

# Edina Public Schools

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## Student Rights and Responsibilities Handbook 2011-2012

A Handbook for Students  
and Their Families

August 2011

Re: Student Rights and Responsibilities Handbook

Dear Edina Public Schools' Families,

Edina Public Schools is committed to partnering with families to ensure successful learning for all students. We believe that by working together we can maximize the achievement of our students throughout this school year.

A safe, secure and welcoming environment is essential to helping students be successful learners. The school district has developed comprehensive policies and procedures which define our students' rights and responsibilities and provide for a positive learning environment. These expectations are outlined in this handbook. The handbook's table of contents provides an overview of the areas addressed, including both school district policies and discipline guidelines.

Parents/guardians are asked to review the handbook with their children. Teachers will review the handbook with students at the beginning of the year. I am confident that working together – families, school district and community – we will continue to provide outstanding learning opportunities for all of our students in a safe learning environment. Your support and assistance are appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric Dressen". The signature is written in a cursive, flowing style.

Ric Dressen, Ed.D.  
Superintendent

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**Mission:** *The mission of the school district is its core purpose as an organization – our reason for being*

The mission of the Edina Public Schools, working in partnership with the family and the community, is to educate all individuals to be responsible, lifelong learners who possess the skills, knowledge, creativity, self-worth, and ethical values necessary to thrive in a rapidly changing, culturally diverse, global society.

**Vision – Reaching Nationally, Teaching Personally:** *The vision is our compelling picture of the future*

Edina Public Schools will continue to be among the premier school systems in America. Our excellence in partnership with families ensures successful, innovative and personalized learning within an environment of high expectations.

**Strategic Directions:** *Our focused application of resources through continuous improvement in our educational programs, services and activities*

1. *Maximize the achievement of all students by developing and implementing personalized learning plans for each student*  
The district is committed to improving student achievement by providing a personalized approach to learning for all students. The district will enhance the academic, social, emotional and guidance resources for all students through program initiatives, use of educational data, and staff training.
2. *Assure a safe, inspiring and welcoming learning environment for all students, staff and community members*  
The district places high value on ensuring that schools are safe and positive places to learn and work. The district will work with the community to implement initiatives expanding school security, easing transitions between the schools for families, and improving the learning culture within the school community.
3. *Develop all students as responsible citizens and leaders in partnership with our families and community participation and support*  
The district recognizes the importance of developing student skills through service learning and leadership. The district will work with the community to increase student service learning options, student leadership training, and student activities to enhance the ability to be successful citizens for today and tomorrow.
4. *Provide learning opportunities beyond the classroom through innovation and creativity in partnership with the community*  
The district finds value in creating learning opportunities outside the regular classroom and school day. The district will expand educational program opportunities through technology, mentorship and other innovative approaches to learning.
5. *Expand partnership expectations and capacities for all members of the school district*  
The district sees the power of teamwork – community, families, staff and students – and the importance of everyone working for a common educational purpose. The district will implement policies and provide training that encourages and defines leadership expectations for everyone.
6. *Maximize the district's resources of time, talent, finances and facilities*  
The district realizes that the resources of time, talent and finances must be aligned to the mission and strategic directions of the district. The district will implement practices and procedures that seek to maximize each of these resources.

**Values:** *Guide our choices and actions, assess the rightness of our path and journey, and shape how we act with our students, public and each other*

Students, staff, school board and community members will dedicate themselves to the following standards:

<b>We Care</b>	<b>We Share</b>	<b>We Dare</b>
<b>Compassion:</b> Helping others <b>Appreciation of Diversity:</b> Understanding and respecting other people	<b>Responsibility:</b> Being dependable <b>Commitment:</b> Keeping your promises	<b>Integrity:</b> Acting on your beliefs <b>Courage:</b> Meeting a challenge

## EDINA PUBLIC SCHOOLS LEADERSHIP TEAM

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### District Office Administration

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## Elementary Administration

### Concord Elementary School (K-5)

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### Cornelia Elementary School (K-5)

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### Countryside Elementary School (K-5)

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### Creek Valley Elementary School (K-5)

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### Highlands Elementary School (K-5)

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### Normandale Elementary School (K-5)

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## **DISTRICT POLICIES FOR STUDENTS**

Below is a summary of the policies of Edina Public Schools that define student rights and responsibilities. The complete policies are available for viewing on the district's website at [www.edina.k12.mn.us/district/board/edinabpm/index.html](http://www.edina.k12.mn.us/district/board/edinabpm/index.html) or upon request from a school office.

