

Student Code of Conduct

2022-2023

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STUDENT CODE OF CONDUCT LA CRESCENT SENIOR HIGH SCHOOL

PART I - PHILOSOPHY AND PURPOSE

PHILOSOPHY

It is the belief of the Board of Education of School District #300 that each individual should be accepted into the educational program as he or she is - that the student shall be provided with a stimulating environment and opportunities for learning designed to assist the student in realizing his or her maximum mental, physical, emotional and social development.

The Board also believes that the primary obligation for developing self-discipline, responsibility, and respect for other people rests with the home and parents. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but their efforts can be thwarted by disruptive students. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school. In order to meet this shared responsibility for the maintenance of good behavior...

PARENTS SHOULD:

- Keep in regular communication with the school concerning their child's conduct and progress.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, well-groomed, and clean.
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work, and emergency telephone numbers at school.

STUDENTS SHOULD:

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate working materials.
- Refrain from profane or inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well-groomed and clean.
- Be responsible for their own work.

- Abide by the rules and regulations set forth by the school and individual classroom teacher.
- Seek changes in an orderly and approved manner.

EDUCATORS SHOULD:

- Encourage the use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training or discipline based upon fair and impartial treatment of all students
- Develop a good working relationship among staff and students.
- Encourage the school staff, parents, and students to use the services of area agencies.
- Encourage parents to keep in regular communication with the school.
- Seek to involve students in the development of policy.
- Endeavor to involve the entire community in order to improve the quality of life within the school and community.
- Refrain from profane or inflammatory statements toward students

PURPOSE: To insure an atmosphere, which is conducive to learning, it is necessary to carefully balance a student's individual rights with his or her responsibilities for good citizenship. It is in an effort to preserve this proper balance that the school board has adopted this code. The intended effect is to create an educational climate conducive to learning, to foster responsible and considerate behavior, and one in which the safety of students, and all persons is assured. The various sections of this handbook are intended to comply with local, state and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it will be revised.

PART II - DISCIPLINARY POLICIES AND PROBLEMS

INTRODUCTION The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought-out approach to classroom discipline and administer it with a sense of fairness and consistency.

At other times, disciplinary problems occur which are beyond the scope of the classroom teacher's area of responsibility (i.e. between classes, lunchtime, before and after school) or are of a serious enough nature to require referral to the principal. Through the administration of the school-wide discipline program, the principal sets the tone for acceptable behavior throughout the school and campus. The principal also must operate from a carefully developed set of rules and consequences that insure fair treatment, consistency, and due process.

Part II of this code is designed to describe the approach to classroom and school site discipline adopted

by the Board of Education of District 300.

Definitions:

TIME-OUT: Supervised time-out area utilized by teachers to remove a student from class for a maximum of 3 consecutive class periods for disciplinary reasons. During the time-out period the student is to complete a Plan for Improved Behavior sheet.

AFTER-SCHOOL DETENTION: Students may be assigned to detention by an administrator or designee for violations of the Code of Student Conduct. Detention is scheduled for two hours immediately following the close of school in a designated supervised area. Failure to show up for detention without prior approval from the administrator or his designee, will result in the detention time being doubled. The 2nd infraction of the same may result in suspension and a Step 5 on the step system.

Excused Absences are:

1. Illness.
2. Necessary medical attention.
3. Serious illness or death of someone in the immediate family or close friend.
4. Emergencies in which the student's services are required. The principal will determine with
5. the parent whether an emergency situation exists.
6. Trips when students and parents have made arrangements in advance with the principal.
7. Students have the responsibility to obtain work to be completed during the period of absence.
8. Religious observances.
9. Required legal observances

Failure to show up for detention that has already doubled, will result in a Step 5 and possible suspension.

OUT-OF-SCHOOL SUSPENSION: A suspension that must be served away from the school building and grounds.

IN-SCHOOL SUPERVISION BY PARENTS: This proposal allows parents the option of supervising their child in school in lieu of detention assigned for either Step 4 or Step 5. In school parent supervision must be arranged by the parent to occur within the next five (5) school days or before the end of the school year; whichever is the lesser period of time. The parent must accompany their child for the entire class period for all 7 periods of the school day. This would include lunch but of course excludes supervision in locker rooms or bathrooms for opposite-sex parents.

EXPULSION: An action taken by the school board to prohibit an enrolled pupil from further attendance for a maximum of one (1) calendar year.

