Student Rights and Responsibilities

2017-18 School Year

We are committed to igniting a passion for lifelong learning.

South Washington County Schools

www.sowashco.org

South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

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Dear District 833 Parents and Guardians:

To achieve our mission and objectives for the highest level of student success, the district has established and will enforce reasonable rights and responsibilities related to student expectations. Students must conduct themselves in a manner that maintains a climate in which learning can take place. This handbook is intended to address questions and expectations for students in District 833.

Please read and review this handbook with your children as the school year begins. We would like to highlight Policy 514 – Bullying Prohibition, as this policy provides guidelines for reporting and investigating alleged bullying situations. If you or your children know of any bullying situation, please report it to the building administrator or another adult in the school. The complete language of each policy can be found on our website: www.sowashco.org.

The School Board, administration, teaching and support staff are committed to providing the highest quality education for all students in District 833 schools. We look forward to a great year of working together.

Dr. Keith Jacobus Superintendent	Michael Johnson Assistant Superintendent	Julie Nielsen Assistant Superintendent

Student Rights and Responsibilities

The School Board of Independent School District 833 recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that the nurturing of the maturation process for each and every student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the adult's independent self-discipline.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall civility affects student attitudes and behavior. Proper student conduct is necessary to enhance the education process and create an atmosphere supportive of student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it is necessary to administer external discipline. Measures to be employed, and the manner in which they are administered, shall be consistent with the objectives of creating a positive learning situation and fostering self-discipline.

In view of our district's goals and consistent with Minnesota Statute 127.41, the School Board, with the participation of school district administrators, teachers, employees, pupils, parents and community members, has developed the school discipline regulations and procedures which govern student conduct and apply to all students of Independent School District 833. These regulations and procedures will be reviewed annually. Full policies are available on our district website: www.sowashco.org. As changes take place, updates will be added to the handbook posted on the district's website and through the School Board policy webpage by individual policy.

Student Rights

All students of Independent School District 833 have the right to an education and the right to learn. Students are entitled to mutual respect from school personnel.

A student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent/designee. If still not satisfied, the student may then appeal the superintendent's decision to the School Board.

PROCEDURES AND CONSEQUENCES MATRIX

This matrix provides guidelines for the principal, assistant principal or other administrators in enforcing student discipline procedures and policies. The purposes of establishing and enforcing behavior expectations in a school are to: (1) maintain a safe **and** orderly learning environment in the classroom, school and off-site during activities; (2) give each student the best opportunity for success in his/her education; (3) assist the offending student to reflect upon their behavior and assume greater responsibility to make correct choices; (4) provide a basis for each student to develop a foundation of citizenship; and (5) fulfill the mission of the our district where we are "committed to igniting a passion for lifelong learning."

In order to best accomplish these purposes, the building administrator has flexibility in applying disciplinary consequences. An administrator may administer the consequences in the manner most likely to accomplish the above purposes. In most cases, the consequence(s) listed in the matrix will apply. However, the administrator must consider other circumstances, such as laws (e.g. Special Education), policies, regulations and previous behavioral contacts with the student in making a final determination.

Restorative practices is a social science that integrates developments from a variety of disciplines and fields — including education, psychology, social work, criminology, sociology, organizational development and leadership — in order to build healthy communities, increase social capital, decrease crime and antisocial behavior, repair harm and restore relationships.

Policy #	BEHAVIORS	1st Offence	2nd Offense	3rd Offense	4th Offense
#503	**1. TARDY FROM CLASS:** Tardy to be addressed by classroom teacher.				
	Grades K-5	Parent contact			
	Grades 6-8	Parent contact	Detention, make-up time	Parent contact; detention, make-up time	Parent contact; In school suspension
	Grades 9-12	Teacher and/or parent contact, possible detention, make-up time			Parent contact, admin referral, office detention
#503 #506	**2. ABSENCE FROM CLASS:** (unexcused/truancy - Washington County Truancy Policy enforced)	For more information regarding Washington County's Truancy Policy, visit https://www.co.washington.mn.us/814/Truancy			
	Grades K-5	Parent contact		Parent contact; Other interventions as appropriate	
	Grades 6-8	Parent contact; Detention		Parent contact; Detention; Referral to Washington County attorney; Other interventions as appropriate	
	Grades 9-12	Parent contact; Detention		Parent contact; Detention; Referral to Washington County attorney; Other interventions as appropriate	
#506	**3. ACADEMIC MISREPRESENTATION:** (cheating, plagiarism and/or falsification of records)				
	Grades K-12	Consequences assigned by the teacher; Restitution or restorative practice; Parent contact; Possible detention or suspension; Report to building administrator to document			
#506	**4. ARSON:** (intentionally setting fire with intent of causing injury or property damage)				
	Grades K-12	Parent contact; Police referral; Up to 10 days out of school suspension; Restitution or restorative practice; Possible expulsion/exclusion.			
#506 #525.1	**5. ASSAULT:** (Physical - directed at staff)				
	Grades K-12	Parent contact; Police referral; in/out of school suspension; Restitution or restorative practice; Possible expulsion/exclusion			

PROCEDURES AND CONSEQUENCES MATRIX, Cont.

