

CANNON RIVER STEM SCHOOL DISCIPLINE POLICY

I. Philosophy

Schools have a responsibility to provide a quality learning environment to insure equal educational opportunity for all students. This environment is partially determined by the conduct of the students.

The teacher is trusted with the responsibility of classroom discipline. Individual classroom rules and consequences should be determined by the teacher with student input prior to implementation. Experience indicates that a positive approach to discipline is effective. Parents will be given the opportunity to learn about the school's positive approach to discipline so that we can build/maintain a strong partnership in the development of their children. Early intervention in attempting to improve a student's behavior is strongly encouraged, especially early involvement of parents or guardians.

II. Rights and Responsibilities

A. The **rights** of an individual are preserved only by the protection and preservation of the rights of others. All students attending Cannon River STEM School have the right to:

1. A free and appropriate education as defined by state and federal statutes;
2. Equal education opportunity and freedom from discrimination;
3. Be informed of school rules;
4. Be treated with respect;
5. Be physically and emotionally safe. [See Board Policy 514: Bullying Prohibition]
6. Freedom of inquiry and expression;
7. Due process including the right to appeal;
8. Data privacy

B. Rights bring **responsibilities** and a student is responsible for the manner in which his/her individual rights are exercised. The biggest responsibility is to exercise respect.

1. Students are expected to respect themselves by:
 - a. Coming to school prepared, well rested, on time, dressed appropriately and with all necessary supplies. .
 - b. Caring about the quality of their work. Assignments will be done to the best of each student's ability (appropriate use of materials and neat).
 - c. Following safety rules and directions carefully.
2. Students are expected to respect others by:
 - a. Treating others with dignity and compassion.
 - b. Helping each other learn and be successful.
 - c. Valuing each other's differences, talents and work.
 - a. Students are expected to show respect for the CRSS campus environment by: Using all equipment and materials appropriately.
 - b. Cleaning up after their work.
 - c. Demonstrating concern for the entire school.

III. Implementation of Disciplinary Action

- A. Disciplinary action may be taken for any behavior which is disruptive or violates the rights of others. In accordance with the Pupil Fair Dismissal Act of 1997 and the 1983 Remove from Class Statute, a student may be removed from class, suspended, excluded, or expelled from school for:
1. willful conduct which materially and substantially disrupts the rights of other students to an education.
 2. willful conduct which endangers the student or other students, or the property of the school.
 3. willful violation of any reasonable School Board policy and/or supplemental school building rules.
- B. Prior to assigning disciplinary consequences the staff will have attempted to intervene using the following techniques:
- identify the problem
 - discuss the situation with the student
 - set up a plan of action
 - (I think this goes before set up a plan)
 - use classroom management skills such as, but not limited to: change seating assignment, give special writing assignment, separate students, keep after class, give warning).
 - parent/guardian contact or conference
 - discuss situation with a team of teachers and/or the parents/guardians

In the case of extenuating circumstances disciplinary action may immediately be assigned.

Disciplinary action or consequences for disruptive behaviors or those which violate the rights of other, may include but are not limited to the following:

1. Student conference
2. Detention
3. Removal from class
4. Early dismissal
5. Parent conference with Administrator and teacher/s
6. Suspension from school
7. Expulsion from school

Steps 1-3 may be authorized by the teacher. Suspension from school, including early dismissal, requires approval by the Administrator as well. Expulsion requires approval by the school board. For students with disabilities, CRSS will act in compliance with state and federal laws and regulations regarding school discipline matters.

Parent contact is an integral part of steps 2-7. Disciplinary Action Notices will be completed and sent to the parents for these steps. The Administrator will review and keep on file all Disciplinary Action Notices for the year.

Consequences will typically follow the above sequence. However when determining an appropriate action, the teacher/administrator will consider the extent of the disruption, the safety of an individual or group, the disruption of the learning environment and the student's response to authority. Willful disobedience will be treated differently than inability, frustration, forgetfulness, thoughtlessness or lack of understanding.

