

**SCHOOL-WIDE ESSENTIAL AGREEMENTS**

As a student of DISCOVERY CHARTER:

- I am **DISCIPLINED**
- I am an **INQUIERER**
- I am **SAFE**
- I am a **COMMUNICATOR**
- I am **OPEN-MINDED**
- I am **VALUED**
- I am an **EXPLORER**
- I am **REFLECTIVE**
- I am **YOUTHFUL**

**1. Behavioral Interventions.**

The objective of any behavioral intervention must be that pupils acquire appropriate behaviors and skills. It is critical that behavioral interventions focus on skills acquisition rather than merely behavior reduction or elimination.

When a student’s behavior does not align with the 5 Essential Agreements the teacher or other staff member will implement a minimum of 3 different interventions, including contacting the student’s parent, prior to sending the student to the office. If the behavior is severe in nature creating a safety issue or major disruption to learning or the running of the school, the utilization of 3 different interventions is not required and support from the office is to be sought as soon as possible.

Interventions include:

- |                           |                        |                          |
|---------------------------|------------------------|--------------------------|
| •Behavioral Contract      | •Verbal redirection    | •Scaffold expectations   |
| •Environmental adjustment | •Pause                 | •Loss of privilege       |
| •Instructional adjustment | •Private conference    | •Motivational Incentive  |
| •Non-verbal cuing         | •Time out in classroom | •Contact parent/guardian |

**REFERRAL TO DEAN OF STUDENTS**

- ❖ **A referable incident is considered an incident above and beyond the teacher's classroom management responsibility. For non-serious levels, the teacher must demonstrate unsuccessful interventions such as proximity, redirection, in-room/buddy-room time outs, and/or phone call home.**
- ❖ **By the time a referral is made to the Dean of Students, the incident should be at the level II intervention and administrator will determine a course of action as outlined in the behavioral policy.**
- ❖ **A referral form must accompany a student to the office at the time the student is sent to the office or should be sent to the office with another student shortly after.**
- ❖ **After a student’s behavior has been addressed by the office, follow up will occur with initiating teacher by an administrator as soon as possible but no later than the dismissal time at the of the day so that all involved parties will be informed of the course of action to be taken.**

<b>DISCOVERY CHARTER BEHAVIOR EXPECTATION PROTOCOL</b>	
<b>Protocol Stipulations</b>	
<ul style="list-style-type: none"> <li>■ <i>Effective discipline balances consistency with regard for the unique circumstances of the individual. Some students will need specialized support to help them learn self-discipline.</i></li> <li>■ <i>Student education regarding constructive behavior choices and expectations will accompany each consequence.</i></li> <li>■ <i>A severe occurrence or repeated instances of any violation may be treated as a violation at a higher level.</i></li> <li>■ <i>Behavioral expectations apply and are enforced upon arrival to and dismissal from school, at school during school hours, at any school sponsored activity/event and at anytime on school property.</i></li> <li>■ <i>In accordance with the Pupil Fair Dismissal Act of 1997 (Revised in 2001) and the 1983 Removal from Class Statute, a student may be removed from class, suspended, excluded, or expelled from school for:</i> <ol style="list-style-type: none"> <li>1. <i>Willful conduct which materially and substantially disrupts the rights of other students to an education.</i></li> </ol> </li> </ul>	

2. *Willful conduct which endangers the student or other students, or the property of the school.*
  3. *Willful violation of any reasonable School policy and/or supplemental school building rules.*
- *When determining an appropriate action, the 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 when determining appropriate consequences. 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 (following this order):*

*1st- appealing to an administrator*

*2nd - appealing to the School Board*

#### **Definition of Interventions**

**Dismissal**—removal of student from school by Discovery Charter Board.

**In School Suspension**—removal of student from classroom setting to supervised area in school by administrator. Students are sent to ISS for behavioral issues and not academic issues including failure to complete homework.

**Locker/Desk search**—Inspection of the interior of lockers or desks may be conducted by school authorities for plausible suspicion of school policy violation and safety and security reasons at any time, without notice, without student consent, and without a search warrant. Reasonable effort by school authorities will be made to notify student whose lockers/desks were searched unless disclosure would impede an ongoing investigation by police or school officials. Minn. Stat. § 121A.72, subd. 1.

**Loss of Privilege**—removal of extracurricular opportunity from student by teacher or administrator.

**Office referral**—sending a student to meet with Dean of Students.

**Out of School Suspension**—removal of student from Discovery Charter property by administrator.

**Parent/Guardian Conference**—meeting with parent(s)/guardian(s) and applicable staff and administration.

**Parent/Guardian Contact**—phone or face-to-face communication with parent/guardian.

**Parent/Guardian Notification**—written or electronic notice given to student's parent/guardian.

**Police and/or fire department notification**—police or fire department is contacted to file a report and/or assist administration with situations involving potential violation of law.