TIME-OUT SUPERVISION: Time-out supervision will be provided by teachers or other employees designated by administration to supervise students in the time-out area.

REASONABLE FORCE: A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 1211A.582 and other laws.

CLASSROOM DISCIPLINE

1. A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.
2. Classroom rules, once established, are to be posted in each classroom.
3. Teachers or teacher assistants may assign a detention for unacceptable behavior in their classroom or observable behavior outside of the classroom.
4. The teacher or designee (substitute teacher) has the responsibility to act on infractions of classroom rules. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom and assign him or her to the time-out area.
5. The purpose of assigning a student to the time-out area is:
 - a. re-establish the learning atmosphere which the student has disrupted
 - b. to provide a setting for the student to examine his or her actions which prompted his or her removal and make a commitment to correct his or her behavior.

TIME-OUT ASSIGNMENT PROCEDURES

1. Students assigned to the time-out area will have a time-out pass and will report immediately to the time-out area. Prior to sending the student to the time-out area, the teacher shall fill in the time and place that he/she will meet with the student to go over the Plan for Improved Behavior sheet
 - a. If at all possible, the timeout issue should be resolved between the teacher and student before informing the parent, i.e., the teacher and student will meet at the end of the school day or before school the next day. When the sheet is done satisfactorily, then the sheet will be sent home with the student for the parent signature. To assure communication with parents, if the student does not return the signed acceptable plan, the teacher will contact the parent within a 2 day period.
2. While in the time-out area, the student will prepare a Plan for Improved Behavior sheet. This is the only work allowed during the student's time in the time-out area.
3. The student is to remain in the time-out area for that period each day until the classroom teacher
4. has accepted his or her plan.
5. If the student does not come up with an acceptable plan, the teacher will contact the parent at that time.
6. The teacher should contact the parent that same day if it is a serious issue.
7. Failure to complete a Plan for Improved Behavior sheet and have it approved in 3 days will result in a Step 2 referral to the principal. The resulting conference should include the teacher involved.
8. Failure to report to the time-out area will result in an automatic Step 3 placement. Students

who feel they have been sent to the time-out area unjustly should report as directed and then follow the procedures for grievances at a later time.

9. Failure to cooperate with the time-out supervision will result in an automatic Step 3.
10. A classroom teacher shall refer a student to the counselor after he/she has sent that student to the time-out area four times during a semester.
11. If a student is sent to the time-out area one day and fails to bring his/her Plan for Improved Behavior sheet back the next day, this shall count as only one time when determining students for referral to the counselor.

THE STEP SYSTEM

An incident shall be referred to a principal for investigation and action when: 1) corrective actions taken by the classroom teacher have failed, 2) the rule infraction is of a serious nature, or 3) there is a rule infraction outside the classroom. The severity of the consequences of the offense applied by the principal depends upon two factors: 1) the seriousness of the offense, and 2) the previous disciplinary record of the student. In an effort to take both factors into account, a progression of consequences (the step system) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry-level step for that offense. With each successive referral, the student will be advanced up the step system at least one step depending upon the seriousness of the infraction. The disciplinary consequences for each step are as follows:

Step 1: Referral to principal for conference - incident recorded in student discipline file - notification to parent. In an effort to promote greater responsibility among 11th and 12th grade students, their parents will not be notified at Step 1. However, notification will follow a Step 2 or higher placement.

Step 2: Principal conference - conference with parents either in person or by phone.

Step 3: Up to two days of after-school detention and parent conference either by phone or in person. PRIDE Cards are automatically revoked for the remainder of the semester when placed on a Step 3 of the Student Code of Conduct.

Step 4: Three days after-school detention. At the administrator's discretion it may be in school or out of school suspension, depending upon the nature of offense. Re-entry conference with parent is required.

Step 5: Five days after-school detention. At the administrator's discretion it may be in school or out of school suspension, depending upon the nature of offense. Re-entry conference with parent and written contract is required.

Step 6: Five days out-of-school suspension. At the administrator's discretion, the student may be assigned detention instead of out-of-school suspension. A re-entry conference and written contract required.

Step 7: Expulsion hearing before the Board of Education.

