

Student Responsibility Policies



**NORTH ST. PAUL-MAPLEWOOD-OAKDALE
SCHOOL DISTRICT**

Student Discipline & Notice of Suspension



School District 622 shall ensure that students are aware of and comply with the school district's expectations for student conduct.

The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

Student Discipline & Notice of Suspension



Student Responsibilities:

- To know and obey all school rules, regulations, policies and procedures
- To attend school daily and be on time
- To study and complete school work
- To make up school work when absent
- To help staff maintain a safe school for all students
- To volunteer information in disciplinary cases and cooperate with staff
- To respect school property and the property of others
- To follow the dress code
- To not use indecent or obscene language
- To respect the rights of others

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Unacceptable Behavior:

- Damage or destruction of school property or the property of others
- Arson
- Breaking and entering
- Theft
- Vandalism
- Use of profanity or obscene language
- Possession of obscene materials
- Gambling
- Attendance problems – truancy, absenteeism, tardiness, skipping class, or leaving school grounds without permission

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Unacceptable Behavior:

- Opposing authority using physical force or violence
- Using, possessing or distributing tobacco, alcohol, or other intoxicating substances or look-alike substances
- Using, possessing distributing or being under the influence of narcotics, drugs or other controlled substances, except as prescribed by a physician
- Sharing prescription medication with another student
- Using, possessing or distributing items that are illegal or harmful
- Using, possessing or distributing weapons or look-alike weapons
- Possessing ammunition

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Unacceptable Behavior:

- Possessing, using, or distributing explosives and/or fireworks
- Using devices such as butane lighters or matches inside an educational building, except when authorized by the school
- Disrupting the educational process through:
 - ✦ Disobedience
 - ✦ Disruptive or disrespectful behavior
 - ✦ Defying authority
 - ✦ Cheating
 - ✦ Insubordination
 - ✦ Failure to identify oneself
 - ✦ Improper activation of fire alarms
 - ✦ Making bomb threats

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Unacceptable Behavior:

- Using nuisance devices such as pagers, radios and cell phones
- Violating parking or school traffic rules
- Violating locker guidelines
- Possessing or distributing libelous or pornographic materials
- Wearing clothing that is disruptive, including:
 - ✦ Clothing that bears a message that is lewd, vulgar, or obscene, or promotes products or activities that are illegal for use by minors
 - ✦ Clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist or derogatory to a protected minority group or which connotes gang membership

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Unacceptable Behavior:

- Falsifying records, documents, notes or signatures
- Tampering with or altering school records or documents
- Scholastic dishonesty such as cheating or plagiarism
- Disrespectful language towards school staff
- Fighting or any other assaultive behavior
- Committing an act which inflicts great bodily harm, even if accidental
- Committing harassment, sexual assault, inappropriate sexual conduct or indecent exposure
- Being verbally abusive
- Abusing, threatening or demeaning actions based on race, color, creed, religion, sex, marital status, economic status, disability, national origin or sexual orientation

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Disciplinary Action Options:

- Student conference and verbal warning
- Parent contact
- Parent conference
- Removal from class
- In-school suspension
- Suspension from extracurricular activities
- Detention, restriction or loss of school privileges
- In-school monitoring or revised class schedule
- Referral to in-school support services, community resources or outside agency services
- Financial restitution

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Disciplinary Action Options:

- Referral to law enforcement
- Filing a petition in district court for juvenile delinquency
- Out-of-school suspension
- Preparation of an admission or readmission plan
- Expulsion
- Other disciplinary action as deemed appropriate by the school district

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Grounds for Removing a Student from Class:

- Conduct that significantly disrupts the rights of others to an education
- Conduct that endangers others
- Violation of any school rules, regulations, policies or procedures

Removal from class will be for at least one class period for a given course of study, not to exceed five such class periods.

If a student is removed from class more than 10 times during a school year, the school shall notify the parent/guardian and set up a meeting to discuss the problem.

Student Discipline & Notice of Suspension



Suspension Procedures:

- “Suspension” means an action by the school administration, under rules set by the School Board, prohibiting a student from attending school for a period of no more than 10 school days.
- Each suspension action may include a readmission plan.
- The school administration shall have an informal administrative conference with the student, except where it appears that the student will create an immediate and substantial danger to self, others or property.