**Reasonable Restraint**—Pursuant to Minn. Stat. 609.06, reasonable force may be used upon or toward a student by a teacher or other proper school employee to restrain or correct the student as necessary for protection of the student, other persons or property. The use of physical force to restrain a student shall be "reasonable" considering the age, size, sex, and general physical strength of the student.

**Restitution**—Replacing and/or repairing items that were stolen or damaged or providing fair market value by way of compensation or service.

**Expulsion**---Permanent removal and un-enrolling of student from the enrolled school and/or district and may re-apply for reinstatement of enrollment after one calendar year from the date of expulsion.

CLASSROOM	Intervention LEVEL 1	Intervention LEVEL 2	Intervention LEVEL 3
DISRUPTIVE BEHAVIOR IN CLASSROOM	<ul style="list-style-type: none"> <li>○ Student actions that interfere with or have the potential to interfere with instructional learning and/or operations of the school</li> <li>○ Single occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace, or intimidate other individuals</li> <li>○ Disrespectful to adults and peers</li> <li>○ Swearing or verbally disrespectful</li> </ul>	<ul style="list-style-type: none"> <li>○ Defiance-refusal to follow directions given by staff member</li> <li>○ Leave classroom w/o permission</li> <li>○ Inappropriate physical contact, such as pushing and intimidation</li> <li>○ Repeated occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace, or intimidate other individuals</li> </ul>	<ul style="list-style-type: none"> <li>○ Unauthorized taking, possession, and/or use of the property of another including</li> <li>○ Physical contact with intent to injure, degrade, disgrace, or intimidate other individuals</li> <li>○ Fighting involving two or more students</li> <li>○ Assault of a student by another student where only one is aggressor</li> </ul>
SCHOOL STAFF POTENTIAL INTERVENTION(S)	<ul style="list-style-type: none"> <li>○ Redirect/reminder</li> <li>○ Staff proximity</li> <li>○ Verbal correction</li> <li>○ In-room time-out</li> <li>○ Buddy-room time-out</li> <li>○ Call home by teacher</li> </ul>	<ul style="list-style-type: none"> <li>○ Teacher/student conference</li> <li>○ Loss of privilege</li> <li>○ Restitution</li> <li>○ Supervised time-out (EA, chaperone, support staff)</li> <li>○ Detention time to be served</li> <li>○ Referral to SW/Counselor</li> <li>○ Contact parent by Admin</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension/dismissal as determined by school administrator /Team</li> <li>○ Parent notification</li> <li>○ In-school community restitution/service</li> <li>○ Conflict resolution</li> <li>○ Student Contract</li> <li>○ Long term Detention</li> <li>○ Peer mediation</li> <li>○ School suspension</li> </ul>

ASSEMBLIES/FIELDTRIPS /TRANSITION	Intervention LEVEL 1	Intervention LEVEL 2	Intervention LEVEL 3
UNSAFE BEHAVIOR AWAY FROM CLASSROOM OR SCHOOL	<ul style="list-style-type: none"> <li>○ Student action that interfere with or have the potential to interfere with effective learning and/or operations of the school</li> <li>○ Single occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace, or intimidate other individuals</li> </ul>	<ul style="list-style-type: none"> <li>○ Refusal to follow directions given by staff member</li> <li>○ Leaving supervised premises w/o permission</li> <li>○ Swearing or verbally disrespectful</li> <li>○ Inappropriate physical contact, such as pushing and intimidation</li> <li>○ Repeated occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace, or intimidate other individuals</li> </ul>	<ul style="list-style-type: none"> <li>○ Unauthorized taking, possession, and/or use of the property of another including</li> <li>○ Physical contact with intent to injure, degrade, disgrace, or intimidate other individuals</li> <li>○ Fighting involving two or more students</li> <li>○ Assault of a student by another student where only one is aggressor</li> </ul>
SCHOOL STAFF POTENTIAL INTERVENTION(S)	<ul style="list-style-type: none"> <li>○ Redirection/reminder</li> <li>○ Staff proximity</li> <li>○ Verbal correction</li> </ul>	<ul style="list-style-type: none"> <li>○ Teacher/student conference</li> <li>○ Loss of privilege</li> <li>○ Restitution</li> <li>○ Supervised time-out (EA, chaperone, support staff)</li> <li>○ Detention time to be</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension/dismissal as determined by school administrator /Team</li> <li>○ Parent notification</li> <li>○ In-school community restitution/service</li> <li>○ Conflict resolution</li> </ul>

