardian(s) and to isolate the student from all regular academic and social activities. If this action seems warranted after an investigation and after consultation with the parent(s) or guardian(s), the Principal or designee shall take appropriate action.
5. Guidance Suspension: A student may be removed from school and all related activities for no more than ten (10) school days. Such guidance suspension will occur when a student's prior actions have indicated the need for intervention or assistance and that intervention by a counselor and school psychologist has failed to provide a positive change. These suspensions will not be considered disciplinary in approach and consequently will not be treated as an emergency suspension.

Special Conditions:

1. A student may not participate in extracurricular activities during the term of his or her suspension.
2. Suspensions may be reflected in the student's class citizenship or school citizenship grade.
3. Parent(s) or legal guardian(s) shall be notified whenever a student is suspended.
4. Schoolwork missed as a result of suspension must be made up. If the schoolwork is not made up, the loss of such schoolwork will result in the lowering of the academic grade for the grading period.

4.34 DRUG INTERVENTION PROGRAM

The School believes that students who have consumed or are in possession of alcohol, tobacco, an illicit substance, drug-related paraphernalia, a chemical or organic solvent to induce euphoria or hallucinations, and/or any substance being used as a controlled substance are in need of intensive assistance. The School, in conjunction with the Pyramid Lake Paiute Tribe's Substance Abuse Program, offers assistance to students determined to need assistance.

4.35 VIOLENCE INTERVENTION PROGRAM

The School seeks to provide a safe school environment for all students, employees and guests. We recognize the importance an inviting, positive and safe school climate plays in the academic, social and emotional growth of our students.

As among siblings in any home, conflict may arise between and among students at school. The School promotes non-violent, cooperative means of conflict resolution. The school will not tolerate behavior, which jeopardizes the safety of its students.

The School believes that students, who are involved in acts of violence that jeopardizes their own safety, or the safety of others, are in need of assistance.

Students involved in acts of violence will be subject to all the requirements and consequences included in the School Student Handbook.

4.36 CORPORAL PUNISHMENT

The Board and the provisions of the Bureau of Indian Affairs expressly prohibit the use of corporal punishment on any student by any staff member of the School.

A violation of the School disciplinary code by a student will be dealt with in accordance with the Board's policies and administrative procedures.

These policies and administrative procedures shall in no way prohibit a teacher or school official from defending himself or herself using no more force than is necessary for the situation if attacked by a student.

Corporal punishment means the intentional infliction of physical pain upon or the physical restraint of a student for disciplinary purposes. The term does not include the use of reasonable and necessary force:

1. To quell a disturbance that threatens physical injury to any person or the destruction of property;
2. To obtain possession of a weapon or other dangerous object within a student's control;
3. For the purpose of self-defense or the defense of another person; or
4. To escort a disruptive student who refuses to go voluntarily with the proper authorities.

4.37 SEARCHES OF STUDENTS

The primary function of the school is education. In order to serve this function, the school must maintain discipline and order and must provide students with physical safety and security. School officials and teachers act "in loco parentis" to the students during the time students are under their supervision.

To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful or deleterious items onto the school premises. The law, therefore, when there is reasonable suspicion, permits school authorities to search students, their personal possessions and their desks and lockers.

A decision to search a student, his/her possessions, or any school property or area assigned to him/her for his/her individual use shall be made in accordance with the following guidelines:

1. Student's Rights and Responsibilities: The student has a right of privacy in his/her person, his/her personal belongings and effects and his/her personal automobile parked on school grounds; but that right is limited by the needs of all students for a safe, calm and orderly school environment. Students shall not carry or conceal or bring onto the school premises any material that is prohibited by law, published school rules, and Board policies and administrative procedures or any material that will detract from the maintenance of a calm, orderly and safe school environment.
2. Searches: A teacher, administrator or other school employee designated by the Principal may search the person of any student, the personal effects in the student's possession, or the student's automobile parked on school grounds under the following circumstances:
 - a. The search is conducted on the reasonable suspicion that the student is engaged in an activity which violates a law or published school rule, Board policies or administrative procedures or that the student is carrying, concealing or sequestering material the possession of which is prohibited by law or by published school rule, Board policies or administrative procedure.
 - b. Reasonable suspicion is satisfied when two conditions exist: (1) the search is justified at its inception, meaning that there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating the law or school rules, and (2) the search is reasonably related in scope to the circumstances that justified the search, meaning that the measures used to conduct the search are reasonably related to the

objectives of the search and that the search is not excessively intrusive in light of the student's age and sex and the nature of the offense.