### Activity Programs

The district recognizes that middle school and high school student activity programs are an integral part of a total education program. The activities are intended to provide experiences not otherwise provided in the instructional curriculum in the areas of athletics and academics. Families are encouraged to contact the activities office located at Edina High School for more information about the opportunities available through the programs.

### Attendance

Students are required to attend all assigned classes and study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Each school has established attendance procedures that support regular school attendance. These procedures will be shared by each school and require the support of students and families.

### Calendar and School Day

The school board annually adopts the school calendar and school student day. The calendar is adopted at least six months prior to the start of the school year. The calendar and school day information are available on the district website or by contacting individual schools.

### Class Size Staffing

The district annually establishes an elementary and secondary staffing process that guides class size. The guidelines are annually approved by the school board and monitored on an ongoing basis by district administration.

### Corporal Punishment

Corporal punishment is prohibited. No employee or agent of the district will engage in or cause the infliction of corporal punishment on any student.

### Distribution of Nonschool- and School-Sponsored Materials

The district seeks to protect students' rights to free speech in the production of official school publications and in school activities, while at the same time balancing the district's role in supervising student publications and the operation of public schools. Official school publications may be distributed at reasonable times and locations. Distribution guidelines have been established by board policy and will be supervised by school administration.

Students have the right to express themselves on school property, while at the same time preserving the integrity of the educational objectives and responsibilities of the district. This protection includes the right to distribute nonschool-sponsored material at a reasonable time and place and in a reasonable manner. Distribution guidelines have been established by board policy and will be supervised by school administration.

### Do Not Resuscitate

When any student experiences sudden illness or injury, the role of an employee is to render emergency health care to preserve life and prevent disability. In life-threatening emergencies, the emergency medical system (911) will be activated.

The district recognizes that it is serving students with complex health needs and that district employees may be presented with written “do not resuscitate” (DNR) orders. DNR orders will be accepted by the health services coordinator and placed on file in the school health offices, as well as the district office. The coordinator will follow district procedures for overseeing and implementing orders.

### Dress and Appearance

Students are encouraged to dress appropriately for school activities and in keeping with community standards. This responsibility is both the student’s and the student’s parent(s) or guardian(s). Specific expectations are outlined in the discipline guidelines.

### Early Kindergarten Admission

All children in Minnesota are required to begin attending school by the age of seven. Children who are five years of age on or before September 1 of the school year may enroll in kindergarten. Children who are five years of age on September 2 through October 31 of the calendar school year may enroll in kindergarten at their attendance area school only if they meet the district’s early admission to kindergarten assessment requirements.

### Education of Homeless Children

Students in homeless situations in our district have access to the education and other services they need to meet state and district standards.

### Electronic Technologies Acceptable Use

Students may access online resources from their classrooms via the Internet. Procedures and guidelines have been established for access to the district’s networks and acceptable and safe use of the Internet. The administration will supervise the guidelines. Specific expectations, including the *Online Code of Ethics*, are outlined in School Board Policy 634.

Parents or guardians must give approval for their child(ren) to access Internet resources and students must agree to follow the acceptable use procedures. Consent forms are required for families with students new to the district and entering the district, grade 3, grade 6 and grade 10. The form is available from school media centers and in School Board Policy 634.

### Employee Background Checks

The district places a high priority on ensuring a safe and healthy learning environment for students. This priority includes requiring all applicants who have been offered district positions to complete a criminal background check as part of the process for determining employment. This process meets legal requirements.

### Extended School Year

Extended school year (ESY) services are provided to a student who has an individualized education plan (IEP) if the IEP team determines the ESY services are necessary during a break in instruction to provide a free appropriate public education.

### Field Trips and Travel

The district supports and approves student field trips and travel beyond the classroom and area of competition that are properly planned, well-organized, and carefully supervised. Students participating in approved field trips and travel will be permitted to

prepare assignments in advance or make up work missed in classes from which they are absent. All trips and travel require parent/guardian authorization, with the exception of students who are of legal age.

#### Grading and Reporting of Student Progress

The district provides a structure and framework for grading student learning in the district. The grading and assessment should assist in the student's learning experiences. Each school program level will establish standardized grading criteria. The criteria will reflect the age of the student and the level of content learning.

#### Health Promotion and Care

The district recognizes that good health is important to student learning and active participation in school. Students have a diverse set of health needs including chronic health conditions and conditions that may require emergency treatment. Health services are provided during the instructional day to protect and promote the health of students. These services are provided to prevent and control communicable disease and other health problems, to provide emergency care for illness or injury, to promote and provide safe school environments, and to promote healthy behaviors.