Policy #	BEHAVIORS	1st Offence	2nd Offense	3rd Offense	4th Offense
#506 #525.1	6. **ASSAULT:** (Physical attack/fighting)				
	Grades K-5	Parent contact; In school suspension; Possible out of school suspension; Possible police referral	Parent contact; In school suspension; Out of school suspension; Possible police referral; Possible expulsion/exclusion		
	Grades 6-12	Parent contact; Police referral; Up to 10 days in/out of school suspension; Restitution or restorative practice; Possible expulsion/exclusion			
#514	7. **BULLYING:** Bullying means **repeated acts** (verbal and non-verbal 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				
	Grades K-5	Parent conference with student; Parent Contact; Possible in/out of school suspension		Up to 5 days out of school suspension	Possible expulsion/exclusion
	Grades 6-12	Principal conference with student; Parent contact; Possible in/out of school suspension	Parent conference; Up to 5 days in/out of school suspension	Up to 10 days out of school suspension	Expulsion/exclusion
#506	8. **BURGLARY, THEFT, VANDALISM**				
	Grades K-12	Parent contact; Possible police referral; Up to 5 days in/out of school suspension; Restitution or restorative practice	Parent contact; Police referral; Up to 10 days out of school suspension; Restitution or restorative practice; Possible expulsion/ exclusion	Possible expulsion/exclusion	
#506 #507.1	9. **CHEMICAL USE/ABUSE:** Possession, use or distribution of illicit drugs and alcohol)				
	Grades K-12	Parent contact; Police referral; Up to 3 days in/out of school suspension; **Recommendation** for alcohol/ drug use evaluation/ assessment; Possible expulsion/ exclusion	Parent contact; Police referral; Up to 5 days in/out of school suspension; Completion of alcohol/drug use evaluation assessment; Possible expulsion/ exclusion	Parent contact; Police referral; Up to 10 days in/out of school suspension; Expulsion/exclusion; Mandatory completion of alcohol/drug use evaluation/assessment	

PROCEDURES AND CONSEQUENCES MATRIX, Cont.

Policy #	BEHAVIORS	1st Offence	2nd Offense	3rd Offense	4th Offense
#524	**10. COMPUTER/ TECHNOLOGY:** (misuse of equipment, Internet access, hacking, or inappropriate use of social media)				
	Grades K-12	Parent contact; Discipline under other appropriate school district policies, including in/out of school suspension or expulsion; suspension or cancellation of use or access privileges; damage repairs; restitution: civil or criminal liability under other applicable laws or restorative practice			
#506	**11. DANGEROUS ACTIONS:** Endangering self; others and property				
	Grades K-12	Warning; Parent contact; Police referral; Restitution or restorative practice; in/out of school suspension; Possible expulsion/exclusion; Possible referral to outside agency			
#506	**12. DISRUPTION, INTERFERENCE, OBSTRUCTION:** (including inappropriate use of cell phone, camera, video and other electronic devices, being a bystander to a physical or verbal assault, games of chance, social media, etc.)				
	Grades K-12	Parent contact; Detention; Possible in/out of school suspension; Confiscate device; Possible police referral		Parent contact; Possible in/out of school suspension; Possible police referral; Possible expulsion/exclusion	
#504 #506	**13. DRESS**: (inappropriate)				
	Grades K-12	Possible parent contact; Change clothing or be sent home		Parent conference; in/out of school suspension	
#506	**14. FALSE ALARM:** (911 or fire call, unauthorized discharge of fire extinguisher, etc.)				
	Grades K-5	Parent contact; Call Police/Fire Dept.; Restitution		Other intervention as appropriate up to expulsion/exclusion; Restitution	
	Grades 6-12	Parent contact; Possible police referral; Possible in/out of school suspension; Possible expulsion/exclusion; Restitution or restorative practice			
#506	**15. FORGERY:** (altered note, permission slip, false call, etc.)				
	Grades K-5	Parent contact; Restitution			
	Grades 6-8	Parent contact; Detention	Parent conference; Detention; Possible in/out of school suspension	Parent conference; Up to 3 days in/out of school suspension	Parent conference; Up to 5 in/out of school suspension
	Grades 9-12	Parent contact; Detention or 1 day in/out of school suspension	Parent contact; Up to 2 days in/out of school suspension	Parent contact; Up to 3 days in/out of school suspension	Parent conference; Up to 5 days in/out of school suspension

PROCEDURES AND CONSEQUENCES MATRIX, Cont.

