"Ogichidaa/Ogichidaakwe Bimaadiziwin"

"Preparing today's youth with leadership skills and academic excellence to meet tomorrow's challenges in a culturally based environment and community"

Parent and Student Handbook

Rights and Responsibilities
Policy and Procedures
2016-2017

Clear Expectations
Respectful and Cultural Environment
Academic Excellence

The Minisinaakwaang Leadership academy

and submit to the MLA Board Chair for review at their next scheduled board meeting. Family is welcome to attend, however, if the situation is a personnel matter, the board may move into closed session to discuss and process the situation further. Regardless, communication will be provided to the family from the Board Chair regarding its plan of action.

PART A
MLA Policies on Student Discipline

The rules and regulations regarding student behavior and discipline contained in this handbook are established to fulfill MLA policies.

This Handbook applies to incidents and situations that occur on any property owned or controlled by MLA or occurring in connection
with any activity sponsored by or associated with the MLA. This Handbook may also apply to incidents involving MLA students if an unapproved connection or association to MLA or its staff is explicitly or implicitly stated or inferred (for example hazing).

This is a guide to student conduct. Adult staff members are held to high standards of behavior and are subject to all applicable laws,
MLA's handbook and personnel policies.

MLA
Students' Rights and Responsibilities

RIGHTS:
The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the manner in which his/her individual rights are exercised and must accept the consequences of any actions that are committed outside the boundaries of those rights. The staff, students, and parents must work cooperatively to avoid the extremes of regimentation on the one hand and anarchy on the other if the goal of establishing an optimal learning environment within the school is to be realized.

Rights bring responsibilities. The rights and responsibilities listed here are not all inclusive. Students have other rights guaranteed by MLA, Federal, State and local laws. This statement of rights and responsibilities does not cover every situation that may arise.

HARASSMENT
(Sexual, racial, disability, religious)

Harassment is defined as participating in or conspiring with others to engage in harassing acts that injure, degrade, disgrace, or intimidate other individuals. Verbal or physical conduct that is derogatory, offensive, expletive, and/or degrading is not acceptable and will not be tolerated at MLA.
MLA Board of Directors has a written policy supporting MLA's anti-harassment policies. All students are responsible to familiarize themselves with MLA's policy on Harassment as well as observe all posted material regarding the consequences of such conduct. See pages 18-21 for more details on this matter.
No reprisal will be taken against anyone who in good faith brings a complaint under the procedures.

THE RIGHT TO LEARN

Each student has the right to attend school and gain an education as provided by law.

- The right to learn also includes the right to a safe and challenging learning environment free of interruptions, disruptions, or distractions, whether inside the classroom or outside.
- Behavior, which disrupts the normal functioning of the learning environment is an infringement on others' rights.
- A student who has been absent from school has the right to make up the work missed during any excused absence.

THE RIGHT TO FREE SPEECH AND EXPRESSION

Students have the right to express opinions, to take stands, and to support causes, either publicly or privately, provided such expressions are not defamatory, vulgar or offensive, or obscene, and do not interfere with the rights of others or disrupt the atmosphere for learning in the school.

- Freedom of student expression will be protected by the school.
- Permission of the school Director is required for distribution of literature.
- The time and place for distribution will be limited according to established guidelines.
- Notices containing information about events, which will take place within the school area, shall be posted in the place designated by the Director.
- All notices for events either inside school or outside shall be approved by the Director or a representative designated by the Director before posting.

POLICY STATEMENT

It shall be the policy of the Board of Minisinaakwaang Leadership Academy to provide equal treatment of and access to all religions; to safeguard the protections afforded to individuals under the Free Exercise Clause of the United States Constitution, Art. I sec. 16 of the Minnesota Constitution, the Minnesota Human Rights Act (Minn. Stat. §363A et. seq.) and case law, statutes, rules and regulations applicable to the free exercise of religion ("free exercise rights"). It shall also be the policy of the Board of Minisinaakwaang Leadership Academy to ensure that all of the activities of the school are religiously neutral in that they neither foster religion nor preclude it. In order to safeguard the religious rights of individuals and to ensure that the school is not engaged in an unlawful establishment of religion, the Board of Minisinaakwaang Leadership Academy adopts the following policy regarding religious accommodation.

POLICY TERMS

1. Accommodation of Free Exercise of Religion

The Board of Minisinaakwaang Leadership Academy is committed to legal accommodation of a student's right to free exercise of religion. In determining whether to accommodate a request regarding a student's free exercise rights, school officials should determine whether the policy, rule, regulation or other issue being questioned by the student "substantially burdens" a student's free exercise of religion and whether the school has a "compelling interest" in adhering to the particular policy, rule, regulation or other matter at issue. Because these are legal terms, questions regarding their application should be made in consultation with legal counsel.

2. School Official Neutrality

When functioning as a teacher or administrator, school officials may not encourage or discourage student religious or anti-religious activity and may not engage in religious activities with students at the school. School officials may take part in private religious activity during the school day if the activity is in conformance with rules and regulations generally applicable to use of private time, or before or after school during non-instructional time.

3. Teaching and Homework: Neutrality Policy

A. Teaching

Students may be taught *about* religion, but school teachers may not "teach religion" in the sense that the teacher is engaging in preaching or proselytizing activity.