PROVISIONS FOR THE USE OF THE STEP SYSTEM

1. A computerized disciplinary file will be initiated for each student referred to the principal. A record of each violation, as well as the step assigned, will be maintained.
2. After a student has been placed on a step, the next infraction will result in the student being advanced to the next step. A student who is on Step 1 and commits a Step 4 violation will be advanced to Step 4. Normally, a student will be advanced up the step system with each successive violation; however, the principal may exercise discretion as to whether a student on Steps 4, 5, or 6 should be advanced for a minor violation.
3. A student may work his or her way down the step system by demonstrating good behavior. Each period of 20 school days without a referral will be regarded by the reduction of one step. 4. The principal and teachers shall be responsible for seeking the assistance of counselors, teacher advisors, the school psychologist, the social worker, chemical dependency counselors and other professionals to help students correct their behavior problems.

Detentions that are not served by the end of the school year will be accumulated and carried over to the start of the next school year. Seniors who do not complete their detention by the end of the school year will not be allowed to participate in the graduation ceremony. 6. Summer Infractions: If a student is participating in an activity or class that is part of a previous school year, that student will be placed on a step appropriate to his/her place on the discipline code given previous infractions that school year. If a student is participating in an activity or class that is part of the next school year, that student will be placed on the appropriate step for that infraction or previous infractions for the new school year.

DISCIPLINARY INFRACTIONS AND CONSEQUENCE

A. SCHOOL ATTENDANCE

Right: All students living within the boundaries of the school District #300 who are under the age of 21 are entitled to a free public education through the twelfth grade.

Responsibility: Students are expected to attend school on a regular basis.

Policy: Students will attend all classes, homeroom meetings, assemblies, and required meetings. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by an outpass.

PARENTAL CONSENT ALONE IS NOT SUFFICIENT FOR AN ABSENCE TO BE EXCUSED. THE SCHOOL MUST DEEM THE REASON ACCEPTABLE IN ORDER TO EXCUSE THE ABSENCE.

A-1 TRUANCY (Step 3) - Being absent from school part or all of a school day without permission of parents or school administrators. If a student is absent 3 periods or less during the day due to truancy, there will be one night of detention assigned; and for 4 periods or more, there will be two nights of detention assigned. Note: For 1st hour, any student 15 minutes or more late, will be considered truant. For all other class periods, if a student is 5 minutes or more late without an

acceptable excuse, he/she will be considered truant.

Special Provisions: In addition to school disciplinary action, habitual offenders will be referred to legal authorities under provisions of M.S. 120.12

A-2 **OUTPASSES** (Step 2) - Leaving the school campus without picking up the prearranged outpass from the office.

A-3a **TARDINESS** (Step 3) - Reporting late for class or other school activity without an acceptable excuse. Note: For all class periods other than 1st hour, if a student is less than 5 minutes late, he/she will be considered tardy. If the student is 5 minutes or more late, he/she will be considered truant and dealt with under A-1 Truancy. For the 1st hour in the morning, three tardies equal detention. The student "free pass" rule applies for morning tardies or may be used for collabe absence.

Special Provisions: 1) Teachers are to deal with each issue of tardiness as it occurs, in an attempt to correct the problem. 2) A teacher shall refer a student to the step system upon the third tardy and each subsequent tardy for that semester. 3) Failure to report back to a class or study hall from the library, etc. may result in a Step 2 assignment.

A-3b **ARRIVING LATE TO SCHOOL WITHOUT AN ACCEPTABLE EXCUSE** (Step 3) A student will be referred to the principal on the third time he/she arrives late without an acceptable excuse. Note: For 1st hour, all students 15 minutes or more late will be considered truant and dealt with under A-1 Truancy. Any student less than 15 minutes late will be considered tardy.

A-4 **FAILURE TO STAY IN A CLASSROOM OR ASSIGNED AREA UNTIL DISMISSED** (Step 2/3)

A-5 **FAILURE TO REPORT TO TIME-OUT AREA** (Step 3)

B. STUDENT/STUDENT RELATIONSHIPS

Right: Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well-being, and property.

Responsibility: Each student shall be responsible to respect the feeling, property, and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

B-1 **THREATENING OR INTIMIDATING ACTS** (Step 1-4) - The act of verbally, or by gesture, threatening the well-being, health or safety of any student on school property or en route to or from school.

B-2 **DISRESPECT** (Step 2/3) - To insult, call derogatory names, use obscenity toward, dishonor, or in

other manner abuse verbally, physically or in writing (including computer use), any member of the student body.

Special Provision: Apology required when appropriate.

B-3 **SHAKE DOWN** (Step 4) - The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.

Special Provision: Referral to police when appropriate.

