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SCHOOL DISCIPLINE POLICY

PRIMARY, ELEMENTARY AND JUNIOR ACADEMIES
DULUTH EDISON CHARTER SCHOOLS

FORWARD

This School Discipline Policy has been prepared to define clearly the rights and responsibilities of persons in the Duluth Edison Charter School, ISD 4020. WE URGE EACH PARENT/GUARDIAN AND STUDENT TO REVIEW THIS MATERIAL CAREFULLY AND REFER ANY QUESTIONS TO SCHOOL ADMINISTRATION.

The Duluth Edison Charter Schools Board believes that a self-disciplined citizenry is essential for the maintenance of a free society.

The rights of individual students shall be protected and each student shall be expected to respect the person and rights of all other students, teachers, and other school personnel.

Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances, use of controlled substances, or any other violations of the law be tolerated, condoned, or excused. Immediate steps will be taken to discipline any student involved in such behavior.

SCHOOL/COMMUNITY RESPONSIBILITIES

DULUTH EDISON CHARTER SCHOOLS BOARD

General responsibilities of the board are to carry out the educational requirements as expressed in law and to formulate and adopt policies for the organization, management, and control of the school system, including policies applicable to its operation. The board, acting through the Head of School, is responsible for the supervision of the behavior of students while legally under the supervision of the school.

THE HEAD OF SCHOOL

shall establish all necessary procedures, rules, and regulations to make effective the school board policies relating to the standards of student behavior and shall be responsible to the board for discipline in the ISD 4020 public schools.

THE DEAN OF STUDENTS

shall be responsible to the Head of School in implementing all necessary procedures, rules, and regulations to make effective the school board policies relating to the standards of student behavior. The Dean of Students shall have the responsibility and the authority to formulate school rules and regulations not in conflict with school board policies relating to standards of student behavior and data collection regarding student behavior in the schools.

The Dean of Students shall be responsible for disseminating the rules and regulations currently in effect for the school to all faculty, students, parents/guardians, and all interested community groups at the beginning of each school year, and to each new student upon registration.

The Dean of Students has the authority to impose suspensions and/or recommend to the Head of School the exclusion or expulsion of a student consistent with the guidelines of M.S. 121 A.41, The Pupil Fair Dismissal

Act, for violation of law or failure to comply with school regulations.

TRANSPORTATION

is a service and a privilege provided to eligible students in the school system. All district and building discipline policies apply to student behavior during transportation to and from school and all school-sponsored activities. Transportation personnel will forward all bus conduct reports to the Transportation office and to the building Dean of Students. If the student's transportation privileges are suspended, it is the responsibility of the parent/guardian to provide transportation to and from school.

THE STAFF

shall be responsible to the Head of School/Principal for implementing all necessary procedures, rules, and regulations to make effective the school board policies relating to the standards of student behavior.

When a staff member's efforts to solve a behavior problem are unsuccessful, the student shall be referred to the Academy Director/Principal, who has the responsibility and authority to use such measures as may be necessary to maintain control within the classroom, school building, and on school property.

All employees are expected to participate directly in the supervision and guidance of the behavior of all students within their scope of authority and responsibility.

Dean of Students will notify all personnel (including custodians, educational assistants, cafeteria personnel, and clerical staff) of their authority and responsibilities relating to student behavior.

Everyone concerned with student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the Dean of Students to assist all concerned with this task.

THE TEACHING STAFF

has the responsibility/authority to:

- Make clear what standards of student behavior are required by the teacher. A copy of the teacher's rules of acceptable behavior shall be posted in the teacher's classroom. These rules shall be consistent with district policy.
- Report any violations of the district and/or building discipline policy to the Dean of Students.
- Deny certain classroom privileges.
- Assign extra school classroom obligations.
- Request a parent/guardian conference.
- Refer special problems to the building Dean of Students, or for students with disabilities, to the IEP manager.
- Use reasonable measures as may be necessary to maintain control in the classroom, school, and on school grounds.

PARENTS AND GUARDIANS

have the legal responsibility for the behavior of their children as determined by law and community practice.

Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's education program. Parents/guardians shall provide the school with information on how they may be contacted.

Cooperation between parents/guardians and school is essential in assisting students to work to the best of their ability and achieve a good school experience.

Parents/guardians have a responsibility to help maintain communication with the school by participating in school community activities such as Parent Advisory Council (PAC) meetings, attending scheduled individual conferences, and bringing matters of concern to the attention of the Dean of Students or faculty.

Parents/guardians should report to school staff any information they have concerning illegal activities or any violations of school rules that threaten the health, safety, or property of others.

STUDENTS' RIGHTS AND RESPONSIBILITIES

RIGHTS

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the manner in which his/her individual rights are exercised and must accept the consequences of any actions that are committed outside the boundaries of those rights.

Staff, students, and parents/guardians must work cooperatively to avoid the extremes of regimentation on the one hand and anarchy on the other, if the goal of a democratic society within the schools is to be realized. Rights bring responsibilities.