The teacher, administrator, or other designated school employee making the search must be of the same gender as the student searched, unless the need for an immediate search requires a search by a teacher, administrator or school employee of the other gender. When someone of a different gender than the student to be searched makes the search, there must be a witness to the search.

The search of a student's desk, locker, backpack, purse, or any bag may be done at any time pursuant to either of the following rules:

1. The search is made to maintain discipline and protect the students from the introduction into the school of offensive or undesirable materials, or,
2. The search is made on the reasonable suspicion that the student is engaged in an activity which violates a law or a published school rule, Board policies or administrative procedures or that the student is using the school property in the form of a locker or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published school rule, Board policies or administrative procedures.

4.38 REASONABLE SUSPICION

In those cases requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found, or that a weapon or other material the possession of which is prohibited by law or by school rules, and Board policies and administrative procedures will be found. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include, but are not limited to, the student's age, history and record in the school, the reliability of the information giving rise to the suspicion and the seriousness and prevalence of the problem in the school. The required "reasonable suspicion" must be based on facts relating to a particular student whose person, belongings, automobile, desk, bag, or locker is to be searched and such suspicion must arise immediately prior to the proposed search. Surveillance video may be utilized as needed with this policy.

1. Limitations on Right of Privacy: Lockers and Desks: The student does not have the exclusive right to possession of the locker or desk to which he or she is assigned and the school reserves the right to conduct searches of lockers and desks as outlined above. Each student shall accept and use the assigned locker or desk on this basis.
2. Canine Searches: The school may conduct canine searches of school hallways, lockers, classrooms, buildings, parking lots, and other school property through the use of a canine unit. A canine unit consists of a qualified handler, and a dog specially trained to detect illegal or prohibited substances, weapons or bombs. If a teacher, administrator, other school official, employee, school police, or security personnel, have a reasonable suspicion to believe that a student or students have in his/her or their possession a weapon or a controlled substance or material which is prohibited by law, school rules or Board policies and administrative procedures, a search may be conducted of a student based on reasonable suspicion.
3. Role of Law Enforcement Agencies: School personnel will call for assistance from the Tribal Police Department when there is reason to believe the situation is dangerous or a citable offense.

If a search by school personnel results in the discovery of materials the possession of which law prohibits, the Tribal Police Department shall be notified and the materials shall be turned over to them.

4.39 RESTITUTION FOR DAMAGES AND THEFT

The Principal should handle acts of theft, forced entry or destruction of property in the manner most suited to the development of respect for law and civic responsibility. This requires taking into consideration the age and background of the student, the specific nature of the offense and other circumstances, but does not allow condoning such action in any way.

Any student who steals school property, enters a locked building or enclosure, or destroys or defaces any school property shall be subject to suspension, transfer, expulsion or other disciplinary action. If it appears that a law may have been violated, the student's parent(s) or guardian(s) shall be notified, if possible, and the student may be referred to the Tribal Police Department.

The student and his or her parent(s) or legal guardian(s) shall be held responsible within the limits of the law for restitution for damages to school property. Students and parent(s) or guardian(s) are responsible for instructional supplies and material loaned to students. Also willfully and maliciously injuring, marking or defacing any public property is illegal.

4.40 REMOVAL FROM A SPECIFIC CLASS

If a situation is so serious in the teacher's judgment that it should be brought to the attention of the Assistant Principal in charge of discipline, the student involved may be taken or sent to the office. As soon as possible, the teacher shall prepare a written report of the incident(s) leading to the removal. The administrator will decide if and when the student will return to the class.

4.41 INELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES

Students suspended from school are also suspended from participation in extra-curricular activities, co-curricular activities.

In addition to Board policies and administrative procedures, extra-curricular organizations may have rules which govern the conduct of their members and which are in accord with Board policies and administrative procedures. Infractions of these rules may lead to suspension or removal from participation in the organization's activities.

In the event a statute or a rule developed by the school, an extra-curricular organization or a co-curricular prescribes a mandatory penalty for a specified violation, the Principal or designee shall be required to follow the prescribed mandate.