		<ul style="list-style-type: none"> <li>o served</li> <li>o Referral to SW/Counselor</li> <li>o Contact parent</li> </ul>	<ul style="list-style-type: none"> <li>o Student Contract</li> <li>o Long term Detention</li> <li>o Peer mediation</li> <li>o Restorative conferencing between teacher and student</li> <li>o Long term loss of privilege</li> </ul>
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BATHROOM	Intervention LEVEL 1	Intervention LEVEL 2	Intervention LEVEL 3
<b>UNSAFE BEHAVIOR IN BATHROOM</b>	<ul style="list-style-type: none"> <li>o Student action that interfere with or have the potential to interfere with safety use of bathroom</li> <li>o Single occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace, or intimidate other individuals</li> </ul>	<ul style="list-style-type: none"> <li>o Refusal to follow directions given by staff member</li> <li>o Leaving supervised area w/o permission</li> <li>o Swearing or verbally disrespectful</li> <li>o Inappropriate physical contact, such as pushing and intimidation</li> <li>o Repeated occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace, or intimidate other individuals</li> </ul>	<ul style="list-style-type: none"> <li>o Unauthorized taking, possession, and/or use of the property of another including</li> <li>o Physical contact with intent to injure, degrade, disgrace, or intimidate other individuals</li> <li>o Fighting involving two or more students</li> <li>o Assault of a student by another student where only one is aggressor</li> </ul>
SCHOOL STAFF POTENTIAL INTERVENTION(S)	<ul style="list-style-type: none"> <li>o Redirection/reminder</li> <li>o Staff proximity</li> <li>o Verbal correction</li> </ul>	<ul style="list-style-type: none"> <li>o Teacher/student conference</li> <li>o Loss of privilege to go alone</li> <li>o Restitution</li> <li>o Supervised time-out (EA, support staff)</li> <li>o Detention</li> <li>o Contact parent</li> <li>o Short term student contract</li> </ul>	<ul style="list-style-type: none"> <li>o Suspension/dismissal as determined by school administrator/Team</li> <li>o Parent notification</li> <li>o In-school community restitution/service</li> <li>o Conflict resolution</li> <li>o Student Contract</li> <li>o Long term Detention</li> <li>o Peer mediation</li> <li>o Restorative conferencing between Admin and student</li> <li>o Long term loss of privilege</li> </ul>

CAFETERIA/RECESS	Intervention LEVEL 1	Intervention LEVEL 2	Intervention LEVEL 3
<b>INAPPROPRIATE BEHAVIORS THAT INTERFERES WITH SAFETY PROCEDURES OF LUNCH AND CAFETERIA USE</b>	<ul style="list-style-type: none"> <li>o Student action that interfere with or have the potential to interfere with safety use of Lunch Procedure</li> <li>o Single occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace, or intimidate other individuals</li> </ul>	<ul style="list-style-type: none"> <li>o Refusal to follow directions given by staff member</li> <li>o Leaving supervised area w/o permission</li> <li>o Swearing or verbally disrespectful</li> <li>o Inappropriate physical contact, such as pushing and intimidation</li> <li>o Repeated occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace, or intimidate other individuals</li> <li>o Inappropriate use of</li> </ul>	<ul style="list-style-type: none"> <li>o Unauthorized taking, possession, and/or use of the property of another including</li> <li>o Physical contact with intent to injure, degrade, disgrace, or intimidate other individuals</li> <li>o Fighting involving two or more students</li> <li>o Assault of a student by another student where only one is aggressor</li> <li>o Food fight (throwing food at people)</li> </ul>

		<b>food items other than for eating (but not thrown at people)</b>	
SCHOOL STAFF POTENTIAL INTERVENTION(S)	<ul style="list-style-type: none"> <li>○ Redirection/reminder</li> <li>○ Staff proximity</li> <li>○ Verbal correction</li> </ul>	<ul style="list-style-type: none"> <li>○ Teacher/student conference</li> <li>○ Loss of privilege to eat with peers</li> <li>○ Restitution</li> <li>○ Supervised time-out (EA, support staff)</li> <li>○ Detention</li> <li>○ Contact parent</li> <li>○ Short term student contract</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension/dismissal as determined by school administrator/Team</li> <li>○ Parent notification</li> <li>○ In-school community restitution/service</li> <li>○ Conflict resolution</li> <li>○ Student Contract</li> <li>○ Long term Detention</li> <li>○ Peer mediation</li> <li>○ Restorative conferencing between Admin and student</li> <li>○ Long term loss of privilege to eat/play with peers</li> </ul>