Students and parents/guardians may **appeal** any disciplinary action by:

- 1st - - appeal to the teacher or staff initiating the action
- 2nd - - appeal to the Administrator
- 3rd - - appeal to the School Board

C. Definition of Consequences

1. **Student conference** is when the teacher takes the student aside to discuss inappropriate student behavior. Disciplinary Action Notices may be filled out at the discretion of the teacher.
2. Students willfully violating the responsibilities outlined above may be **removed from class**, and must report to the office. Failure to report to the office will result in additional consequences. Student will sit in the office during that period. Consequences will be dependent on the prohibited behavior. The parent will be contacted by the teacher and a conference may be required in order to gain readmittance to the class.
3. **Detention** generally shall be held directly after school on the next school day following its assignment and may last from between 1-3 hours as deemed necessary given the inappropriate behavior. A Disciplinary Action Notice will be completed for each incident. The form should be signed and returned the following day or the parent/guardian will be contacted. Parents/guardians need to provide appropriate transportation for students to return home. Parents/guardians should call the office to re-schedule if their son/daughter cannot serve detention on the scheduled date. Students should bring appropriate study materials. No talking or sleeping is allowed during detention.
4. **Early dismissal** means immediate dismissal from school. The parents/guardians are responsible for the student's immediate transportation from school. Emergency numbers will be called if a parent/guardian is not able to be reached. In the event that CRSS is unable to reach a parent/guardian or an adult at an emergency number the police or other appropriate professional support may be called to transport and hold the student until a parent/guardian can pick up the student. All school work assigned must be completed by the following day. Work received on the first day of the students' return will receive full credit. **A Parent Conference herein describes** a formal conference between the parents, the teacher/s and the Administrator to discuss inappropriate behavior and document a plan of action.
5. **Suspension** is the short term exclusion, not to exceed five days per incident, during which the student must complete all written school work assigned, at home. Work received on the first day of a student's return will receive full credit. Work will be marked down one grade for each day late thereafter.

6. **Expulsion** is an action taken by the School Board to prohibit an enrolled student from further attendance for a period that shall not **extend beyond the existing school year**. The student may request placement on the Cannon River STEM School's waiting list, but no sibling preference will be afforded.

IV. Prohibited behaviors and consequences

Any behavior that is disruptive or violates the rights of others, as stated in section II A and B, is unacceptable at CRSS and will incur disciplinary correction. This section lists specific prohibited behaviors and the consequences assigned for Middle School (6-8th grade) students. Consequences will be imposed as consistently as possible under normal conditions. However, the administration reserves the right to use discretion when assigning disciplinary action if extenuating circumstances exist. **At the elementary grades (K-5,) classroom teachers may moderate the listed consequence or assign alternate consequences.**

CHEATING

Students involved in cheating, as determined by their classroom teacher, will receive a "0" grade for the activity or test, a Disciplinary Action Notice will be completed and the teacher will call the parent. Multiple incidents will result in expulsion or referral to an alternative educational program.

DAMAGE TO SCHOOL OR OTHERS' PROPERTY

Any student damaging school or others' property will be responsible to make restitution and/or restore the property to its original condition. Tampering with or unauthorized use of school property or the property of school personnel and/or others will be subject to disciplinary action at the discretion of the administration. Vandalism will be assigned a 1-5 day suspension, until a parent conference can be arranged, and possible referral to authorities. Multiple incidents will result in expulsion or referral to an alternative educational program.

DRUGS/CHEMICALS/TOBACCO/SMOKING

Any student in possession of or under the influence of drugs/chemicals/tobacco (including alcohol and abuse of prescription and/or over-the-counter drugs) or in possession of related paraphernalia: :

1. Parents will be called for a conference.
2. Police may be summoned as per current statutes.
3. Student will be sent home for the day (early dismissal).
4. A 2nd offense will also include a 3 day suspension and the parents will be advised that a chemical evaluation is required prior to a return to school. If this is not done and verified by the Administration, it will be treated as a 3rd offense.
5. Upon a 3rd offense the student may be referred to an alternative educational program.

Any student selling or distributing drugs/chemicals or possessing drugs/chemicals with the intent to sell or distribute will be immediately suspended from school, the police

summoned, parents contacted, and recommended for expulsion or referral to an alternative educational program.

ELECTRONIC DEVICES

No electronic devices are to be brought to school. Examples of prohibited electronic devices are radios, mp3 players, compact disc players, walkmans, beepers and cellular phones. Any electronic device will be confiscated and not returned until a parent comes in to claim the device and explain why it was present. CRSS understands families desire to have contact with their students via cellular phones. As such, CRSS will allow cellular phones to be on silent (no ring or vibration allowed) and secured in backpacks during time that students arrive on campus until school dismissal, or until afterschool programming in which the student is enrolled has concluded. Cellular phones in operation during the prohibited times will be confiscated as identified above. If families need to contact their student prior to school dismissal or the conclusion of afterschool programming, they should call the school office.