#### Home Schooling

The district recognizes and provides guidelines in accordance with state law for parents who wish to have their children receive education in a home school. Families are required to meet the requirements established by the State of Minnesota. The district will provide support to home school families as required by state law.

#### Homework

The district recognizes regular, purposeful homework as an essential component of the instructional process. Homework refers to the task assigned to students by teachers meant to be completed during nonschool hours or independent study time during the school day. Homework must be realistic in length and difficulty, given the student's ability to work independently, while recognizing the amount of homework will increase as the student progresses through the grades.

#### Immunization Requirements

Students are required to provide proof of immunization or appropriate documentation exempting the student from immunizations and other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

#### Interviews of Students by Outside Agencies

Generally, students may not be interviewed during the school day by persons other than a student's parents, district officials, employees or agents of the district, except as otherwise provided by law and/or district policy. Upon receiving an interview request, the principal will determine whether the request will be granted.

#### Medication

The district acknowledges that students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse or other trained school employees. The district strongly discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian on file in the health office.

#### Nondiscrimination

The district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. No student will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity

operated by the district on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, pregnancy, status with regard to public assistance, disability, sexual orientation or age.

#### Nonresident Enrollment

The district desires to maintain a diverse student population and will participate in the enrollment options program established by Minn. Stat. § 124D.03, the provisions and requirements of Minnesota's choice program and A Better Chance (ABC) program. The district may also accept nonresident students through tuition payment. Applications for enrollment under board policy will be approved in accordance with board policy, provided that acceptance of the application will not exceed the capacity of a program, class, grade level or school site as established by the school board.

#### Out-of-School Tutoring

A student's current teachers may not provide out-of-school tutoring for pay to the student or the student's family during the school year. A tutor list is maintained by the district's human resources department and may be requested when seeking tutoring support. The district does not endorse any particular tutor, perform background checks, or determine licensure status of the tutors listed.

#### The Pledge of Allegiance

Students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to participate. Students and school employees must respect another person's right to make that choice.

#### Promotion, Acceleration, Retention and Educational Program Design

The district is dedicated to the total and continuous development of each student. Students will be placed in the instructional level best suited for their academic, social and emotional needs. Students will usually progress from level to level on an annual basis. Exceptions may be made when they are in the best educational interest of the student, including promotion, acceleration, retention or program design. Exceptions will be made only after consultation with the student's family. The final decision will rest with the district.

#### Protection and Privacy of Student Records

The district recognizes its responsibilities in regard to the collection, maintenance and dissemination of student educational records and data. District policy defines the procedures and practices for protecting the privacy of student information in accordance with state and federal laws.

Examples of student directory information are below and may be made available to the public. A parent/guardian may refuse to have any or all of the directory information made public by notifying the building principal in writing in accordance with district policy.

- Student's and Parent's Names
- Student's and Parent's Address(es)
- Student's and Parent's Telephone Listing(s)
- Student's E-mail Address
- Student's Photograph
- Student's Date and Place of Birth
- Dates of Attendance
- Grade Level and Most Recent School Attended
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors, and Awards Received

### Resident Enrollment

The district is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan. A student's registration for enrollment into Edina Public Schools will be coordinated through the district's Welcome Center located at 5701 Normandale Road, Edina, Minnesota. The center provides the student's family with the enrollment options available to them.

Each elementary and middle school, with the exception of Normandale Elementary School, has a defined school attendance area that has been approved by the school board. The high school attendance area aligns with the district boundaries. Upon completion of the registration and admittance forms, each student will be assigned to a district school based on home residency. A student may be allowed to attend a school not in his/her attendance boundary area in accordance with the policy established by the school board.

Families of kindergarten students will also have the option for their child to attend optional kindergarten programs that are offered in cooperation with the district's community education services. The district will work cooperatively with families pursuing educational options beyond those provided by Edina Public Schools.

### Review of Textbooks and Instructional Materials

The district recognizes selection of textbooks and instructional materials is vital to the support of the district's academic standards and curriculum. The school board has the authority to make final decisions on the selection of instructional texts, materials and content. The district has a process, referenced in Policy 606, for families and community members to object and seek reconsideration of selected instructional texts and materials.

### Search of Lockers, Desks, Possessions and Persons

School lockers are the property of the district. The district maintains exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school employees for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker or on a student's person may be searched only when school employees have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions within a locker, a school employee will notify the student whose personal possessions within a locker were searched, unless disclosure would impede an ongoing investigation by police or school employees.