<b>PHYSICAL AGGRESSION BY ONE OR MORE STUDENTS.</b>	<b>Intervention LEVEL 1</b>	<b>Intervention LEVEL 2</b>	<b>Intervention LEVEL 3</b>
Minn. Stat. § 121A.03: Aggression against anyone for any purpose including but not limit to racial, sexual, and/or gender.	<ul style="list-style-type: none"> <li>○ <b>Students engage in non-serious but inappropriate physical contact, such as pushing and intimidation</b></li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Students engage in serious inappropriate physical contact non-weapon or use of dangerous items</b></li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Students engage in serious inappropriate physical contact using weapon or dangerous items (at Superintendent discretion)</b></li> </ul>
SCHOOL STAFF POTENTIAL INTERVENTION(S)	<ul style="list-style-type: none"> <li>○ Teacher/student conference</li> <li>○ Loss of privilege</li> <li>○ Restitution</li> <li>○ Supervised time-out (EA, chaperone, support staff)</li> <li>○ Detention time to be served</li> <li>○ Referral to SW/Counselor</li> <li>○ Contact parent</li> <li>○ SW/Counseling skills development</li> <li>○ Referral to Student support team for Tier II intervention (additional skills group or individual skill development)</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension/dismissal (1-3 days) as determined by school administrator/Dean</li> <li>○ Parent notification</li> <li>○ In-school community restitution/service</li> <li>○ Conflict resolution</li> <li>○ Student Contract</li> <li>○ Long term Detention</li> <li>○ Peer mediation</li> <li>○ Restorative conferencing between Admin/Dean and student</li> <li>○ Long term loss of privilege</li> <li>○ SW/Counseling Skills long term</li> <li>○ Referral to Student Support Team for Tier III interventions (individualized plan)</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension/dismissal as determined by School Administrator/Team (5-10 days)</li> <li>○ Administrative transfer process</li> <li>○ Expulsion process</li> <li>○ Parent notification</li> <li>○ In-school community restitution/service</li> <li>○ Conflict resolution</li> <li>○ Student Contract</li> <li>○ Long term Detention</li> <li>○ Restorative conferencing between Admin and student</li> </ul>

<b>CHEATING &amp; PLAGAIRISM</b>	<b>Intervention LEVEL 1</b>	<b>Intervention LEVEL 2 Non-Repeat Non-Physical</b>	<b>Intervention L3 Repeating and/or Physical</b>
ACADEMIC DISHONESTY	<ul style="list-style-type: none"> <li>○ Copying work of others</li> <li>○ Using ideas or writings of another person.</li> </ul>	<ul style="list-style-type: none"> <li>○ Forceful coercion of another person to allow or act in copying work of others</li> <li>○ Forceful coercion of another person to allow or act in using ideas or writings of another person</li> </ul>	<ul style="list-style-type: none"> <li>○ Use of physical intimidation to coerce another person to allow or act in copying work of others</li> <li>○ Use of Physical intimidation to coerce another person to allow or act in using ideas or writings of another person</li> </ul>
SCHOOL STAFF POTENTIAL INTERVENTION(S)	<ul style="list-style-type: none"> <li>○ Redirection/reminder</li> <li>○ Staff proximity</li> <li>○ Verbal correction</li> <li>○ Redo the work</li> <li>○ Contact parent</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent contact</li> <li>○ Redo work</li> <li>○ Teacher/student conference</li> <li>○ Loss of privilege to work with peers</li> <li>○ Restitution</li> <li>○ Supervised time-out (EA, support staff)</li> <li>○ Detention</li> <li>○ Contact parent</li> <li>○ Short term student contract</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension/dismissal as determined by school administrator/Team</li> <li>○ Parent notification</li> <li>○ In-school community restitution/service</li> <li>○ Conflict resolution</li> <li>○ Student Contract</li> <li>○ Long term Detention</li> <li>○ Restorative conferencing between Admin and student</li> <li>○ Long term loss of privilege work with peers</li> </ul>

<b>COMPUTERS TECHNOLOGY</b>	<b>Intervention LEVEL 1</b>	<b>Intervention LEVEL 2 Non-Repeat Non-Physical</b>	<b>Intervention LEVEL 3 Repeating and/or Physical</b>
INAPPROPRIATE BEHAVIORS THAT INTERFERES WITH SAFETY PROCEDURES OF LUNCH AND CAFETERIA USE	<ul style="list-style-type: none"> <li>○ Unauthorized use of internet for non-learning purpose</li> <li>○ Intentional damage of technology equipment</li> </ul>	<ul style="list-style-type: none"> <li>○ Unauthorized use of internet or technology to intimidate another student</li> <li>○ Intentional damage of technology equipment of others as a form of intimation or threat towards a person</li> </ul>	<ul style="list-style-type: none"> <li>○ Unauthorized use of internet or technology to intimidate another person</li> <li>○ Intentional damage of technology equipment of others as a form of intimation or threat towards a person</li> <li>○ Theft of school or another person's technology equipment</li> </ul>
SCHOOL STAFF POTENTIAL INTERVENTION(S)	<ul style="list-style-type: none"> <li>○ Redirection/reminder</li> <li>○ Staff proximity</li> <li>○ Verbal correction</li> <li>○ Loss of privilege short term</li> <li>○ Contact parent</li> <li>○ Student use contract</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent contact</li> <li>○ Redo work</li> <li>○ Teacher/student conference</li> <li>○ Loss of privilege to work with peers</li> <li>○ Restitution</li> <li>○ Supervised time-out (EA, support staff)</li> <li>○ Detention</li> <li>○ Contact parent</li> <li>○ Short term student contract</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension/dismissal as determined by school administrator/Team</li> <li>○ Parent notification</li> <li>○ In-school community restitution/service</li> <li>○ Conflict resolution</li> <li>○ Student Contract</li> <li>○ Long term Detention</li> <li>○ Restorative conferencing between Admin and student</li> <li>○ Long term loss of privilege work with technology</li> </ul>

