

**Adopted:** March 12, 2015

**Revised:**

## **HARBOR CITY INTERNATIONAL SCHOOL POLICY No. 5.4.4**

### **STUDENT DISCIPLINE**

#### **I. PURPOSE**

Proper student conduct is necessary to create an atmosphere conducive to high student achievement. The purpose of this Student Discipline policy is to ensure that students are aware of and comply with the school's expectations for student conduct. Harbor City International School (HCIS) will take appropriate disciplinary action when a student violates school rules.

#### **II. POLICY STATEMENT**

It is the policy of HCIS to establish policies that identify behaviors and/or activities that could subject students to disciplinary consequences.

#### **III. RESPONSIBILITY**

- A.** HCIS's Executive Director is responsible for ensuring that discipline matters are handled in conformance with this policy. All teachers and other school personnel must enforce this policy.
- B.** HCIS's Executive Director and any teacher, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. A school employee, school bus driver, or other agent of the school, acting in his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- C.** Parents are expected to cooperate with school authorities and to address the behavior of their children. All students shall be held individually responsible for their behavior and for knowing and following the Code of Student Conduct and this policy.

#### **IV. STUDENT RESPONSIBILITIES**

- A.** The following list of student responsibilities is not exhaustive. All students have the responsibility to:
  - 1.** Be on time and attend every class every day, unless excused.
  - 2.** Arrange to make up work when absent from school.

3. Attain satisfactory academic achievement consistent with an individual's ability and complete all homework and other assignments.
4. Assume personal responsibility for acting with respect and common courtesy.
5. Exhibit honest behavior as it applies to tests, assignments, and other school work.
6. Be respectful in communications with peers and those in authority.
7. Accept disciplinary consequences with dignity and make a commitment to improve one's own individual performance and conduct.
8. Comply with school rules governing appropriate dress and grooming
9. Comply with school rules governing the proper use of electronic devices.
10. Understand and comply with school rules regarding appropriate conduct on the bus and at extra-curricular or other school-related activities.
11. Respect school property and not damage it.
12. Refrain from the use of non-prescription drugs at school and at school-related activities unless in accordance with school policy and procedural requirements, including written authorization provided by the parent/guardian to the school.
13. Refrain from using and/or possessing alcohol, tobacco, controlled substances, and other dangerous or illegal substances at school, on school property or school buses, and at extra-curricular or other school-related activities.

## V. CODE OF STUDENT CONDUCT

- A. *Disciplinary Action.* Disciplinary action may be taken for any student conduct that interferes with the operations of the school or the welfare of the student or others. This discipline policy applies to all school buildings; school grounds; school property; school-sponsored activities or trips; school bus stops; school buses; school vehicles; school contracted vehicles; vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school-related functions. It applies to behavior that occurs outside of school when that behavior interferes with or impacts the learning of any student.
- B. *Examples of Unacceptable Behavior.* The following are examples of unacceptable behavior subject to disciplinary action by the school. This is not intended to be an exhaustive list. Any student who engages in any of these activities will be disciplined in accordance with this discipline policy. The Executive Director and teachers have discretion and authority to impose appropriate discipline based on the facts and circumstances at hand.
  1. Causing damage to or attempting to damage school property or property belonging to another person;

2. Stealing or attempting to steal school property or property belonging to another person;
3. Physical assault or attempted physical assault;
4. Verbal assault including, but not limited to, use of language that can reasonably be expected to create fear, intimidation, humiliation, or language that is abusive, harassing, or derogatory;
5. Possessing, using, or transmitting any firearm, knife, explosive, weapon, or other object capable of causing bodily injury; or a look-a-like of the same;
6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or controlled or regulated substance of any kind;
7. Possessing, using, or transmitting tobacco or tobacco paraphernalia;
8. Verbal or physical acts of defiance of school authority;
9. Truancy, skipping class, tardiness;
10. Use of profanity or vulgar language, or defamatory language, or the use of language which may reasonably be expected to incite violence or create a substantial disruption to the educational process; wearing attire depicting the same
11. Threats of violence, bomb threats, or threats of injury to individuals or property;
12. Violating any local, state, or federal law;
13. Violating bus rules;
14. Violating school parking or school traffic rules;
15. Leaving school property without permission;
16. Creating, possessing, or transmitting pornographic, slanderous, or libelous images or material of any kind;
17. Gambling;
18. Hazing;
19. Bullying;
20. Cheating on a test or other dishonesty in school work;
21. Violating locker rules or improperly accessing another student's locker;
22. Violating any school policy or regulation;
23. Behavior that is detrimental to the health, welfare, or safety of other students;

24. Any student behavior that is detrimental or disruptive to the educational process, as determined by the school's Executive Director.
- C. *Disciplinary Action Options.* The specific form of discipline chosen in a particular case will be based on the facts and circumstances of the misconduct and is solely within the discretion of the school. Any violation of school rule will result in disciplinary action. Disciplinary action may range from a simple verbal warning, parent contact, removal from class, in-school suspension, detention, or other appropriate disciplinary action up to and including expulsion or exclusion, depending on the nature of the infraction
- D. *Detention.* "Detention" means to require a student to remain outside of normal school hours as a disciplinary action or because of some misbehavior on the part of the student. A student may be detained for disciplinary action or academic need. Reasons for detaining will be clarified.
1. Detention may be given by the Executive Director or a teacher. Detention is from 3:10 p.m. to 4:00 p.m.
  2. The student must be given 24 hour notice if transportation is a factor. Detention does not preclude the student from using school bus transportation when available.
  3. Students in elementary grades may not be kept after school without first contacting the parents. Parents of students in middle school are contacted for each detention assigned. Parents of high school students will be contacted at least after five incidents of detention. Suspension usually occurs after 10 detentions.
  4. Supervision of detention is the responsibility of school administration and staff.
  5. When detention conflicts with after school activities, detention shall be given higher priority. Exceptions can be determined by the teacher, Executive Director or designee.

## VI. OPEN ENROLLED STUDENTS

The school may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. §124D.03) or Enrollment in Nonresident District (Minn. Stat. §124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

(cont.)

## **VII. DISTRIBUTION OF POLICY**

The Director shall ensure that this policy is distributed to students and parents at the beginning of each school year and upon enrollment of a new student. This policy will also be available in the School Director's office upon request.

## **VIII. REVIEW OF POLICY**

The Executive Director and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, to determine if the policy is accomplishing its purposes, and to assess whether the discipline policy has been enforced. Any recommended changes must be submitted to the Executive Director for consideration by the school board. The school board will conduct an annual review of this policy.

*Legal References:* Minn. Stat. §§121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. §124D.10 (Minnesota Charter School Law)  
Minn. Stat. §121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. §§121A.60-121A.61 (Removal From Class)  
Minn. Stat. §124D.03 (Enrollment Options Program)  
Minn. Stat. §124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch. 260A (Truancy)