4.42 DETENTION

When it is necessary to detain students for disciplinary reasons or for special help, the teacher or administrator may require them to report at a specific time.

Students are not to be deprived of necessary time to eat lunch, either for punishment or for special help.

Parent(s) or legal guardian(s) are naturally concerned that a student return home immediately from school; therefore, in the case of bus students, the Principal shall communicate with the student's parent(s) or legal guardian(s) prior to the implementation of any after-school detention.

4.43 DISCIPLINARY REPORTING PROCEDURES

When it has been determined that a law, Board policies or administrative procedures or a school rule has been violated, the Principal or designee shall be responsible for determining the appropriate penalty and for the enforcement of the penalty. When the Principal or designee determines that the student infraction threatens the property, health or safety of any person, the Principal or designee may take emergency action, including temporary suspension.

1. As appropriate, the Principal or designee shall investigate or have the school office investigate the incident and write up a report and file it in the Assistant Principal's office. There shall be no commitment to students or parents concerning the punishment that will

be recommended until such time as there has been an opportunity to review the results of the investigation with the school administration disciplinary team.

2. If conditions warrant such action, the Principal may request assistance from legal counsel before making a recommendation concerning disciplinary action.
3. The Principal or designee shall make a decision concerning the disciplinary action. When the disciplinary action is more severe than a ten-day suspension, the student shall have the right to a hearing. When the disciplinary action is expulsion, the Board will make the final decision.

4.44 DISCIPLINARY HEARING PROCEDURES

The Fourteenth Amendment to the Constitution of the United States and the Indian Civil Rights Act require that no state or tribe shall "deprive any person of life, liberty or property without due process of law." Because of the important role education can play in a person's life, deprivation of the right to an education must meet the requirements of due process of law.

Essentially, due process means being fair. The due process clause requires that procedures be established to guarantee that consequence does not deny access to educational opportunity is administered for good and just cause. The procedures are designed to ensure that corrective action is taken only after an examination of the facts.

The nature of corrective action must be reasonably related to the nature and circumstances of the violation(s).

1. Hearing Procedures: Board policies and administrative procedures shall govern the imposition of expulsion of any student..
2. Expulsion
 - a. The Principal of the school shall have the power to initiate proceedings to suspend or expel any student. If, upon receiving a complaint of possible student misconduct, the Principal believes the matter is a potential disciplinary one, he or she shall fully investigate the facts. Wherever possible, facts shall be obtained from those who directly observed them and the student shall be given notice of the charges against him/her and an explanation of the evidence against him/her. The student or his/her parent or legal guardian(s) may then provide oral or written evidence to the administrator.
 - b. If, after investigation, discussion and attempted resolution of a complaint against a student, the Principal finds:
 - 1) There is evidence the student has actually committed the conduct charged, and the situation is so serious that the matter cannot be handled through discussion or counseling; and
 - 2) That the conduct warrants suspension or expulsion from school for more than ten (10) school days, the Principal must initiate the hearing procedure, as provided below, to suspend or expel any student.
3. In the event the Principal finds that the conditions described exist, but that the conduct warrants a lesser discipline than described above, such lesser discipline may be imposed without the necessity of a further hearing.
4. No suspension or expulsion shall be imposed unless in the opinion of the Principal there is good reason to believe that other forms of corrective action or punishment would fail if employed.
5. In the event a statute or a rule of an extracurricular organization prescribes a mandatory penalty for a specified violation, the Principal or designee shall be required to follow the prescribed mandate.
6. Prior to the suspension from school for more than ten (10) days or the expulsion of any student, the student and his or her parent(s) or guardian(s) shall receive written notice of an opportunity for a hearing. The notice shall:
 - a. Specify the alleged misconduct and the law(s), Board policies and administrative procedures, school rule(s) or extracurricular activity rule(s) alleged to have been violated.