WEAPONS AND DANGEROUS ITEMS	Intervention LEVEL 1	Intervention LEVEL 2	Intervention LEVEL 3
<p><b>Dangerous Weapon and/or Item:</b> Possession and/or use of: (1) any device or instrument designed as a weapon and capable of producing death or great bodily harm, (2) any item modified so that it may be used as a weapon and capable of producing death or great bodily harm, (3) any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, (4) any knife with a blade equal to or greater than 2.5 inches in length, (5) any replica firearm, BB gun, or pellet gun. Minn. Stat § 609.02, subd 8 (def. great bodily harm), Minn. Stat § 609.02, subd 6 (def. of dangerous weapon), Minn. Stat § 609.66 subd. 1d, 18 U.S.C. § 930(g)(2) (def. of dangerous weapon), St. Paul Legis. Code §§225.01, 225.0</p>	<ul style="list-style-type: none"> <li>○ Any knife-like metal blade less than 2 1/2 inches in length</li> <li>○ Toys or objects that resemble knife, sword, gun, or dangerous items</li> <li>○ No threat or evidence of intentional use on any one or any property</li> <li>○ Student hand over to staff voluntarily or at staff's request</li> </ul>	<ul style="list-style-type: none"> <li>○ Any knife-like blade 2.6 inches or longer</li> <li>○ Toys or objects that resemble knife, sword, gun, or dangerous items</li> <li>○ <b>Some threats but no evidence of intentional use on any one or any property</b></li> <li>○ Student concealed from staff</li> <li>○ Flammable device such as a small lighter</li> </ul>	<ul style="list-style-type: none"> <li>○ Any knife-like blade 2.6 inches or longer</li> <li>○ Toys or objects that resemble knife, sword, gun or dangerous items</li> <li>○ <b>Evidence of threats and intentional use on any one or any property</b></li> <li>○ Student concealed from staff</li> <li>○ <b>Caused bodily harm to any person or property</b></li> <li>○ Flammable liquid or device larger than a lighter</li> <li>○ Replica of devices that project potentially harmful objects</li> </ul>
<p>SCHOOL STAFF POTENTIAL INTERVENTION(S)</p>	<ul style="list-style-type: none"> <li>○ Teacher/student conference</li> <li>○ Loss of privilege</li> <li>○ Restitution</li> <li>○ Supervised time-out (EA, chaperone, support staff)</li> <li>○ Detention time to be served</li> <li>○ Referral to SW/Counselor</li> <li>○ Contact parent</li> <li>○ SW/Counseling skills development</li> <li>○ Referral to Student support team for Tier II intervention (additional skills group or individual skill development)</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension/dissmissal (1-3 days) as determined by school administrator/Dean</li> <li>○ Parent notification</li> <li>○ In-school community restitution/service</li> <li>○ Conflict resolution</li> <li>○ Student Contract</li> <li>○ Long term Detention</li> <li>○ Peer mediation</li> <li>○ Restorative conferencing between Admin/Dean and student</li> <li>○ Long term loss of privilege</li> <li>○ SW/Counseling Skills long term</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension/dissmissal as determined by School Administrator/Team (5-10 days)</li> <li>○ Administrative transfer process</li> <li>○ Expulsion process</li> <li>○ Parent notification</li> <li>○ In-school community restitution/service</li> <li>○ Conflict resolution</li> <li>○ Student Contract</li> <li>○ Long term Detention</li> <li>○ Restorative conferencing between Admin and student</li> <li>○ Long term loss of privilege</li> <li>○ On-going SW/Counseling Skills long term</li> </ul>
<p><b>FIREARM</b> Possession and/or use of a device designed to be used as a weapon, from which is expelled a projectile by the force of explosion or force of combustion. Minn. Stat. § 609.666</p>	<ul style="list-style-type: none"> <li>○ There will be zero tolerance for possession or use of a fire arm</li> <li>○ Authorities will be called immediately</li> <li>○ Automatic 10 day suspension</li> <li>○ Student will be subject to administrative transfer and/or expulsionary determination process through Student support and Admin team</li> </ul>		

DOCUMENT & IDENTITY FALSIFICATION	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
<p>Falsifying or altering signature, voice or data</p>	<ul style="list-style-type: none"> <li>○ Parent contact</li> <li>○ Office referral</li> <li>○ In School Suspension</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ In School Suspension</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Out of School Suspension</li> </ul>