B-4 **FIGHTING** (Step 1-4) - The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship. A student responsible for helping to promote a fight may also be placed on a Step 1-3.

Special Provision: The parties actively involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.

B-5 **PHYSICAL ATTACK** (Step 4) - One or more persons attack another individual or in some manner attempt to injure another student.

Special Provision: May include referral to police.

B-6 **PHYSICAL ASSAULT** (Step 6) - Attack or assault that results in a serious injury.

Special Provision: Referral to police.

B-7 **PROPERTY DAMAGE** (Step 2-6)

Special Provision: Restitution required. Step assignment and notification of police at the administrator's discretion.

B-8a **THEFT** (Step 3) - Not serious enough to be reported to the police.

Special Provision: Restitution required.

B-8b **MAJOR THEFT** (Step 4) - Considerable enough to be reported to the police.

Special Provision: Restitution required. Referral to police.

B-9 **HARASSMENT (SEXUAL, RACIAL, AND RELIGIOUS)** (Step 2-7) – Written apology may be required. Step assignment and notification of outside agencies at the administrator's discretion. MSHSL rules may also apply.

C. STUDENT/STAFF RELATIONSHIPS

Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feeling, physical well-being and property of members of the school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to, or thefts of, property belonging to school staff members.

C-1 INSUBORDINATION (Step 3) - The willful failure to respond or carry out a reasonable request by authorized school personnel.

Special Provision: Parent, principal, student, staff member conference recommended.

C-2 THREATENING OR INTIMIDATING ACTS (Step 4) - Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff.

Special Provision: Notification of police when appropriate.

C-3 PHYSICAL ATTACK (Step 7) - The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship.

Special Provision: Referral to police.

C-4 DISRESPECT (Step 3) - To insult, call derogatory names (including computer use), dishonor, make gestures, or in other manner abuse verbally or in writing any member of the school staff.

Special Provision: Apology required. The full two days of after school detention will be served.

C-5 DISRESPECT FOR THE PROPERTY OF A MEMBER OF THE SCHOOL STAFF OR PERSONNEL (Step 2-7)

Special Provision: Assigned at the principal's discretion based upon the severity of damage. Restitution required. Referral to police.

D. SCHOOL PROPERTY

Right: Each student is entitled to a well-equipped, well-maintained, clean, and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft, and abuse of the school buildings and grounds are prohibited.

D-1 **VANDALISM** (Step 2-7) - The act of willful destruction of public property.

Special Provision: Restitution required. Assigned at the principal's discretion based upon the severity of the damages. Referral to police.

D-2a **THEFT** (Step 3) - Not serious enough to be reported to the police.

Special Provision: Restitution required.

D-2b **MAJOR THEFT** (Step 4) - Considerable enough to be reported to the police

Special Provision: Restitution required. Referral to police.

D-3 **LITTERING** (Step 1 – 3) Possibility of assigned work detail. The commons area needs to be clean of litter by the end of each class hour.

D-4 **PARKING IN AN UNDESIGNATED AREA** (Step 3) Refer to parking lot map in Student/Parent Handbook. There will be no warning to students. The infraction will begin at Step 3.

E. PROTECTION OF THE PUBLIC SAFETY

Right: Each student has a right to be safe and secure from physical harm while attending school.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of other students.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

E-1 **CARELESS ACTS/POTENTIALLY DANGEROUS ACTS** (Step 1 – 4)

Acts of negligence that could be injurious to other persons in the school. Parents may be notified at the discretion of the administrator.

E-1a **POSSESSION OF POTENTIALLY DANGEROUS WEAPONS**

Firearms (Step 7): Any student who brings a firearm to school, whether loaded or unloaded, functioning or non-functioning, will be expelled for 365 days. The superintendent may, on a case by case basis, modify this requirement as seen in 108 Stat. 3518, 3907.

Other Weapons (Step 6): Any student who brings to school devices or instruments which through its use is capable of threatening or producing great bodily harm or death such as knives (including pocket knives), look alike guns, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, ammunition and various aerosols, which has no use to the student at school, will be suspended for a minimum of five (5) days. The student must go through a re-entry conference before he/she shall be allowed to return. Special Provision: Referral to police

Special Provision: Referral to police.

E-1b **CARELESS ACTS LEADING TO ACTUAL INJURY** (Step 3) - Restitution required where appropriate.