GUM/FOOD/DRINK

Food and drink are permitted only at lunch time and in the lunch room, unless it is part of a teacher directed activity. No gum is allowed in the building unless it is a part of a teacher directed activity.

FIGHTING

Fighting (slapping, punching, etc.) are not tolerated. Justifying physical retaliation on the grounds that the other pushed or hit first is equally unacceptable. Any student who is fighting or provoking/encouraging/supporting a fight will be immediately suspended for 1-3 days. A parent conference must be scheduled prior to returning to school. Multiple incidents will lead to a recommendation for expulsion or referral to an alternative educational program. Physical assault requiring medical attention must be reported to the criminal authorities for their determination of legal action.

HARRASSMENT/ABUSE/VIOLENCE

Physical, emotional or sexually abusive behavior including psychological intimidation and harassment, will not be tolerated. Sexual, racial and religious violence is a criminal activity and will be reported to the authorities. A written report of the incident should be given to the Administrator within five days of the incident. All incidents will be investigated by the Administrator or designated personnel. See Abuse/Harassment/Violence Policy.

Disciplinary consequences will be determined by the Administrator and may consist of a 1-5 day suspension. A parent conference will be required. Repeated offenses will lead to a recommendation for expulsion or referral to an alternative educational program.

INAPPROPRIATE DRESS

Any apparel which is a distraction to the learning environment is not permitted. Dress for school should be modest, clean and in good condition. Inappropriate clothing include spaghetti straps, mid-riff tops (raise hands and no tummy should show), shorts/skirts which are shorter than mid-thigh length, or clothing with messages about drugs, alcohol, tobacco or gangs. Students will be required to modify clothing if they are not in

compliance. If clothing cannot be modified appropriately they may have clothes brought to him/her or be sent home to change. No hats are to be worn inside the building.

INAPPROPRIATE USE OF TECHNOLOGY/INTERNET All students must sign an “appropriate use” agreement each school year. Students are personally responsible for appropriate behavior using technology and on the network just as they are in a classroom or hallway. Access to network services is given to students who act in a considerate and responsible manner, and that access is a privilege, not a right. Network and computer storage systems may be reviewed by school staff to maintain system integrity and ensure responsible system use. Students may not:

- send, display or print offensive messages or pictures
- use obscene language
- damage or alter computers, systems, networks or other technology tools
- violate copyright laws including loading or copying copyrighted software for personal use
- use or attempt to acquire another’s password
- trespass in another’s folders, storage device, work or files
- intentionally waste limited resources (i.e. disk space, paper, etc.)
- load unauthorized software on school computers (such as games)
- use the network or computer for commercial or illegal purposes
- bully or harass anyone through use of computer technology

Violations may result in the loss of access as well as other disciplinary and/or legal actions.

INSUBORDINATION

Any student disregarding or refusing to obey directions given by school personnel (i.e. refusing to leave a class or report to the office when directed by a staff member; refusing to identify oneself or falsely identifying oneself to a staff member) will be required to attend a parent conference with the Administrator and/or teacher, assigned up to 3 hours of detention, dismissed early or assigned 1-5 days suspension.

PROFANITY AND/OR OBSCENE LANGUAGE

A student using any form of profanity (written or verbal), obscene gestures, signs, pictures or publications will be assigned detention or a plan for restitution. A student using profanity, obscene and/or abusive language directed at a staff member will have a 1-3 day suspension and a parent conference or an alternative plan as designated by the Director in consultation with those impacted by the profanity, obscene and/or abusive language..

TARDINESS

A student may be considered tardy if not in class prepared for the instructional activity at the appropriate time. If they are late to school, they should report to the office for a tardy slip.

If students are habitually tardy a parent conference will be called the student will be expected to complete a plan of restitution as determined by the Director. Habitual is defined by 3 or more tardies in a trimester.

THEFT

Restitution must be made and a 1-5 day suspension until a parent conference is arranged. Possible referral to authorities if appropriate. Multiple incidents will result in expulsion or a referral to an alternative educational program.

TRUANCY

A student who is truant from either a class or for the entire day must see the Director. He/she will receive three hours of detention and the parent will be contacted. Under Minnesota State Law, the student is considered 'continuing truant' after three un-excused days per year and must be reported to the State after 7 un-excused days

WEAPONS

It is a felony to possess, store or keep a weapon on school property. Students who become aware of a weapon being brought to school or on school property must immediately notify a staff member and should NOT pick up or transport the weapon. A student who becomes aware that they are in possession of a weapon and immediately notifies a staff member may avoid, depending on the circumstances, being considered to be in possession of a weapon.