DRESS CODE	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
<p>Manner of dress or personal grooming which the school authority believes will or actually does:</p> <p>(1) present a clear danger to the student's health or safety;</p> <p>(2) cause an interference with work; or</p> <p>(3) create classroom or school disorder.</p> <p><b>Rules:</b></p> <ul style="list-style-type: none"> <li>● Undergarments &amp; midriff (front &amp; back) must be covered at all times.</li> <li>● Pants must cover undergarments &amp; must be worn at the waist.</li> <li>● No muscle shirts or athletic shirts</li> <li>● No spaghetti straps, strapless, backless tops, low-cut necklines on tops, tube, or halter-tops.</li> <li>● Straps on shirts must be at least 2 inches wide.</li> <li>● Shorts, skirts &amp; dresses must reach beyond the length of the student's longest fingertip (arms and fingers extended straight down at sides).</li> <li>● Students need to wear safe and appropriate footwear.</li> <li>● Pants, shorts, skirts and dresses must have a hem.</li> <li>● Heavy pocket chains and spiked jewelry may not be worn.</li> <li>● Jeans and pants are to be without tears, cuts or holes.</li> <li>● Clothing or other articles indicating membership in a gang are not allowed.</li> <li>● No pajama-type clothing (with the exception of Spirit Week Activities).</li> <li>● No sweat pants.</li> <li>● Hats and hoods are to be removed.</li> </ul> <p>In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, and weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.</p>	<ul style="list-style-type: none"> <li>○ Parent/Guardian notification</li> <li>○ Immediate correction of violation</li> <li>○ Inappropriate clothing to be retrieved by student from office at end of school day on the date of the incident</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent/Guardian contact</li> <li>○ Immediate correction of violation.</li> <li>○ Office referral</li> <li>○ Extra time before or after school</li> <li>○ Inappropriate clothing to be retrieved by student's parent/guardian from office</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent/Guardian conference</li> <li>○ Immediate correction of violation</li> <li>○ Office referral</li> <li>○ In School Suspension or Out of School Suspension</li> <li>○ Inappropriate clothing to be retrieved by student's parent/guardian from office</li> </ul>

DRUGS AND ALCOHOL	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
<p><b>ALCOHOL</b> Possession, use, solicitation of and/or being under the influence of any alcoholic product while on school grounds or at school sponsored activities.</p>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ Potential referral of student for a chemical use assessment</li> <li>○ Out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ Potential referral of student for a chemical use assessment</li> <li>○ Out of school suspension</li> <li>○ Potential dismissal</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ Potential referral of student for a chemical use assessment</li> <li>○ Out of school suspension</li> <li>○ Potential dismissal</li> </ul>
<p><b>Drugs or Controlled Substances-</b> The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, or transportation of any controlled drug or substance; unlawfully being under</p>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ Potential referral of</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ Potential referral</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ Potential referral of</li> </ul>



the influence of any controlled drug or substance; or possession of equipment or devices used for preparing or taking controlled drugs or substances. Minn. Stat. § 152.01, subds. 1-22, Minn. Stat. § 152.02, Minn. Stat. §§ 152.021-152.025	student for a chemical use assessment ○ Out of school suspension	of student for a chemical use assessment ○ Out of school suspension ○ Potential dismissal	student for a chemical use assessment ○ Out of school suspension ○ Potential dismissal
<b>TOBACCO</b> Use and/or possession of tobacco products on school grounds, facilities, buses or activities. Possession or use of any type of tobacco product by a student will be governed by Minnesota Statutes regarding smoking.	○ Parent contact ○ Office referral ○ Police notification ○ Out of school suspension	○ Parent conference ○ Office referral ○ Police notification ○ Out of school suspension	○ Parent conference ○ Office referral ○ Police notification ○ Out of school suspension ○ Possible dismissal

<b>ELECTRONICS, PERSONAL</b>	<b>1<sup>st</sup> Offense Consequences</b>	<b>2<sup>nd</sup> Offense Consequences</b>	<b>3<sup>rd</sup> and Subsequent Offense Consequences</b>
Misuse of personal electronic devices on school property and/or at school sponsored events. Personal electronic devices include but are not limited to cell phones, video equipment and MP3 players.	○ Confiscation of electronic device by staff member until end of school day	○ Parent contact ○ Office referral ○ Confiscation of electronic device by administration to be retrieved by student's parent/guardian	○ Parent conference ○ Office referral ○ Confiscation of electronic device by administration to be retrieved by student's parent/guardian ○ Loss of privilege of bringing personal electronic devices to school & school sponsored events

<b>FIRE</b>	<b>1<sup>st</sup> Offense Consequences</b>	<b>2<sup>nd</sup> Offense Consequences</b>	<b>3<sup>rd</sup> and Subsequent Offense Consequences</b>
<b>ARSON</b> -The intentional destruction or damage to property or injury to persons by means of fire, explosives or other flammables.	○ Parent contact ○ Office referral ○ Police and fire department notification ○ Out of school suspension ○ Potential dismissal	○ Parent contact ○ Office referral ○ Police and fire department notification ○ Out of school suspension ○ Potential dismissal	○ Parent contact ○ Office referral ○ Police and fire department notification ○ Out of school suspension ○ Potential dismissal
<b>FALSE FIRE ALARM</b> - the giving of a false alarm of fire or the tampering or interference with any fire alarm system.	○ Parent conference ○ Office referral ○ Police and fire department notification ○ In school suspension	○ Parent conference ○ Office referral ○ Police and fire department notification ○ Out of school suspension ○ Possible dismissal	○ Parent conference ○ Office referral ○ Police and fire department notification ○ Out of school suspension ○ Possible dismissal
<b>FIRE SAFETY</b> - 1. Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property 2. Failure to leave building in a timely and safe manner during practice drill or fire.	○ Parent contact ○ Office referral ○ Restitution, if applicable ○ Potential In school suspension	○ Parent conference ○ Office referral ○ Fire department notification ○ In school suspension	○ Parent conference ○ Office referral ○ Fire department notification ○ Out of school suspension ○ Potential dismissal
<b>PYROTECHNIC DEVICES</b> -Possession, use and/or distribution of a firework or other explosive device.	○ Parent conference ○ Office referral ○ Police and fire department notification ○ Restitution, if applicable	○ Parent conference ○ Office referral ○ Police and fire department notification ○ Restitution, if applicable	○ Parent conference ○ Office referral ○ Police and fire department notification ○ Restitution, if applicable