E-2 **DETONATION OF FIRECRACKERS, OTHER EXPLOSIVE DEVICES, FLAMES OR FLARES** (Step 4)

Special Provision: Referral to police.

E-2b **POSSESSION OF LIGHTERS AND MATCHES** (Step 3)

E-3 **FALSE ALARMS** (Step 5) - The act of initiating a fire alarm or initiating a report warning of a fire or an impending bomb or other catastrophe without just cause.

E-4 **ARSON** (Step 7) - The willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or of its staff and students

E-5 **IMPROPER USE OF MOTORIZED AND NON-MOTORIZED VEHICLES** (Step 3) (Includes skateboard, bicycles, snowmobiles, dirt bikes, three-wheelers, etc.)

E-5a **RECKLESS DRIVING** (Motorized) (Step 3)

Special Provision: Report to Police

E-5b **UNAUTHORIZED DRIVING OR RIDING DURING SCHOOL DAY** (Motorized) (Step3)

Special Provision: Repeated violations of policies will result in the offender not being allowed to bring auto or vehicle to school.

E-5c SITTING IN CARS DURING SCHOOL DAY (Step 3)

E-6 COMPUTER/INTERNET MISUSE (Step 3-7)

Any student who willfully misuses the computer/Internet will be subject to discipline on the step system and/or loss of computer/network/internet privileges as determined by the principal. The principal or his/her designee will determine the appropriate step. A complete computer/network/internet use policy can be obtained at the district office.

E-7 CYBER-BULLYING THAT AFFECTS OR INVOLVES SCHOOL (Step 3-7)

F. ALCOHOL, TOBACCO AND DRUGS

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs, and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use or sale of any non-prescription drugs, alcoholic beverages, tobacco is prohibited on school grounds, as well as at or before school-sponsored activities.

Other: All of the infractions regarding alcohol, tobacco and drugs may also be subject to MSHSL rules.

F-1a POSSESSION OF ALCOHOL AND/OR DRUGS AND/OR DRUG PARAPHERNALIA (Step 6)

Special Provision: Referral to chemical abuse counselor and police. Notification of parents.

F-1b PROVIDING ALCOHOL OR DRUGS FOR OTHERS BY SELLING OR TRANSMITTING (Step 7)

Special Provision: Referral to chemical abuse counselor. Referral to police for prosecution.

F-1c OBVIOUS CHEMICAL RELATED BEHAVIOR AND MOOD CHANGES AND/OR THE SMELL OF CONTROLLED SUBSTANCES ON THE PERSON (Step 6)

Special Provision: Referral to chemical abuse counselor and police. Notification of parents with voluntary test options.

F-1d OBSERVED AND/OR ADMITTED USE OF ALCOHOL AND/OR DRUGS (Step 6)

Special Provision: Referral to chemical abuse counselor and police. Notification of parents.

F-1e A SECOND OFFENSE IN THE SAME SCHOOL YEAR OF F-1a, F-1c, F-1d ABOVE (Step 7)

Special Provision: Referral for recommended chemical dependency screening.

**F-2a USE OF TOBACCO/POSSESSION OF TOBACCO ON SCHOOL PREMISES OR AT
FUNCTIONS UNDER THE SPONSORSHIP OF THE SCHOOL (Includes both smoking and
chewing tobacco)**

If the infraction is inside the building (Step 5): The student may elect to do a treatment program in lieu of detention.

If the infraction is outside the building (Step 5): The student may elect to do a treatment program in lieu of detention.

Second Offense of either of the above (Step 6): A second offense of either of the above infractions in the same school year may result in out of school suspension or 5 days of after school detention PLUS a treatment program.

Special Provision: Assign to clean-up of area. Referral to the counselor. The student shall be referred to the local police for violation of the smoking laws of the state of Minnesota for each violation.

Second Offense of either of the above (Step 6): A second offense of either of the above infractions in the same school year may result in out of school suspension or 5 days of after school detention PLUS a treatment program.

Special Provision: Assign to clean-up of area. Referral to the counselor. The student shall be referred to the local police for violation of the smoking laws of the state of Minnesota for each violation.

**F-2b POSSESSION OF TOBACCO ON SCHOOL GROUNDS OR AT FUNCTIONS UNDER THE
SPONSORSHIP OF THE SCHOOL (Includes both smoking and chewing tobacco) (Step 5)**

Special Provision: The student shall be referred to the local police for violation of the smoking laws of the state of Minnesota for each violation.