Student Discipline & Notice of Suspension



Suspension Procedures:

- At the informal conference, a school administrator shall notify the student of the grounds for the suspension, explain the evidence and allow the student to present their version of the facts.
- 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 the Minnesota Pupil Fair Dismissal Act, shall be personally given to the student at or before the time of the suspension, and mailed to the student's parent/guardian within 48 hours of the conference.

Student Discipline & Notice of Suspension



Expulsion Procedures:

- “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.
- All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act.
- No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent/guardian.

Tobacco Free Environment



- Students and staff are prohibited from smoking or using tobacco in school facilities, on school property and at events sponsored by the school district.

Student Dress and Appearance



- Students are to dress appropriately for school.
- Inappropriate clothing includes, but is not limited to:
 - Short shorts
 - Skimpy tank tops
 - Clothing that exposes underwear, midriff, or cleavage
 - Caps, hats and other head covers (except with approval of principal)
 - Clothing bearing a message that is lewd, vulgar, obscene or that promotes products or activities that are illegal for use by minors
 - Clothing that bears emblems, symbols, signs, words or pictures that are racist, sexist, or otherwise derogatory to a protected minority group, shows gang membership or affiliation or provokes harassment or violence against other individuals
 - Clothing or footwear that would damage school property

Student Dress and Appearance



Procedures:

- When a student's appearance disrupts the educational process, the student will be directed to make modifications or will be sent home for the day
- Parents/guardians will be notified

Graduation Requirements



Students must demonstrate that they have met certain minimum requirements to receive a diploma.

- Students must earn a minimum of 66 credits in grades 9-12 to graduate.
- Required courses are listed in the School Board Course Requirements Chart, outlined in the Graduation Requirements Policy.

Student Attendance



- Students must attend all classes and follow correct procedures when absent.
- When absent, students must request any missed assignments.
- Students must be on time to school and to class.

Student Attendance



Excused Absences

- Illness
- Death in family
- Medical/Health Appointment
- Court appearance
- Religious instruction
- Emergency
- Official school outing

Unexcused Absences

- Truancy
- Work
- Vacations
- Personal visits to schools or colleges
- Oversleeping
- Missed bus/
transportation problems

Student Attendance



- Students may not participate in any extracurricular activity or program if he/she has an unexcused absence from any class during the day.
- Students who are habitually truant may be subject to juvenile court proceedings. Consequences may include suspension, restriction and/or delay of driving privileges.

Drug Free School



- Use of controlled substances, including alcohol, before, during or after school hours, at school or in any other school location, is prohibited.
- Paraphernalia associated with controlled substances is prohibited.
- Students who have a prescription for a controlled substance must comply with the district's student medication policy.
- Violators will be subject to discipline, which may include suspension or expulsion.
- Students may be referred to drug or alcohol assistance and/or to law enforcement officials.

School Weapons Policy



- No person shall possess, use or distribute a weapon, or a look-alike, when in a school location.
- Examples of weapons include: firearms, airguns, pellet guns, BB guns, knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace, stunguns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

School Weapons Policy



Consequences:

1. Immediate out-of school suspension
2. Confiscation of the weapon
3. Immediate notification of police
4. Parent or guardian notification
5. Recommendation to the Superintendent of dismissal for a period of time not to exceed one year.

A student who brings a firearm to school will be expelled for at least one year.

Search of Student Lockers, Desks, Personal Possessions & Student's Person



- **Lockers and Desks:**
 - School lockers and desks are the property of the school district and school officials may search a locker or a desk at any time, for any reason, without notice and without consent.
- **Personal Possessions and Student's Person:**
 - The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rule.

Hazing Prohibition



- No student, district employee or volunteer shall plan, direct, encourage, aid or engage in hazing.
- “Hazing” means 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 student organization, or for any other purpose.
- Any person who believes he or she has been the victim of hazing, or who has knowledge of hazing should tell the building principal immediately.