	○ In school suspension	○ Out of school suspension	○ Out of school suspension ○ Possible dismissal
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GANG INVOLVEMENT	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
Student uses gesture, dress, speech, sign and/or symbol to display affiliation with a gang.  <i>Other gang related misconduct falls under other behavior categories</i>	○ Parent conference ○ Office referral ○ Loss of privilege	○ Parent conference ○ Office referral ○ In School suspension	○ Parent conference ○ Office referral ○ Police notification ○ Out of school suspension

HARASSMENT	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
<b>Bullying-</b> repeated acts (verbal and nonverbal expressions and behaviors, including written statements and electronic transmissions and/or ‘cyber bullying’) that are coercive and intimidating and inhibit a positive and supportive learning environment. Participating in, or conspiring with others to engage in bullying or other acts committed with the intent to injure, degrade, disgrace, or intimidate other individuals including, but not limited to, sending or posting harmful texts, messages or images using the Internet, wireless phones, or other communication devices. Minn. Stat. §121A.03	○ Parent contact ○ Loss of privilege	○ Parent conference ○ Office referral ○ In School suspension ○ SW, Counselor skills development referral	○ Parent conference ○ Office referral ○ Out of school suspension ○ On-going SW, Counselor skills development referral ○ Individualized Restorative process long term basis with progress monitoring ○ State/county harassment reporting process

HARASSMENT <i>continued</i>	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
<b>Racial or Religious</b> Racial or religious harassment consists of physical or verbal conduct or communication relating to an individual’s race or religion when the conduct: has the purpose or effect of creating an intimidating, hostile, derogatory, or offensive employment, educational, or School District environment; has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education; or otherwise adversely affects an individual’s employment, educational opportunities, or access to a benefit from the school district. Minn. Stat. § 121A.03, Board Policy 415.	○ Parent contact ○ Loss of privilege ○ In or out of school suspension	○ Parent conference ○ Office referral ○ In school suspension ○ SW, Counselor skills development referral	○ Parent conference ○ Office referral ○ Out of school suspension ○ Individualized Restorative process long term basis with progress monitoring ○ State/county harassment reporting process ○ On-going SW, Counselor skills development referral
<b>Sexual</b> -unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other physical or verbal conduct or communication of a sexual nature when: (1) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment, educational, or Discovery Charter environment; (2) submission to that conduct or communication is made a term or condition, either	○ Parent conference ○ Office referral ○ In or out of school suspension	○ Parent conference ○ Office referral ○ Out of school suspension ○ SW, Counselor skills development referral	○ Parent conference ○ Office referral ○ Out of school suspension ○ Potential dismissal ○ Individualized Restorative process long term basis with progress monitoring ○ State/county

<p>explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education or a benefit from the Discovery Charter; or (3) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education or access to a benefit from the Discovery Charter. Minn. Stat. § 121A.03, Board Policy 415.</p>			<p>harassment reporting process</p> <ul style="list-style-type: none"> <li>○ On-going SW, Counselor skills development referral</li> </ul>
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<b>HAZING</b>	<b>1<sup>st</sup> Offense Consequences</b>	<b>2<sup>nd</sup> Offense Consequences</b>	<b>3<sup>rd</sup> and Subsequent Offense Consequences</b>
<p>Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a school or school organization, or for any other purpose. Prohibited conduct includes, but is not limited to, any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body. The policy applies to student conduct occurring on or off school property and during and after school hours. When such acts occur off school property, the prohibition against hazing applies if any connection to Discovery Charter is implicit or explicit.</p>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ In or out of school suspension</li> <li>○ Potential Dismissal</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ Out of school suspension</li> <li>○ Potential Dismissal</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ Out of school suspension</li> <li>○ Potential Dismissal</li> <li>○ Individualized Restorative process long term basis with progress monitoring</li> <li>○ State/county harassment reporting process</li> <li>○ On-going SW, Counselor skills development referral</li> </ul>