### Special Student Needs and Services

The district provides a full range of special services and accommodations necessary for meeting students' special needs. Families are encouraged to contact building principals for additional information related to student identification, assessment, service availability and other options.

### Staff Notification of Violent Behavior of Student

In an effort to provide a safe school environment, the assigned classroom teacher and other employees with a legitimate educational interest will be notified if a student has a history of violent behavior. The administration will meet with the assigned classroom teacher and other employees with a legitimate educational interest for the purpose of notifying and determining how employees will work with the identified student.

### Student Fundraising

The district supports fundraising activities designed to raise funds, provide services for students or boost specific programs needing financial help. School groups or organizations raising funds must meet the established district criteria and follow district policy for fundraising. National and international fundraising groups may apply for approval of specific fundraising activities through the building principals. Violations of the student fundraising policy may result in disciplinary action up to suspension or expulsion.

### Student Surveys

Student surveys may be conducted, as determined necessary, by the district. The superintendent may refuse to permit a survey to be conducted based on the alignment of the survey to the mission of the district or the impact the administration of the survey would have on the instructional day.

### Student Use and Parking of Motor Vehicles

Students are allowed the limited use and parking of motor vehicles in district locations in accordance with district policy. Students permitted to park at a district location do so as a privilege, not a right.

### Students with Communicable Diseases and Infectious Conditions

Students with communicable diseases are not be excluded from attending school in their daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees.

### Use of Volunteers in Schools

The district is committed to using volunteers to help personalize instruction, promote school/community interaction, and support school activities and events. Volunteers will be placed with careful consideration given as to how their presence supports the educational objectives of a class, the curriculum, activity or event. Volunteers will be subject to all standards set forth by policies, including the completion of a criminal background check by those volunteers who will be attending overnight trips or left unsupervised with students.

### Wellness

The district recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. The school environment should promote and protect a student's health, well-being, and ability to learn by encouraging healthy eating and physical activity. The district encourages the involvement of students, parents, teachers, food service employees, and other interested persons in implementing, monitoring and reviewing district nutrition and physical activity policies.

## STUDENT BUS RIDER RESPONSIBILITIES

Edina Public Schools is committed to providing a safe and enjoyable riding experience for its bus riders. Edina Public Schools' transportation department is responsible for the safety of its riders while they are on the school bus.

Parents or guardians are responsible for the safety of their student(s) until they are on the school bus. The district's student bus rider responsibilities section has been established by the district. Please review this information and discuss it with your child(ren). This information is being provided so that your child(ren) will clearly understand bus behavior expectations. Riding the school bus is a privilege that can be revoked if a student chooses not to comply with the rules for bus riders.

Bus Schedules: Bus schedules are mailed to each home in early August. In the event there is a question about the bus route, please contact the transportation department at 952-848-4979 between the hours of 7:00 am and 4:30 pm; calls before or after these times will be referred to voicemail for further instructions. In the event a route change is requested that may impact other riders, you will be asked to complete a bus route request form. These forms are available by calling your school office. The transportation department reviews and decides on all change requests.

Student Safety Training: All students will receive school bus safety training and testing in the fall. This training and testing is in compliance with state law. The training and testing will be completed within the first three weeks of school for grades K-3, and within the first six weeks for students in grades 4-10. In addition, many schools complete a number of ongoing bus safety education sessions throughout the school year.

Reserved Seating – Grades K-9: During the first two weeks of school, students will have the opportunity to choose where and with whom they would like to sit. After the first two weeks, a seating chart will be recorded. Students are to sit in the same seat every day, both to and from school. Changes can be made by the driver due to discipline or safety issues. If at any time a student is no longer comfortable with his or her seat assignment, he or she can talk to the driver. Any other concerns may be addressed by calling the transportation department.

Rider Transfers – Grades K-12: State law mandates that ridership on a bus cannot exceed its capacity. Due to the high ridership on most buses, the transportation department will continue the policy of not allowing rider transfers – students who are not regularly scheduled to ride that bus. The district endorses this policy for the safety of each student and to ensure that each student has a seat on the bus. Students will not be permitted to ride another bus unless it is necessary for purposes that have been preapproved by the supervisor of transportation and building principal (e.g. childcare needs, regularly scheduled lessons). Our goal is to provide a safe and effective transportation service, not to complicate transportation situations for parents and students.