- b. State the proposed disciplinary action.
 - c. Explain the right of the student and/or his or her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s).
 - d. Include an explanation of the hearing procedure.
 - e. State that a written request for a hearing must be received by the Principal on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing and that if such a request is not received within the three (3) school business days, then the right to a hearing is waived and the proposed suspension or expulsion may be imposed without further opportunity to contest the matter.
 - f. Include a form letter addressed to the Principal that can be signed by the student and/or his or her parent(s) or guardian(s) and that will provide to him, her or them a convenient method of requesting a due process hearing.
7. Upon receipt of a request for a hearing, the school shall schedule a hearing to commence at the next scheduled board meeting. The student and parent(s) or guardian(s) shall be promptly informed of the time, date and place of the hearing. The hearing shall be conducted by the school board.
8. All hearings shall be conducted as follows:
- a. The hearing shall be closed.
 - b. The student shall have the right to be represented by an advocate of his or her choosing. The student may retain an attorney if he or she wishes at his or her expense.
 - c. All parties shall have the right to present evidence, call witnesses, cross-examine adverse witnesses and submit rebuttal evidence. All testimony shall be given under oath.
 - d. In the case wherein expulsion is the consequence being recommended by the school board and determination is for a lesser consequence, the boards' decision shall be final. The findings shall be based solely upon relevant evidence presented at the hearing. Copies of the decision shall be sent to the student and his or her parent(s) or guardian(s) and to any aggrieved employee of the school. Copies of the decision shall also be placed on file in the Principal's office.
 - e. In the case wherein a penalty of expulsion is recommended by the board and in the case of a recommendation of suspension or expulsion of a student participating in a program of special education for students who are impaired either emotionally or mentally under the provisions of applicable laws, the commission of battery upon an employee of the school, possession of a dangerous weapon, or sale or distribution of a controlled substance, the hearing officer shall issue a written recommendation stating the findings of fact and the evidence upon which the recommendation is based. The findings shall be based solely on relevant evidence presented at the hearing. In all other cases the Board's decision shall be final.
9. In the event that the Board finds that disciplinary action is unwarranted, all notations relating thereto shall be completely removed from all school records. Students shall have the right to inspect their school records to ensure that such matters are removed and also so that they will have reasonable opportunity to bring to the attention of school authorities and to rebut or correct any mistaken or incorrect information or notation thereon.
10. Whenever the Principal thinks the actions of a student are dangerous or potentially dangerous to staff members or other students, the Principal may require the student to be evaluated by a school psychologist. The school psychologist shall render an opinion as to whether or not the student represents a threat to the safety and welfare of students or staff members before the student is permitted to return to school. If required, this action will be in addition to the administrative procedures as specified above.
11. Suspension From Extracurricular Activities: The school administration will have the power to suspend any student from participation in extracurricular activities. With respect to ineligibility for participation in extracurricular activities based on suspension from school, the Board policies and administrative procedures shall apply. With respect to

suspension from extracurricular activities either imposed without a corresponding suspension from school, or involving a more lengthy suspension than the proposed suspension from school, the following procedures shall apply:

- a. If, upon receiving a complaint of possible student misconduct, the Principal believes the matter is a potential disciplinary one, necessitating suspension from extracurricular activities, he or she shall fully investigate the facts.
 - b. The school administration shall schedule as soon as possible a conference with the student respecting the proposed suspension from extra- curricular activities.
 - c. At the conference before the Principal, the student shall be provided an explanation of the charges against him or her, an explanation of the evidence supporting the charges, an explanation of the proposed disciplinary action, and an opportunity to explain his or her side of the story.
 - d. If, after the conference, the Principal finds that the student has committed the conduct charged, the Principal shall impose the discipline she or he deems warranted.
12. The Principal may take emergency action, including temporary suspension from extracurricular activities prior to scheduling the above-described conference, after making a finding that the student's conduct presents a clear threat to the physical safety of others or to the property interests of others, or is so extremely disruptive as to make the student's immediate removal necessary to preserve the rights of other students.

4.45 STUDENT CONDUCT ON SCHOOL VEHICLES

1. Responsibility of Principal: The transporting of students in school-owned or operated transportation equipment is regarded as an extension of the school proper and, as such, the Principal of the school has full disciplinary jurisdiction.
2. Driver Responsibility: Only school bus drivers who hold a current State of Nevada Commercial Drivers License Class A or B with a "P" passenger and "S: School endorsement will operate school buses.

Drivers have full responsibility and authority for the safety of students while on or around a bus. They will make every effort to drive safely and encourage good student behavior on buses so that they may devote their attention to driving. The buses will be operated in a safe and prudent manner at all times.

Drivers will be trained in and will enforce established student conduct as specified in the Board policies and administrative procedures. Drivers are to take proper precautions to avoid physical injury to students. This does not preclude taking adequate defensive measures if the safety of the driver or students is involved.