Policy #	BEHAVIORS	1st Offence	2nd Offense	3rd Offense	4th Offense
#525.1	**16. HARASSMENT AND VIOLENCE:** (Religious, racial, or sexual harassment, violence, or social media)				
	Grades K-12	Principal conference with impacted students; Parent contact; Possible report to Human Resources; Possible police referral; In/out of school suspension; Restitution or restorative practice; Other interventions as appropriate up to expulsion/exclusion			
#526	**17. HAZING**				
	Grades K-12	Parent contact; Up to 10 days in/out of school suspension; Possible police referral; Possible expulsion/exclusion	Parent contact; Police referral; Expulsion/exclusion		
#506	**18. IDENTIFICATION:** (failure to identify self)				
	Grades K-12	Parent contact; Possible detention; Possible in/out of school suspension			
#506	**19. INSUBORDINATION/ DISHONESTY:** (disrespect to authority)				
	Grades K-12	Parent contact; Restitution or restorative practice; Possible detention; Possible in/out of school suspension			
#506 #527	**20. PARKING VIOLATION:** (improper or unauthorized parking)				
	Grades 9-12	Warning (car may be wheel-locked, fined and/or towed at owner's expense); Possible loss of parking privilege; Detention; Parent Contact			
#506	**21. PROFANITY:** (cursing, obscene gestures, symbols, verbal abuse)				
	Grades K-5	Parent contact; *Indirect profanity:* Restitution; *Direct profanity:* Restitution or in school suspension	Parent contact; In or out of school suspension		
	Grades 6-12	*All indirect profanity* offenses: Possible detention or up to 2 days in/out of school suspension *All direct profanity* offenses: Parent contact; Possible detention or up to 10 days in/out of school suspension			
#506	**22. ROBBERY/EXTORTION**				
	Grades K-5	Parent contact; Suspension; Restitution; Possible police referral	Parent contact; 3 day suspension; Restitution; Possible police referral	School suspension 5 days and restitution; Police referral	Possible expulsion/exclusion; Police referral
	Grades 6-12	Parent contact; Possible police referral; Up to 5 days in/out of school suspension; Possible expulsion/ exclusion; Restitution or restorative practice	Parent contact; Possible police referral; Up to 10 days in/out of school suspension; Possible expulsion/exclusion; Restitution or restorative practice	Police referral; Expulsion/exclusion	

PROCEDURES AND CONSEQUENCES MATRIX, Cont.

Policy #	BEHAVIORS	1st Offence	2nd Offense	3rd Offense	4th Offense
#506 #525.2	**23. TERRORISTIC THREATS:** (Examples include, but are not limited to: verbal or written threat to kill or seriously injury another, a hit list, plans to kill or seriously injure, bomb threat, social media threats, or spreading/aiding in threats)				
	Grades K-5	Parent contact; Possible in/out of school suspension or expulsion/ exclusion; Possible police referral; Possible threat assessment	Parent Conference; In/out of school suspension; Possible expulsion/ exclusion; Possible police referral; Possible threat assessment	Expulsion/exclusion; Threat assessment	
	Grades 6-12	Parent contact; Police referral; School suspension; Possible expulsion/ exclusion; Possible district threat assessment		Parent contact; Expulsion/ exclusion; Police referral; District threat assessment	
#506 #507.1	**24. TOBACCO:** Use and/or possession of tobacco products, including e-cigs, (on school grounds, facilities, buses, or activities)				
	Grades K-12	Parent contact; Possible detention; Possible in/out of school suspension; Possible police referral; Confiscation of item	Parent contact; Up to 3 days in/out of school suspension; Possible police referral: Confiscation of item	Parent contact; Up to 5 days in/out of school suspension; Police referral; Confiscation of item	
#506	**25. TRESPASSING**				
	Grades K-12	Parent contact; Trespass notice to parents, student and police; Possible in/out of school suspension	Parent contact; Possible in/out of school suspension; Police referral	Up to 5 days in/out of school suspension; Police referral	Up to 10 days in/out of school suspension; Possible expulsion/ exclusion; Police referral
#506 #527	**26. VEHICLE:** (unauthorized use, moving violations, etc.)				
	Grades 9-12	Up to 3 days in/out of school suspension; Possible police referral; Possible loss of parking privileges	Up to 5 days in/out of school suspension; Police referral; Loss of parking privileges	Up to 10 days in/out of school suspension; Possible expulsion/exclusion; Police referral	
#501 #506	**27. WEAPONS**				
	Grades K-12	Parent/guardian notification; Confiscation of the weapon; Possible notification of police; Immediate out of school suspension; Possible expulsion/exclusion. Discretion will be used if a look-alike item is brought to school.			

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