### Student Bus Rider Responsibilities

The district's goal is to provide safe and enjoyable transportation for our students. This occurs when we work in cooperation with students, parents, teachers, and drivers. For the safety of all riders, please review the following rider responsibilities with your child(ren) before the school year begins.

#### A. Going to the Bus Stop

1. Use sidewalks where provided.

2. If there are no sidewalks, walk single file on the left shoulder of the street facing traffic.
3. Cross streets only at corners.
4. Use a direct route, but avoid crossing yards or empty lots.
5. Arrive at your bus stop no more than five minutes before the scheduled stop. The bus driver cannot wait for late students.
6. Be aware of suspicious individuals on foot or in motor vehicles. Report these persons to your bus driver or school principal. Even if you have missed the bus, do not accept rides from strangers.

#### B. Waiting at the Bus Stop

1. Wait away from the traffic. Stay at least five feet off the road or street.
2. Respect the property of others while waiting at the bus stop. Do not pick flowers, disturb shrubs, throw stones or snowballs, litter, etc.
3. Use appropriate language at all times.
4. Respect other students by not pushing, shoving or fighting.
5. Stay back from the street until the bus is actually stopped. A push at the middle or end of the line can send the front person into the bus or under its wheels.
6. Older students should be helpful to younger ones.
7. The district's student behavior policies, guidelines, and rules are enforceable while a student waits at the bus stop.

#### C. Boarding the Bus

1. Wait until the bus has stopped and the door is opened before starting to board.
2. Board the bus single file.
3. Continue to show respect for others by not pushing or shoving.
4. Use the handrail to keep from slipping, falling, or tripping.
5. Greet the bus driver.
6. Move directly to your seat and sit down.
7. Put large items (e.g. musical instrument, packages) in seat area or under the seat, but not in the aisle.

#### D. Riding on the Bus

1. Follow all district policies and school rules.
2. Follow the bus driver's instructions.
3. Remain in your seat until the bus arrives at your stop.
4. Speak in a quiet voice. Your voice should not be heard above others.
5. Keep hands, feet, and objects inside the bus.
6. Do not throw objects inside the bus or out the window.
7. Do not use profanity, including words or gestures.
8. Do not tease or harass others.
9. Do not eat, drink, chew gum, or spit.
10. Do not vandalize the bus.
11. Use the proper door for entering and exiting. Nonemergency use of the emergency door is not tolerated.

#### E. Getting Off the Bus

1. Wait for the bus to be completely stopped and the door to be opened before standing up.
2. Stay respectful of others – no shoving or pushing.
3. Walk five big steps away from the bus, turn and look at the bus driver.
4. Wait until the bus is at least a half a block away before proceeding home.
5. Do not go in back of or underneath the bus for any reason.

F. Student Consequences for Misbehavior

1. Riding on a school bus is a privilege, not a right.
2. The district's student behavior policies, guidelines, and rules are in effect for all students on school buses and while at bus stops.
3. If misbehavior occurs, the bus driver will give the student an assertive warning.
4. If misbehavior continues, the bus driver will complete a bus incident report for students and report the conduct to the transportation supervisor. The transportation supervisor will report the conduct to the building administrator. The building administrator will contact the parent/guardian. Consequences will be administered in accordance with the district's discipline policy.

BUS INCIDENT REPORT

Your child has been given the following consequences for his or her behavior. Consequences will be administered in accordance with the district's discipline policy.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus or bus stop misconduct in accordance with the district's discipline policy.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense, at the discretion of the district.

Kindergarten through Grade 5:

\_\_\_\_\_ First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents.

Your child has been assigned an alternate seat: *(select one)* Yes or No

\_\_\_\_\_ Second Offense: One-day bus suspension.

\_\_\_\_\_ Third Offense: Three-day bus suspension; conference with student, parent, school, driver and transportation.

\_\_\_\_\_ Fourth Offense: Five-day bus suspension.

\_\_\_\_\_ Fifth Offense: Loss of bus riding privileges for the remainder of the school year.

Grade 6 through Grade 12:

\_\_\_\_\_ First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents.

Your child has been assigned an alternate seat: *(select one)* Yes or No

\_\_\_\_\_ Second Offense: One to three-day bus suspension; conference with student, parent, school, driver and transportation.

\_\_\_\_\_ Third Offense: Five to ten-day bus suspension.

\_\_\_\_\_ Fourth Offense: Loss of bus riding privileges for the remainder of the school year.

## **STUDENT DISCIPLINE POLICY**

It is the responsibility of the school board to set reasonable policies and rules for governing behavior and conduct while in the school environment. These policies and rules apply any time a student is present on district property, at a school-sponsored activity, and while traveling in district vehicles.