The rights and responsibilities listed here are not all inclusive, for students have other rights guaranteed by the Constitution and by state and local laws. **THIS STATEMENT OF RIGHTS AND RESPONSIBILITIES IS NOT EXPECTED TO COVER EVERY SITUATION THAT MAY ARISE.**

THE RIGHT TO LEARN

Each student has the right to attend school in a safe environment, free from fear, and gain an education as provided by law. The right to learn also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions, whether from inside or outside the classroom. Behavior that disrupts the normal functioning of classes is an infringement on the rights of others.

THE RIGHT TO FREE SPEECH AND EXPRESSION

Students in the Duluth Edison Charter Schools represent a wide range and diversity of opinion and background. Students have the right to express opinions, take stands, and support causes, either publicly or privately, provided such expressions are not libelous or obscene according to current legal definition and do not interfere with the rights of others or disrupt or distract from the atmosphere for learning in the school. The right to free expression of religion under the U.S. Constitution and the American Indian Religious Freedom Act is protected.

THE RIGHT TO BE INFORMED OF RULES

Students have the right to be informed of all policies, rules, and regulations they are expected to follow. Copies of these rules governing the code of conduct shall be available in each school office, and the basic rules shall be published and distributed to all students, parents/guardians, and other interested persons.

THE RIGHT TO PRIVACY

Students' rights to privacy regarding school records will be protected and any disclosure of information from student permanent records shall be consistent with legal requirements.

THE RIGHT TO PERSONAL PROPERTY

Students have a right to be secure in their persons, papers, and effects; however, they must refrain from bringing onto school property or to school-sponsored events any material or item that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other persons. When reasonable cause exists for a school Dean of Students to believe that such items are present, general or individual searches may be conducted under the authorization of the Dean of Students or representative designated by the Dean of Students.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by the police or school officials. If practical and reasonable, search of an area assigned to a student will be made in the presence of an adult witness and in the presence of the student. Illegal items may be seized by school authorities, and items which disrupt, distract from, or interfere with the educational process may be removed from student possession.

When school officials deem it appropriate, the Duluth Police Department may perform random searches of a student's locker by canines without prior notice to students.

RESPONSIBILITIES

Students are responsible for the consequences of their behavior. Each student is responsible for knowing and obeying all school rules and regulations. The Dean of Students shall be responsible for informing the parent/guardian of any student whose behavior is in serious conflict with established rules, public laws, and procedures. Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public elementary or secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local school board. (M.S. 120A.20)

Students are responsible for reporting any illegal activities or serious violations that threaten the health, safety, or property of themselves or others.

Students are responsible for following all necessary procedures, rules, and regulations to make effective the DPSA School Board policies relating to the standards of student behavior. All acts or conducts that are prohibited by state, federal, or local law are also considered a violation of the School Discipline Policy.

RESPONSIBILITY FOR ACADEMIC WORK

Students are responsible for:

- completing class assignments on time as instructed by the teacher
- properly caring for the instructional materials furnished to them by the school district, and
- for bringing to class all materials required for daily classroom use.

RESPONSIBILITY REGARDING ATTENDANCE AND TARDINESS

Students are responsible for being in attendance each school day. Students shall be familiar with and responsible for following all school district attendance and tardiness policies, rules and regulations.

RESPONSIBILITY FOR DISCIPLINE

Students have the right to a free public education, but they are responsible for:

- complying with the rules and regulations of the school district and the instructions of all school district personnel
- accepting the authority of the faculty and school district officials on school property, on district-provided transportation, and at school-sponsored, off-campus events.

Failure to meet these responsibilities will be cause for disciplinary action.

In the case of students in the primary grades, some discipline issues may be dealt with by the principal as developmental and age-appropriate educational issues, not as discipline under this policy.

STANDARDS OF CONDUCT

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the primary, elementary, and junior academies shall be enforced within the general guidelines as set forth below and are designed to prevent students' inappropriate behavior from recurring. These guidelines clearly describe the various administrative actions that will be taken for violations of the law and the school district standards of behavior.

The MAXIMUM administrative actions are expulsion and exclusion. The listing of MINIMUM actions does not require that a "step-by-step" progression of increasing severity be employed by an administrator in dealing with a violation. However, there should be a logical relationship between the severity of the offense and the administrative action. The intent of this section is to list the mandatory MINIMUM disciplinary actions for each violation. The following represent the majority of violations that occur in the schools, but others may occur which will warrant disciplinary action.

The following pages set forth MINIMUM consequences for any of the violations listed below. HOWEVER, MORE SEVERE CONSEQUENCES, UP TO AND INCLUDING EXPULSION AND EXCLUSION, MAY BE CONSIDERED AND IMPOSED WHERE AN INITIAL OR SUBSEQUENT VIOLATION IS SEVERE ENOUGH TO WARRANT SUCH CONSEQUENCES.

Minor Infractions: A student shall not participate in actions that interfere with the rights of others to an education, instruction and/or with the effective operations of the school. Such actions include off campus behavior that negatively impacts effective school operations or the rights of others to an education or instruction including, but not limited to: refusal to follow school rules and regulations, refusal to follow directions given by a staff member, inappropriate language, rude gestures, defiance, lying, throwing objects, running, leaving school grounds without proper authorization, and distributing unauthorized materials on school property.

Minimum Disciplinary Action: Student conference, possible notification of parent(s) or guardian(s); possible detention of one (1) to three (3) days in- or out-of-school suspension.