G. OTHER DISCIPLINARY INFRACTIONS

G-1 REPEATED OR SERIOUS CLASSROOM DISRUPTIONS (Step 3) Detention may be assigned

by a faculty member or an instructional assistant.

G-2 DISRUPTION OF MEETINGS, ASSEMBLIES AND THE CLASSES OF OTHERS (Step 3)

Special Provision: Possible exclusion.

G-3 CHEATING THAT EXTENDS WITHIN OR BEYOND THE BOUNDS OF THE CLASSROOM

(Step 4) (i.e. stealing a test, tampering with a grade book, sharing homework, etc.) The step system will increase with each infraction.

Special Provision (Step 4 – 6) Any student caught cheating a second time during the school year.

Plagiarism (Step 4 – 6) Plagiarism is a form of cheating in which a student appropriates the ideas or exact words of someone else without giving proper credit. Consequences for plagiarism will include a zero on the plagiarized assignment.

G-4 WRITTEN OR SPOKEN MISREPRESENTATION OF THE TRUTH (Step 3) (i.e. forged passes, parent signatures, false phone calls, or misuse of a pass, etc.)

G-5 BEING IN AN UNAUTHORIZED AREA (Step 3) (Examples: parking lot, behind garage, north/south hallways during lunch, auditorium area, in vehicles.....)

G-6 BEING AN ACCESSORY TO A SCHOOL RULE VIOLATION (Step 1-7)

Special provision: Step assignment at principal's discretion depending upon level of involvement.

G-7 ABUSIVE OR OFFENSIVE LANGUAGE OR LITERATURE USED IN THE PRESENCE OF STAFF MEMBERS AND/OR STUDENTS (Step 2/3)

Special Provision: Apology required. Parents may be required to come to the school to pick up offensive literature.

G-8 FAILURE TO COMPLETE A PLAN FOR IMPROVED BEHAVIOR SHEET AND HAVE IT APPROVED (Step 2)

Special Provision: Conference will include the teacher involved.

G-9 MASS DISRUPTIONS OF THE PEACE OF THE SCHOOL OR SCHOOL SPONSORED ACTIVITIES (Step 2-7)

G-10 POSSESSION AND/OR USE OF SQUIRT GUNS, SQUIRT BOTTLES OR SUCH OTHER

WATER CONTAINERS INCLUDING SYRINGE-TYPE DEVICES (Step 2)

G-11 **THROWING SNOW, SNOWBALLS** (Step 1 – 3)

G-12 **SPITTING IN INAPPROPRIATE PLACES INCLUDED BUT NOT LIMITED TO DRINKING FOUNTAINS, FLOORS, CEILINGS, AND WASTEBASKETS** (Step 3)

G-13 **MISUSE OF PRESCRIPTION OR OVER THE COUNTER DRUGS**
(Step 1 - 4)

Special Provision: Notification of parents.

G-14 **CARD PLAYING** (Step 3)

G-15 **RADIOS, DISCMAN, MP3 PLAYERS, IPOD'S, HEADPHONES** will be confiscated for misuse.

CELL PHONES will be confiscated for misuse within the classroom. Devices can be used per teacher discretion in study hall and/or commons classrooms. Misuse will be a Step 3 violation, 2 nights detention assigned and parent/guardian must pick up the device.

G-16 **MORE THAN ONE PERSON IN A RESTROOM STALL AT THE SAME TIME**
(Step3)

G-17 **INAPPROPRIATE CLOTHING** (Step 3) (Examples, but not limited to: alcohol, drugs, confederate flag, hats, hoods, clothing containing sexual overtures, vulgar, including "double-meaning" expressions, etc.) Numbers 1 through 8 under Personal Dress in the Student/Parent Handbook fall under this infraction.

Special Provision: Staff members that address inappropriate clothing issues with a student will complete a brown slip, which indicates that they have given the student a verbal warning for wearing inappropriate clothing. Staff members must tell students that they have been issued a brown slip warning for inappropriate clothing, and it will be recorded in the student's computer discipline file. Should a student be issued a second brown slip for wearing inappropriate clothing, that infraction, and any subsequent infractions, will be subject to being placed on the step system as outlined above.

G-18 **EXCESSIVE DISPLAYS OF AFFECTION** (Step 1 - 3)

Inappropriate displays of affections that are distracting to others will not be tolerated. Inappropriate in this context to be determined by the Principal.