In addition, students who are participants in district activities need to understand the behavioral expectations and consequences for violations outlined by the Minnesota State High School League and the district related to chemical use, hazing or any other infraction covered by the high school league or district policies or rules.

While this policy pertains to all schools in the district, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

### **Philosophy Regarding Learning and Discipline**

Optimum learning occurs in a positive, safe and secure environment. Students, parents or guardians, teachers, administrators and other school employees all share in the responsibility to ensure a positive climate for learning.

The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline should lead to self-control and respect for law, authority, property and the rights of others.

While self-discipline is the ideal, it is understood that corrective measures will be required at times. When it becomes necessary to enforce the consequences of discipline violations as outlined in this policy, the consequences are enforced in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline is a learning experience, not just a punishment. Discipline:

- Helps the student learn a lesson that will positively affect present and future behavior.
- Is designed to help the student control and change behavior, and guide the student into adulthood.
- Helps the student to grow intellectually and emotionally.
- Enhances the student's self-confidence, self-worth and self-image.

### **Roles and Responsibilities**

School Board – The board holds all district employees responsible for maintenance of order within the district and supports all employees acting within the framework of this discipline policy.

Superintendent – The superintendent will hold all employees, students and parents responsible for adhering to this policy. The superintendent will support all employees performing their duties within the framework of the policy. The superintendent will also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.

Principal and Assistant Principals – The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy,

subject to final school board approval. The principal will provide direction and support to all employees performing their duties within the framework of this policy. When warranted, the principal and assistant principal(s) will consult with parents of students conducting themselves in a manner contrary to the policy. The principal may also involve other employees in the disposition of behavior referrals and make use of those agencies appropriate for assisting students and parents.

Teachers – All teachers are responsible for providing a well-planned teaching and learning environment. Teachers have primary responsibility for student conduct with appropriate assistance from the administration. All teachers will enforce the discipline guidelines.

Other Employees – All employees are responsible for contributing to the atmosphere of mutual respect within the district.

Parents or Legal Guardians – Parents or legal guardians are responsible for the behavior of their children, as determined by law and community practice. They are expected to cooperate with district employees and to participate regarding the behavior of their children. Parents should review policies and behavior guidelines with their children.

Students – All students will be held individually responsible for their behavior and for knowing and obeying this policy.

## DISCIPLINE GUIDELINES

Every student and employee of Edina Public Schools is entitled to learn and work in a safe school environment. To ensure this safe environment, the district and each school have established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly.

Students are expected to behave in accordance with federal, state and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities.

The following are districtwide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on district property, participating in a school-sponsored activity, or traveling in a district vehicle. Listed are the violations and the recommended consequences; although all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g., disabled student whose misbehavior is related to his or her disability). These discipline guidelines are based on school policies, located on the district's website at [www.edina.k12.mn.us/district/board/edinabpm/index.html](http://www.edina.k12.mn.us/district/board/edinabpm/index.html).

### 1. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-9	1-2 day suspension	2-3 day suspension	3-5 day suspension
Grades 10-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(★) *Indicates disciplinary action assigned by building administration.*

### 2. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance or drug paraphernalia is prohibited while on district property, participating in a school-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Social worker intervention Police referral	3-day suspension Police referral
Grades 6-12	3-day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) *Indicates disciplinary action assigned by building administration.*

### 3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substance or controlled substance on district property, while participating in a school-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Social worker intervention Police referral	3-day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates disciplinary action assigned by building administration.

#### 4. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
Grades K-12	10-day suspension Expulsion recommendation Police referral

#### 5. ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension	10-day suspension Policy referral
Grades 3-5	5-day suspension	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

#### 6. ASSAULT

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal	3-day suspension
Grades 3-5	3-day suspension	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-9	3-day suspension	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 10-12	3-day suspension	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

#### 7. ATTENDANCE, TARDINESS, TRUANCY

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It will enable every student to profit to the maximum degree from the enhanced learning environment that full attendance will promote.

Compulsory attendance policies for students under the age of 16 years will be applied in cases of chronic absence or tardiness. Parental notification will occur when a student is determined to be truant by the school. A student under the age of 16 years with seven or more unexcused absences may be referred to appropriate services.

Attendance disciplinary action is prescribed by each school's student handbook.

#### 8. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★ Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 3-5	5-day suspension Police referral	10-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates disciplinary action assigned by building administration.