Harassment & Violence Policy



- The school district prohibits any form of religious, racial or sexual harassment and violence.
- Examples of sexual harassment include:
 - Unwelcome verbal harassment
 - Unwelcome pressure for sexual activity
 - Inappropriate physical contact
- Examples of racial or religious harassment include:
 - Physical or verbal conduct relating to an individual's race or religion that creates an intimidating, hostile or offensive environment

Harassment & Violence Policy



- Sexual violence is a physical act of aggression or force, or threat thereof, that involves the touching of another's intimate parts, or forcing a person to touch another's intimate parts.
- Racial or religious violence is a physical act of aggression or assault upon another because of, or related to race or religion.

Harassment & Violence Policy



- Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence, or who has knowledge of religious, racial or sexual harassment or violence should tell the building principal immediately.
- When reported, the school district will complete an investigation and take appropriate action, which may include a warning, suspension, exclusion or expulsion.

Protection and Privacy of Pupil Records



- Parents or eligible students who want to review the student's education records should submit a written request to the District.
- Education records may be disclosed to other school officials within the school district and may be forwarded on to a school where a student intends to enroll

Protection and Privacy of Pupil Records



- “Directory Information” is considered public and includes the following information relating to a student:
 - The student’s name, gender, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs used in yearbooks or school district publications, degrees, honors and awards received, and the most recent educational agency or institution attended.
- Parents who wish to make directory information private must notify the principal in writing each year.

Protection and Privacy of Pupil Records



- According to law, the school district must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within 60 days after the date of the request.
- In order to refuse the release of this information, the parent or eligible student must make a written request to the building principal, by October 15 of each year.

Bullying Prohibition



- Bullying by an individual student or group of students is not allowed on school district property or at school-related functions.
- Cyber-bullying is also prohibited, even if done off-school property.
- Bullying includes:
 - Harming a student
 - Damaging a student's property
 - Placing a student in reasonable fear of harm
 - Creating a hostile environment

Bullying Prohibition



- Anyone who has been the victim of bullying or who has knowledge of bullying should tell the building principal immediately.
- When reported, the school district will complete an investigation and take appropriate action, which may include a warning, suspension, exclusion or expulsion.
- School officials will also notify the parent(s) or guardian(s) of students involved in a bullying incident, to the extent permitted by law.

Student Medication and Procedures



- Parents must complete a signed request before their student can receive prescription medication during the school day.
- A health professional or trained school staff will administer the prescribed medications.
- Students are not allowed to carry prescription medications (except asthma inhalers) with them during the day.

Student Medication and Procedures



- Secondary students may have and use nonprescription pain relievers, except those that contain ephedrine or pseudoephedrine, if the district has received a written authorization for the student's parent or guardian.
- The school district may revoke a student's privilege to have and use nonprescription pain relievers if a student is abusing the privilege.

Internet Acceptable Use Policy



- The use of the school district's computer system and access to the Internet is a privilege and not a right.
- Violating the District's Internet Acceptable Use Policy may result in:
 - Suspension or cancellation of use or access
 - Payments for damages or repairs
 - Suspension
 - Expulsion
 - Exclusion
- Parents have the right to review the contents of their child's files and request termination of the account.
- The Internet Use Agreement form must be read and signed by the student and their parent or guardian.

Internet Acceptable Use Policy



- Unacceptable Uses:
 - Users will not access, review, upload, download, store, print, post, receive, transmit or distribute:
 - ✦ Pornographic, obscene or sexually explicit material
 - ✦ Abusive, profane, inflammatory, threatening or disrespectful language
 - ✦ Materials that are inappropriate in the education setting
 - ✦ Materials that may constitute harassment or discrimination
 - Users will not post, transmit or distribute false or defamatory information
 - Users will not engage in any illegal act or violate any local, state or federal law

Internet Acceptable Use Policy



- **Unacceptable Uses:**
 - Users will not vandalize, tamper with, or modify the school district's system
 - Users will not spread computer viruses
 - Users will not gain unauthorized access to another person's files or information
 - Users will not give their passwords to any other person
 - Users will not post private information about another person
 - Users will use the system to post information on social networking sites such as "My Space" and "Facebook"

Chemical Use and Abuse Policy



- The use of controlled substances, toxic substances and alcohol is prohibited in the school setting.
- If a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - School officials will be notified
 - The student's parents will be notified
 - Law enforcement will be called
 - A search of the student's person, personal belongings, locker and vehicle will be conducted and the chemicals will be confiscated
 - Appropriate disciplinary action will be taken

Student Sex Nondiscrimination



The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.