- a. Whenever a passenger's conduct potentially affects the safety of the driver or other passengers on the bus, the driver must stop and, if possible, contact the Principal's office for assistance. If, in the driver's best judgment, the incident is of a critical nature, the offending passenger(s) will be removed from the bus and provided alternate means of transportation for the remainder of the trip.
 - b. When a student is guilty of misconduct, the driver will give the completed Misconduct Report to the Principal. After disposition of the report, copies will be distributed to the student, parent(s) or guardian(s), the Principal or his or her designee and the driver.
3. Rules of Passenger Conduct: The safety of school bus passengers is the most important consideration of the school bus operation. Parent(s) or guardian(s) and students should be familiar with the Misconduct Report Procedure that is described in this administrative procedure. Passengers must:
- a. Comply with the directions of the driver when appropriate to the safe operation of the bus.
 - b. Behave in an orderly manner while waiting for the bus at the bus stop, entering, riding or leaving the bus.

- c. Remain seated at all times and refrain from any movement that would cause interference of passenger safety.
 - d. Not extend any part of their bodies out of the bus or throw any item out of the bus.
 - e. Not eat, drink, use tobacco or engage in any activity detrimental to passenger safety.
 - f. Not bring animals, weapons, liquor, drugs or any other items on the bus that would interfere with passenger safety.
 - g. Not do damage to any part of the bus, fellow students or their property.
 - h. Not participate in loud talking, use of profanity, scuffling, throwing things, standing or changing seats or any other action which creates a safety hazard or which distracts the attention of the driver.
 - i. Follow the bus driver's directions and signals when crossing the highway after departing the bus.
 - j. Abide by the above rules. Failure to do so will result in a Misconduct Report that will be given to the Principal
4. Misconduct Report Procedure: The following courses of action are considered as minimum:
- a. The Principal or his or her designee will review the first Misconduct Report, appropriate action will be taken, and the parent(s) or legal guardian(s) will be advised of the situation.
 - b. The second Misconduct Report shall result in suspension from the privilege of bus transportation for a period of up to ten (10) days unless a satisfactory alternative to such suspension can be arranged as a result of a parent conference.
 - c. The third and any subsequent Misconduct Reports within a school year may result in permanent suspension from the privilege of bus transportation. A conference will be required between the driver, student, parent(s) or guardian(s), Principal or his/her designee to determine the length of the suspension.
5. Severe Disruption: The following inappropriate behavior may result in immediate suspension of transportation privileges:
- a. Physical harm or threat of harm to another student.
 - b. Physical harm or threat of harm to bus driver.
 - c. Fighting, carrying weapons, smoking, use of drugs.
 - d. Property damage (damage will be paid by offender).
 - e. Refusal to obey bus driver.

4.46 PRACTICE EVACUATION OF SCHOOL BUSES

At least twice during each school year, all students enrolled in the School who ride school buses to and from school must practice the emergency evacuation of the school bus. This practice will be completed by October 1 and March 1 of each school year. Prior to every field trip conducted by the school on a school bus, the evacuation of that bus must be practiced. The Principal or his or her designee shall:

- 1. Establish a uniform procedure, which is followed by all bus drivers in carrying out the practice evacuation of buses.
- 2. Establish a uniform procedure for recording all practices of evacuations, and maintain those records for one (1) full year after the practice sessions.
- 3. Insure that each school bus driver shall practice an evacuation of the bus prior to each field trip conducted by the school. (A field trip is a trip whose purpose has a specific educational objective.)

4.47 STUDENTS ON PROBATION

The fact that a student is on probation shall not, in itself, be cause of or for any kind of special status or treatment. However, the records of such students should be carefully evaluated to determine whether there is reason to anticipate dangerous or disruptive behavior.

4.48 STUDENT FREEDOM OF EXPRESSION

The School is committed to encouraging, protecting and ensuring the student right to exercise freedom of speech, press and expression, subject to the laws of the land. The school further recognizes the intrinsic value of educating students in the reasonable exercise of these fundamental rights in order to become responsible citizens of their respective tribes, the State of Nevada and the United States of America.