#### 9. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense
Grades K-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

#### 10. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Social worker intervention
Grades 3-5	★	★ Social worker intervention	1-day suspension Social worker intervention
Grades 6-12	★	1-3 day suspension Social worker intervention	2-10 day suspension Social worker intervention

(★) Indicates disciplinary action assigned by building administration.

#### 11. CELL PHONES OR ELECTRONIC MOBILE DEVICES, USE OF

Rules relating to the possession and/or use of cell phones and/or personal electronic mobile devices in school are dependent upon the grade level of the individual student. Students are not allowed to use cell phones or personal electronic mobile devices at the elementary or middle school levels during the hours of the school day, unless specifically directed otherwise by a district employee. High school students may not use cell phones or personal electronic mobile devices in a way that is disruptive to the educational process including use in class or in any way that sacrifices,

or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-9	★	★	1-day suspension
Grades 10-12	★	1-day suspension	3-day suspension

(★) Indicates disciplinary action assigned by building administration.

## 12. DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	★	1-3 day suspension
Grades 6-9	★	1-day suspension	1-3 day suspension
Grades 10-12	1-day suspension	1-3 day suspension	3-10 day suspension

(★) Indicates disciplinary action assigned by building administration.

## 13. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb, others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Social worker intervention
Grades 3-5	★ Social worker intervention	Same/next day dismissal	1-day suspension
Grades 6-12	1 day suspension Social worker intervention	2-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

## 14. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	★	Same/next day suspension
Grades 6-9	★	★	1-3 day suspension
Grades 10-12	★	1-day suspension	3-day suspension

(★) Indicates disciplinary action assigned by building administration.

## 15. DRESS AND APPEARANCE

Inappropriate clothing or appearance is prohibited. Inappropriate clothing or appearance includes, but is not limited to:

- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual. Examples of such clothing include "short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.

- Wearing clothing that includes words or pictures that are obscene, vulgar, abusive and discriminatory or that promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing promoting products or activities that are illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This prohibition includes objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; evidences gang membership or affiliation; or approves, advances or provokes any form of prohibited harassment or violence against other individuals as defined in district policy.
- Wearing clothing or footwear that could damage school property.
- Wearing masks, face paint or grooming that limits or prevents identification of a student.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- Wearing clothing in a manner that displays undergarments.

The appropriateness of wearing of hats and caps will be determined at each school by the principal. Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications or be sent home for the day.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	★	★	1-3 day suspension

(★) Indicates disciplinary action assigned by building administration.

#### 16. DRIVING, CARELESS OR RECKLESS

Driving any motorized or nonmotorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Parking permit revoked for identified time period Police referral	3-day suspension Parking permit permanently revoked Police referral	5-day suspension Police referral

#### 17. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	1-3 day suspension
Grades 6-12	1-3 day suspension	3-day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

#### 18. FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Social worker intervention
Grades 3-5	★	★ Social worker intervention	Same/next day dismissal

Grades 6-12	3-day suspension Social worker intervention	5-day suspension	10-day suspension Expulsion recommendation
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(★) Indicates disciplinary action assigned by building administration.

### 19. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal Police referral	2-day suspension Police referral
Grades 3-5	Same/next day dismissal Police referral	2-day suspension Police referral	3-day suspension Police referral
Grades 6-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates disciplinary action assigned by building administration.

### 20. FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal	2-day suspension
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	★	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

### 21. FIREARMS

Minnesota state law requires that school boards *must expel for a period of at least one year*, a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The school board may modify this expulsion requirement on a case-by-case basis.

Grades	First Offense
Grades K-12	10-day suspension Expulsion recommendation Police referral

### 22. FIREWORKS

Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of "Weapons, Explosives, Incendiary Devices, Ammunition and Other Dangerous Items."

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal	3-day suspension
Grades 3-5	Same/next day dismissal	2-day suspension	5-day suspension
Grades 6-12	5-day suspension	5-10 day suspension	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

### 23. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

### 24. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-8	★	1-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension	3-5 day suspension	10 day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

### 25. HAZING

Hazing activities of any type are prohibited at all times. 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. Specific examples of hazing are found in Policy 526 – Student Hazing Prohibition. Hazing, by its very nature, often occurs off school grounds, after school hours, on nonschool days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	★
Grades 6-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

### 26. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	Same/next day dismissal
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

### 27. MEDICATION (OVER THE COUNTER) MISUSE

Any student in possession of or using an "over the counter" medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any "over-the-counter" medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	Social worker intervention	1-day suspension	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

## 28. MEDICATION (PRESCRIPTION) MISUSE

Any student in possession of or using prescription medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	Social worker intervention	1-3 day suspension	3-5 day suspension Police referral
Grades 6-12	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates disciplinary action assigned by building administration.