G-18a **SEXUAL CONTACT OF ANY KIND BETWEEN TWO PEOPLE THAT EXCEEDS G-18 _ DEFINITION.** (Step 3 – 7)

G-19 **INAPPROPRIATE USE OF FOOD OR DRINK** (Step 2/3)

At the discretion of the administrator, work detail in the cafeteria may be assigned.

This infraction refers to the FOOD AND DRINK category in the Student/Parent Handbook.

G-20 **SLEEPING IN SCHOOL** (Step 2/3)

SUSPENSION PROCEDURES

1. 1. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him or herself or to persons or property around the student.
2. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 - 121A.50 shall be personally served upon the pupil at or before the time the suspension is to take effect, and **served** upon his or her parent or guardian through regular mail notification requesting a readmission conference. Either personal phone contact by the principal or his designee will be sufficient before mailing infraction confirmation. In the event a student is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him or her, the written notice shall be served either personally or by notification through regular mail upon the pupil and his or her parent or guardian.
3. Notwithstanding the provisions of section 5, subdivisions 1 and 2, the pupil may be suspended pending the school board's decision in the expulsion to the extent that suspension exceeds five days.

EXCLUSION AND EXPULSION PROCEDURES

1. 1. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.
2. Written notice of intent to take action shall:
 - a. Be served upon the pupil and his parents or guardian by certified mail.
 - b. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony.
 - c. State the date, time, and place of the hearing.
 - d. Be accompanied by a copy of sections 127.26 to 127.40. E. Describe alternative educational programs accorded the pupil prior to commencement of the expulsion or exclusion proceeding.
 - e. Inform the pupil and parent or guardian of the right to:
 - i. Have legal counsel at the hearing.
 - ii. Examine the pupil's records before the hearing.
 - iii. Present evidence.
 - iv. Confront and cross-examine witnesses.
 - f. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the

- school board, pupil, parent or guardian.
- g. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.
 - h. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.
 - i. The pupil shall have a right to representation of his or her own choosing, including legal counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.
 - j. The hearing shall take place before:
 - i. An independent hearing officer;
 - ii. A member of the school board;
 - iii. A committee of the school board, or;
 - iv. The full school board as determined by the school board.
3. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.
 4. At a reasonable time prior to the hearing, the pupil, parent or guardian, or his or her representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.
 5. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.
 6. The pupil, parent or guardian, or his or her representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
 7. The pupil cannot be compelled to testify in the dismissal proceedings.
 8. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.
 9. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

RE-ENTRY PROCEDURES

1. 1. Re-entry conferences following a suspension are required at Steps 4, 5, and 6. The conference shall include the administration, parent or parent(s), student, homeroom teacher when possible, and any other party deemed appropriate by the principal in charge.
2. Following a Step 5 and Step 6 suspension, a written re-entry contract shall be developed and signed by all parties involved. The re-entry contract will serve to detail the conditions for re-entry to school. It must be reasonable in the demands placed upon the student and the school. It shall include:
 - a. statement by the student reflecting his or her commitment to follow the rules of

conduct.

- b. A list of requirements the student must complete upon his or her return to school.
- c. A listing of any adjustments in the student's program of studies or school day.
- d. A statement by the school citing the resources that will be utilized to assist the student's re-entry.
- e. A statement relative to procedures or action to be taken if the agreement between the school and student is broken.
- f. One copy of the re-entry contract shall be filed in the student's disciplinary file. One copy shall be given to the student and his or her parents.
- g. A student's failure to abide by the re-entry contract or a portion of it may be interpreted as a violation of the contract and may lead to further disciplinary action as provided by the terms of the contract.

GRIEVANCE PROCEDURES

Student's complaints and grievances shall be resolved through orderly processes and at the lowest possible level. If a student feels he or she has not been dealt with fairly under the provisions of this code, the student may grieve the matter through the following process:

1. The opportunity shall be provided to any student and his/her parents to discuss with the teacher (or principal if the difficulty is with the principal) a decision or situation which he or she considers unfair. 2. If the matter remains unresolved, the student and his/her parents may request the assistance of the homeroom teacher or another teacher of the student's choice. That person should strive to resolve the problem within three school days.
2. If the matter remains unresolved, the student, his/her parents, or the teacher may bring the matter to the principal's attention for his/her consideration and action. If the original difficulty was with the principal, it would be taken directly to the superintendent; the principal or superintendent should strive to resolve the problem in one week.
3. If the matter is still unresolved, it may be brought by any of the concerned parties to the superintendent for his/her consideration. The superintendent shall deal with the matter within a reasonable period of time, not to exceed one week.
4. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board of Education, to be considered at the next meeting of the Board.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