<b>INTERFERENCE/OBSTRUCTION</b>	<b>1<sup>st</sup> Offense Consequences</b>	<b>2<sup>nd</sup> Offense Consequences</b>	<b>3<sup>rd</sup> and Subsequent Offense Consequences</b>
<p>Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties, including an administrative investigation.</p>	<ul style="list-style-type: none"> <li>○ Parent contact</li> <li>○ Office referral</li> <li>○ In school suspension</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ In or out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Out of school suspension</li> <li>○ Potential Dismissal</li> </ul>

<b>LEAVING SCHOOL GROUNDS</b>	<b>1<sup>st</sup> Offense Consequences</b>	<b>2<sup>nd</sup> Offense Consequences</b>	<b>3<sup>rd</sup> and Subsequent Offense Consequences</b>
<p>Leaving school grounds or activities during school hours without permission.</p>	<ul style="list-style-type: none"> <li>○ Parent contact</li> <li>○ Office referral</li> <li>○ In School Suspension</li> <li>○ Truancy</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ In School Suspension</li> <li>○ Truancy hours accrued will be classified as absences</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Out of School Suspension</li> <li>○ Potential dismissal</li> <li>○ Truancy adding to absences will be reported according to attendance policy</li> </ul>

SEXUAL CONTACT	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
Includes the non-consensual touching of the complainant's intimate parts (as well as the clothing covering the intimate parts) or forcing the complainant to touch any person's intimate parts, and committed with sexual or aggressive intent. Minn. Stat. § 609.341, subd. 11. Intimate parts - includes the primary genital area, groin, inner thigh, buttocks or breast. Minn. Stat. § 609.341, subd. 5.	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Out of school suspension</li> <li>○ Potential dismissal</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Out of school suspension</li> <li>○ Potential dismissal Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Out of school suspension</li> <li>○ Potential dismissal Parent conference</li> </ul>
TARDY-Unexcused	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
Instructional time lost due to student arriving late to class.	<ul style="list-style-type: none"> <li>○ Make up time before or after school</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent contact</li> <li>○ Office referral</li> <li>○ Make up time before or after school</li> <li>○ Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Make up time before or after school</li> <li>○ In school suspension</li> </ul>
TERRORISTIC THREATS	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
Threatening directly or indirectly to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or vehicle or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. Minn. Stat. § 609.713 (def. of terrorist threats).	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ In or out of School suspension</li> <li>○ Potential dismissal</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ In or out of school Suspension</li> <li>○ Potential dismissal</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ In or out of school suspension</li> <li>○ Potential dismissal</li> </ul>
TRANSPORTATION	1 <sup>st</sup> Offense Consequences	2 <sup>nd</sup> Offense Consequences	3 <sup>rd</sup> and Subsequent Offense Consequences
<p>Behavior which endangers or harasses students and/or other community members on their way to and from school, or at the bus stop, or diverts the bus driver's attention from driving.</p> <p><i>Refer to "Transportation Discipline Process" in Family Handbook</i></p>	<ul style="list-style-type: none"> <li>○ Driver counsels student on appropriate behavior</li> </ul>	<ul style="list-style-type: none"> <li>○ Written warning</li> <li>○ Principal contacts parent/guardian</li> </ul>	<ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Citation— Parent Contact and Notification &amp; two (1-3) day suspension from all school buses</li> <li>○ 2<sup>nd</sup> Citation- Parent Contact and Notification &amp; five (5-10) day suspension from all school buses</li> <li>○ 3<sup>rd</sup> Citation- Parent Contact and Notification &amp; loss of transportation on all school buses for remainder of school year</li> </ul>

<b>TRESPASSING</b>	<b>1<sup>st</sup> Offense Consequences</b>	<b>2<sup>nd</sup> Offense Consequences</b>	<b>3<sup>rd</sup> and Subsequent Offense Consequences</b>
Being physically present on school property or at a school activity after being directed to leave by a school administrator or other person lawfully responsible for the control of the premises. Being on school grounds during a dismissal or suspension period is considered trespassing. Minn. Stat. § 609.605, subd. 4, St. Paul Legis. Code §§ 283.01-283.03	<ul style="list-style-type: none"> <li>○ Parent contact</li> <li>○ Office referral</li> <li>○ Police notification</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ In or out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent conference</li> <li>○ Office referral</li> <li>○ Police notification</li> <li>○ Out of school suspension</li> <li>○ Potential expulsion</li> </ul>

<b>TRUANCY</b>	<b>1<sup>st</sup> Offense Consequences</b>	<b>2<sup>nd</sup> Offense Consequences</b>	<b>3<sup>rd</sup> and Subsequent Offense Consequences</b>
Unexcused absence from school.	<ul style="list-style-type: none"> <li>○ Parent contact and notification</li> <li>○ Make up time before and/or after school</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent contact and notification</li> <li>○ In school suspension</li> </ul>	<ul style="list-style-type: none"> <li>○ Parent notification and conference</li> <li>○ Referral for filing of court petition or to Truancy Intervention Program (TIP)</li> <li>○ Alternative Instructional Plan</li> </ul>