1. Free exercise of speech, press and expression includes but is not limited to:
 - a. The use of designated student bulletin boards.
 - b. The distribution of printed materials or petitions
 - c. The performance of school assemblies, theatrical and musical events.
 - d. Opinions and expressions in school-sponsored publications.
 - e. Student election campaigns.
 - f. Student club activities.
2. The undifferentiated fear or apprehension of disturbance, or the mere desire to avoid the discomfort associated with an unpopular viewpoint is not enough to restrain the student's right to exercise free speech, press and expression.
3. The school reserves the right to administratively adopt reasonable provisions for the time, place and manner of exercising freedom of speech, press and expression.
4. No student shall be denied the right to exercise freedom of speech, press and expression unless such speech, writing or expression:
 - a. Materially and substantially interferes with the requirements of appropriate discipline in the operation of a school;
 - b. Infringes upon the rights, or endangers the health and welfare of others;
 - c. Is libelous or slanderous;
 - d. Is obscene; or
 - e. Is a violation of any school rules; or
 - f. Incites students as to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of lawful school Board policies and administrative procedures or the substantial disruption of the orderly operation of a school.
5. No expression made by students in the exercise of free speech, press or expression shall be considered to be an expression of Board policies or administrative procedures.

4.49 RELEASE OF STUDENTS DURING SCHOOL HOURS

1. Regarding Enforcement Officers: Students may be released to law enforcement agencies by the Principal upon receipt of:
 - a. A court order.
 - b. A warrant for the student's arrest.
 - c. The placement of the student into custody (under arrest) by a peace officer.
 - d. Students not picked up after school.

If this should happen, every effort shall be made by the school authorities to notify the parent or guardian and the appropriate release of student form shall be completed and placed in the school's file.

2. Regarding Parents and Legal Guardians: Students are not to be released from school at the request of any person other than the parent(s) or legal guardian(s) with whom they are living as shown on the emergency contact information, with the exception of law enforcement officers as described above.

4.50 PRACTICE EVACUATION OF SCHOOL

At least twice during each school year, all students enrolled in the School must practice the emergency evacuation of the school facility. This practice will be completed by October 1 and March 1 of each school year. The Principal or his or her designee shall:

1. Establish a uniform procedure to be followed by faculty, staff and students in carrying out the practice evacuation of the school facility.
2. Establish a uniform procedure for recording all practices of evacuations, and maintain these records for one (1) full year after the practice sessions and follow all BIE required documentation.

4.51 HOME SCHOOL STUDENTS

The School may receive home school middle and high school students for enrollment in elective classes and NIAA interscholastic activities if the students are eligible to participate and on a "space available" basis.

4.52 SUICIDE PREVENTION

The purpose of this policy is to protect the health and well being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The School:

1. Recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes.
2. Further recognizes that suicide is a leading cause of death among young people.
3. Has an ethical responsibility to take a proactive approach in preventing death by suicide.
4. Acknowledges' the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

Toward this end, the policy is meant to be paired with other policies supporting the emotional and behavioral health of students more broadly. Specifically, this policy is meant to be applied in accordance with the School's obligations.

4.53 SUICIDE PREVENTION PARENTAL INVOLVEMENT

Parents and guardians play a key role in youth suicide prevention, and it is important for the school to involve them in suicide prevention efforts. Parents/guardians need to be informed and actively involved in decisions regarding their student's welfare. Parents and guardians who learn the warning signs and risk factors for suicide are better equipped to connect their students with professional help when necessary. Parents/guardians should be advised to take every statement regarding suicide and wish to die seriously and avoid assuming that a student is simply seeking attention.

4.54 SUICIDE PREVENTION SCOPE

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school sponsored out-of-school events where school staff are present. This policy applies to the entire school community, including educators, school and staff, students, parents/guardians, and volunteers. This policy will also cover appropriate school responses to suicidal or high-risk behaviors that take place outside of the school environment.

4.55 SUICIDE PREVENTION COORDINATOR

An administrative level Suicide Prevention Coordinator shall be designated by the Principal and with the approval of the Board of Education. This may be an existing staff person. The Suicide Prevention Coordinator will be responsible for planning and coordinating implementation of this policy for the school.

The Principal shall designate a School Suicide Prevention Coordinator (either the Assistant Principal, School Counselor, or designated administrator) to act as a point of contact for issues relating to suicide prevention and policy implementation. This may be an existing staff person. All staff members shall report students they believe to be at elevated risk for suicide to the school Suicide Prevention Coordinator.