Consequences for violation of the weapons policy is immediate suspension (including early dismissal) pending a hearing with the recommendation, dependent on the type of weapon and the seriousness of the situation, ranging from suspension (up to 15 days) to a one year expulsion. See the CRSS Weapons Policy.

V. Communication /Distribution of Policy

This policy shall be distributed annually to all families with the request that the parent discuss the policy with the student. A Student Agreement Form needs to be signed and returned to CRSS to confirm that both students and parents/guardians are aware of CRSS's behavioral expectations and agree to uphold them.

The Director and appropriate School Board designate(s) shall confer at least annually to review the discipline policy and to assess whether the policy is appropriate and has been enforced. Any recommended changes shall be forwarded to the Board for review and approval.

Sept. 2009
Last Name: _____

Parent and Student Statement of Understanding

We have read and understand CRSS's discipline policy and agree to follow it to the best of my ability. As a student at Cannon River STEM School, I understand I have the following rights:

- to receive an education,
- be informed of the rules,
- be treated with respect,
- be able to ask questions and express my views during appropriate times,
- be able to appeal a consequence to the Administrator
- have personal information be kept private and
- be physically and emotionally safe..

I understand I have the following responsibilities:

- to respect myself by doing the best job I can (being prepared for school, completing my schoolwork and acting safely),
- to respect others by treating them with dignity and helping them to learn,
- to respect the environment by using equipment and materials appropriately and helping keep my surroundings clean and orderly.

(Students signature - grade)

(Parent/guardian signature)

Cannon River STEM School Attendance Policy

Regular attendance and promptness is essential. A parent/guardian has a responsibility to ensure regular attendance, especially for the younger student, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

CRSS has a responsibility as an educational institution to monitor a student's attendance and to work cooperatively with the parent/guardian and the student to develop acceptable attendance patterns. It is also CRSS's responsibility to follow the Dept. of Education Regulations and the Mandatory Attendance Laws of the State of Minnesota.

The following are excusable absences:

- illness (*more than 7 days/trimester must be accompanied by medical professional's note*)
- death in families
- religious observances
- doctor/dental appointments (however, try to make them outside school hours!)
- family trips/vacations with prior approval (school work should be taken on vacation and returned the first day upon return to school)
- family emergencies

The Administrator may excuse absences depending on the situation.

Some examples of unexcused absences are: absence with no parent contact, transportation difficulties (overslept, missed bus, car didn't start, etc), baby-sitting, head lice - more than one day, *unsubstantiated illness after limit has been exceeded*.

Parent contact guidelines:

1. Letter after 3 unexcused absences per year (three days in elementary) (required by law) - child is a 'continuing truant'; parent should notify school if there is a valid excuse for absences; parents who fail to compel child's attendance may be subject to prosecution under Statue 127.20; this letter serves as notice; alternative educational programs are available; parents have right to meet with administration; parent/child may be subject to juvenile court proceedings under Chap. 260Letter after 7 unexcused absences per year - notifying parents the matter will be reported to the county unless they contact the school with a valid excuse within 2 school days.
2. Letter after 7 illness absences per trimester - concern, suggest meeting with Administrator, any further absences due to illness must be accompanied by a medical professional's note (or they will be unexcused).

After 7 unexcused absences, Rice County Dept. of Corrections will be notified and Rice Count Truancy Offense Report is completed.

Put in Handbook:

State law dictates CRSS School's attendance policy. For your information, the following procedures are followed:

- A student is marked **absent-excused** when CRSS receives a phone call or note verifying a child's absence for an excusable reason.
- A student is marked **absent-unexcused** if the school has been given no reason for the absence and parents are not able to be contacted or the reason given is not excused.
- Excused absences include: illness, religious observances, medical appointments and pre-approved family trips/vacations. The Administrator may excuse absences for other reasons.

At the end of each reporting period, parents of students who have accumulated high numbers of absences may be contacted by the school. **By law, if a student has 3 or more unexcused absences in a school year, he/she is considered "continuing truant." If it reaches 7 or more unexcused, he/she is considered "habitually truant" and the school must file a truancy report with the county.**

Be sure to contact the CRSS Office whenever you know your child will be absent . 331-STEM [7836].