## 29. MULTIPLE/CHRONIC VIOLATIONS

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student's overall record. The student and parent will have conference with the principal and/or other appropriate employee(s) to make them aware that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

## 30. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video games, portable media players, smart phones, handheld computers, snaps, stink bombs, bolt cutters and crowbars.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-day suspension	3-day suspension

(★) Indicates disciplinary action assigned by building administration.

## 31. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	★
Grades 6-12	1-2 day suspension	3-5 day suspension	5 day suspension

(★) Indicates disciplinary action assigned by building administration.

### 32. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and possession of these items are prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	1-day suspension
Grades 3-5	★	1-day suspension	3-day suspension
Grades 6-12	1-day suspension	3-day suspension	5-day suspension

(★) Indicates disciplinary action assigned by building administration.

### 33. PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

### 34. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	Same/next day dismissal
Grades 6-9	★	1-3 day suspension	3-5 day suspension
Grades 10-12	1-day suspension	3-day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

### 35. ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	3-5 day suspension Police referral	5-10 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

### 36. SECRET SOCIETIES (FRATERNITIES/SORORITIES)

Membership in secret fraternities, sororities and clubs is prohibited throughout the district.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates disciplinary action assigned by building administration.

### 37. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal Police referral	2-day suspension
Grades 3-5	Same/next day dismissal Police referral	1-day suspension Police referral	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

### 38. SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Same/next day dismissal Social worker intervention	2-day suspension
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates disciplinary action assigned by building administration.

### 39. TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, the denial of network access due to misuse means that the student will not have access to network and computer resources.

Students will follow the following *Online Code of Ethics* when using district technology, network resources and the Internet, including Web 2.0 products.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ Access denied for 20 school days	2-3 day suspension Access denied for 40 school days
Grades 3-5	★ Access denied for up to 20 school days	2-day suspension Access denied for 40 school days	3-day suspension Access denied for rest of year
Grades 6-12	★ Access denied for up to 20 school days	1-5 day suspension Access denied for up to 40 school days	10-day suspension <i>and</i> access denied indefinitely Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

#### 40. THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5		Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

#### 41. THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Social worker intervention
Grades 3-5	★	★ Social worker intervention	Same/next day dismissal
Grades 6-12	3-day suspension Social worker intervention	5-day suspension	10-day suspension Expulsion recommendation

(★) Indicates disciplinary action assigned by building administration.

#### 42. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension	10-day suspension
Grades 3-5	5-day suspension	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

#### 43. TOBACCO USE OR POSSESSION

Possession or use of tobacco is prohibited. Students who congregate in an area where smoking has recently occurred (e.g. bathroom stall) will each be considered smoking.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	2-day suspension Police referral
Grades 6-12	1-day suspension Smoking education Police referral	2-3 day suspension Tobacco cessation class Police referral	3-5 day suspension Tobacco cessation class Police referral

(★) Indicates disciplinary action assigned by building administration.

#### 44. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period. Students, grades 6-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Grades K-5	Verbal Warning	1-day bus suspension	3-day bus suspension	5-day suspension	Loss of bus riding privilege for school year
Grades 6-12	Verbal Warning	1-3 day bus suspension	5-10 day bus suspension	Loss of bus riding privilege for school year	

(★) Indicates disciplinary action assigned by building administration.

#### 45. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	Same/next day dismissal
Grades 6-12	1-day suspension	1-3 day suspension	5-10 day suspension

(★) Indicates disciplinary action assigned by building administration.

#### 46. UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

#### 47. VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates disciplinary action assigned by building administration.

#### 48. VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	Same/next day dismissal
Grades 3-5	★	Same/next day dismissal	4-5 day suspension
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates disciplinary action assigned by building administration.

**49. VEHICLE, UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT**

Not having or not displaying a valid parking permit is prohibited. Parking a vehicle in an unauthorized area is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permits.

Grades	First Offense	Second Offense	Third Offense
Grades 10-12	Immobilization of vehicle and \$30 fine	Immobilization of vehicle and \$60 fine	Immobilization of vehicle and \$90 fine

**50. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT**

Stealing, forging or using a false permit will result in a school suspension and the loss of parking privileges.

**51. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION AND OTHER DANGEROUS ITEMS**

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited.

Grades	First Offense	Second Offense
Grades K-5	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral	



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