4.56 SUICIDE PREVENTION PROFESSIONAL DEVELOPMENT

All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention (postvention is an organized response in the aftermath of a suicide), and resources regarding youth suicide prevention.

The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use and abuse disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional professional development in risk assessment and crisis intervention will be provided to school designated Suicide Prevention Coordinator, and contracted mental health professionals.

4.57 SUICIDE PREVENTION PROGRAMMING

Developmentally appropriate, student-centered education materials will be integrated into the curriculum of all grades (6-12) health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help- seeking strategies for oneself or others, including how to engage School resources and refer friends for help. In addition, the School may provide supplemental small group suicide prevention programming for students.

4.58 SUICIDE PREVENTION PUBLICATION AND DISTRIBUTION

This policy will be distributed annually and included in all student and teacher handbooks and on the School website.

4.59 SUICIDE PREVENTION ASSESSMENT AND REFERRAL

When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a mental health professional within the same School day to assess risk and facilitate referral. If there is no mental health professional available, an administrator will fill this role until a mental health professional can see the student.

For youth at risk:

1. School staff will continuously supervise the student to ensure their safety.
2. The Principal and School Suicide Prevention Coordinator will be made aware of the situation as soon as reasonably possible.
3. The mental health professional or Principal will contact the student's parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.

4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

4.60 IN-SCHOOL SUICIDE ATTEMPTS

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

1. First aid will be rendered until professional medical treatment and/or transportation can be received, following emergency medical procedures.
2. School staff will supervise the student to ensure their safety.
3. Staff will move all other students out of the immediate area as soon as possible.
4. If appropriate, staff will immediately request a mental health assessment for the youth.
5. The mental health professional or Principal will contact the student's parent or guardian, as described in the Parental Notification and Involvement section.
6. Staff will immediately notify the Principal or school Suicide Prevention Coordinator regarding in-school suicide attempts.
7. The school administration will assess whether additional steps should be taken to ensure student safety and well-being.

4.61 SUICIDE PREVENTION RE-ENTRY PROCEDURE

For students returning to School after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a mental health professional, the Principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to School.

1. A mental health professional or other designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns.

4.62 OUT OF SCHOOL SUICIDE ATTEMPTS

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

1. Call the police and/or emergency medical services, such as 911.
2. Inform the student's parent or guardian.
3. Inform the school suicide prevention coordinator and/or the highest-ranking Administrator in charge.

If the student contacts the staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

4.63 SUICIDE PREVENTION PARENTAL NOTIFICATION AND INVOLVEMENT

In situations where a student is determined to be at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the Principal, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on "means restriction," limiting the student's access to mechanisms for carrying out a suicide attempt. Staff will also seek parental permission to communicate with outside mental health care providers regarding their student.

Through discussion with the student, the Principal or mental health professional will assess whether there is further risk of harm due to parent or guardian notification. If the Principal, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed the reasons for the delay should be documented.

4.64 POST-VENTION

Administration will develop an action plan to guide school response following a death by suicide. A meeting of the Administration to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

1. **Verify the death.** Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the School will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
2. **Assess the situation.** The Administration will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The Administration will also consider how recently other traumatic events have occurred within the School community and the time of year of the suicide. If the death occurred during a School vacation, the need for or scale of postvention activities may be reduced.
3. **Share information.** Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies should be avoided. The Administration may prepare a letter (with the input and permission from the student's parent or guardian) to send home with students that includes facts about the death, information about what the School is doing to support students, the warning signs of suicidal behavior, and a list of resources available.
4. **Avoid suicide contagion.** It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high-risk students is to prevent another death. The Administration will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the Administration will review suicide warning signs and procedures for reporting students of concern.
5. **Initiate support services.** Students identified as being more likely to be affected by the death will be assessed by a mental health professional to determine the level of support needed. The Administration will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, Administration members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.
6. **Develop memorial plans.** The School should not create on-campus physical memorials (e.g. photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion.
 - a) School should not be canceled for the funeral.
 - b) Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides and prevention resources available.

4.65 EXTERNAL COMMUNICATION

The School Principal or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

1. Keep the Suicide Prevention Coordinator and Board of Education informed of school actions relating to the death.
2. Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.
3. Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase "suicide epidemic" – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.