1. Generally speaking, this discipline code applies to all students of La Crescent Senior High School. However, a suspension or expulsion of a special education student may be construed as a change of the student's Individualized Educational Plan (I.E.P.) and may not occur without a special education staffing. A team meeting shall be held within 5 school days of a Step 5 or 6 suspension. The team shall:
 - a. Determine whether the misconduct is related to the handicapping condition,
 - b. Review any assessments and determine the need for further assessment; and
 - c. Review the I.E.P. and amend the goals and objectives or develop an alternative I.E.P. program. The team shall include (minimum) a school administrator or designee, the

student's regular classroom teacher, appropriate special education personnel, other support personnel, the parent, and when appropriate, the student. An exception would be made in the event that the student poses an immediate threat to the health or safety of other students or staff. In this case, the student shall be excluded temporarily from school until such time as a staffing can be arranged.

DISCIPLINE OF STUDENTS WITH A DISABILITY

The principal has the discretion to make special allowances in the step system for students whose emotional problems are currently being treated.

18 YEAR OLD STUDENTS

In our society students who have reached the age of majority enjoy most of the legal rights of adult citizens. It is suggested that any 18 year old students who wish to exercise their adult privileges see the principal prior to using this right. As a student in a public high school, however, school rules and regulations requiring parental involvement take precedent over the rights of the 18 year-old student.

PART III. STUDENT BEHAVIOR AND PARTICIPATION IN SCHOOL ACTIVITIES

Participation in the co-curricular activities offered by La Crescent Senior High school is a privilege earned through maintaining satisfactory progress toward the school's graduation requirements and demonstrating responsible behavior. The Board of Education believes that students involved in disciplinary infractions resulting in suspension should be denied the right to participate in co-curricular activities during the period of suspension. The discipline code also applies to participants in school activities which take place after school is dismissed in the spring and before school begins in the fall.

LOCAL POLICY

Any student placed on detention will not be allowed to practice, participate in, or in any other way take part in a school activity until all of the assigned detention has been served or the situation has been administratively approved. This rule will apply to ALL activities (athletic, music, club, organizations, dances, etc.) sponsored by La Crescent Senior High School.

POLICY FOR STUDENT BEHAVIOR ON BUSES

Bus Transportation A Privilege, Not A Right (Section 1, 6)

Section 6 states that riding a school bus is a privilege and not a right. A district may revoke a student's bus-riding privileges under a local discipline policy, which is not subject to laws governing suspension and expulsion. Sec. 1 specifies that a school district is not obligated to provide transportation for a student whose bus-riding privileges have been revoked due to violating the district's discipline policy or who fails to meet the student safety competencies. Provisions must be made for students with disabilities.

As a bus passenger and student of District 300, students are expected to do the following:

1. Remain seated, load and unload in an orderly fashion, and be polite to fellow students.
2. Keep the bus clean and not bring any food and/or pop on the bus.
3. Not bring guns, animals, skateboards, or dangerous objects on the bus.
4. Not swear, fight, throw objects, make loud noises, smoke, harass, or personally offend any of my fellow students
5. Follow all directions from my bus driver. If a student is responsible for any vandalism,
 - a. that student will pay for any damage and/or lose his/her bus privileges.

Violations of these rules will result in the following disciplinary action:

All offenses will be the responsibility of the school principal.

First Offense: Discussion between principal and student, and parent notification.

Second Offense: Notification to parents. Third Offense: Loss of the privileges for up to 5 days. Fourth Offense: Loss of bus privileges for 5 to 10 days. **Fifth Offense: Loss of bus privileges for 10 to 90 days.**

If student behavior on the school bus is of such a degree that loss of bus privileges beyond the policy is deemed necessary, the principal must confer with the superintendent before final disposition is made.

If, in the determination of the driver, a student needs to be removed from the bus immediately because of behavior problems, the local police may be called to help with the removal. If parents are not immediately available to transport their child home, that student will be taken to the police station and held until parents are available.

Other state department rules and regulations also hold bus drivers responsible for the care and protection of student passengers. They direct and authorize drivers to maintain order among the pupils at all times and to report all cases of disobedience, improper conduct or speech.