B. Student assignments and religion

i. Written reports, homework and artwork

Students may express their religious beliefs in the form of reports, homework and artwork if the assigning teacher (and administrator if there is a question about the matter) determines that the work is "appropriate" to the subject matter. In making judgments about the appropriateness of a student's work, teachers will be guided by the following:

- Relevance of the religious expression to the topic and assignment;
- Pedagogical concerns such as (in the case of written work) quality of grammar, the substance of the presentation, and adherence to the assignment.

Assuming that the work is relevant and meets pedagogical concerns, teachers at Minisinaakwaang Leadership Academy charter school may not reject or sanction a student's work simply because it includes a religious symbol or addresses religious themes; similarly, teachers may not require students to modify, include or excise religious views in submitted work.

ii. Oral presentations

Teachers at Minisinaakwaang Leadership Academy charter school must ensure that oral presentations made by students on religious subjects do not subject other students to unwelcome religious persuasion, coercion or proselytizing.

4. Student Religious Activities

The students of Minisinaakwaang Leadership Academy charter school have the right to engage in religious activities during the school day so long as those activities do not interfere with the rights of others and so long as students conform to the rules that normally apply to any given setting.

A. Student prayer and religious discussion during the school day

Students have the right to pray individually or to pray in groups and/or engage in religious discussions during the school day when they are not engaged in school activities and instruction, subject to the same rules of order as apply to other student speech. Prayer or other religious discussion shall not interfere with the rights of others.

B. Student participation in before/after school events with religious content

Students may participate in religious activities before or after school on the same terms as apply to participation in non-curriculum activities on the school premises.

C. Student-led prayers at graduation or other ceremonies

The Board shall consider a request for student-led prayers at graduation or other ceremonies on a case by case basis in consultation with legal counsel. School officials may not in any way organize a religious ceremony that is sponsored by the school.

D. Non-coercion

A student's right to engage in voluntary prayer or religious discussion or activity does not include the right to coerce others into participating and does not include the right to have a captive audience listen to the prayer or discussion or to engage in the religious activity.

E. Religious harassment and/or discrimination prohibited

School officials shall ensure that students are not discriminated against in violation of the Board's policy on Religious Harassment.

5. Student Dress

The Board of Minisinaakwaang Leadership Academy charter school may adopt student dress code policies. Once adopted, individual students may be exempted from these dress code rules if the administration determines that an accommodation is necessary to protect the student's free exercise rights. The dress code policy shall not be implemented in a way that restricts opportunities to participate in school activities. The dress code policy shall not be worded or implemented in a way that promotes a particular religion or particular religious customs. MLA Staff will have the ability to use discretion in regards to student dress at any time.

Middle and High School Students are required to be prepared for Gym class on a daily basis. Gym shoes and appropriate gym clothing will be worn. Gym lockers will be assigned to each Middle and High School student for the purpose of storing these items. Appropriate hygiene items such as deodorant will be allowed. Failure to follow this policy will result in a reduction of points per day and ultimately result in a lowered Physical Education grade.

6. Holidays

Teachers at Minisinaakwaang Leadership Academy charter school may teach about religious holidays, and may celebrate the non-religious aspects of a religious holiday. Neither teachers nor school officials, however, shall observe the holidays as religious events. School officials should typically excuse students who do not wish to participate in holiday events.

7. Release Time for Religious Instruction

In accordance with Minn. Stat. §124D.10 subd. 8(d) as it incorporates Minn. Stat. §120A.22 subd. 12(c), it is the policy of the Board of Minisinaakwaang Leadership Academy charter school to provide release time for religious instruction. The period approved for such release time shall not exceed in the aggregate three hours in any week.

In order to receive approval for such release time, a parent, guardian, or other person having control of a child, who wishes the child be released to receive religious instruction, may apply to any member of the board, a truant officer, the school's executive director (and principal if applicable) to have the child excused from attendance for such instruction. The religious instruction must be conducted and maintained by some church, or association of churches or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof.

The school providing religious instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A student, however, may be absent from school on such days as the student attends upon instruction according to the ordinances of some church.

School officials shall neither encourage nor discourage students from utilizing the provisions of this release time policy.

School officials shall not allow religious instruction by outsiders on school premises during the day.

POLICY STATEMENT

It shall be the policy of the Board of Minisinaakwaang Leadership Academy to maintain nonsectarian school facilities in compliance with Minn. Stat. §124D.10 subd. 8(d). It shall further be the policy of the Board of Minisinaakwaang Leadership Academy to ensure "equal access" to its facilities as required by 20 U.S.C. §§4701-4073 (2010), to ensure non-discriminatory treatment under the Minnesota Human Rights Act (Minn. Stat. §363A et. seq.) and to provide rights as required by other applicable statutes, rules, regulations and case law. In order to

ensure that the school's facilities are nonsectarian and to ensure equal access to those facilities as required by law, the Board of Minisinaakwaang Leadership Academy adopts the following policy regarding facility neutrality and equal access.

POLICY TERMS

1. Equal Access to Facilities; Applicability

The Equal Access Act ensures that non-curricular student groups are given a fair opportunity to conduct meetings and have "access" (defined below) to public secondary school facilities on the same terms as other, similarly situated groups. The Act applies to Minisinaakwaang Leadership Academy charter school because 1) it is a public secondary school; 2) it receives federal funds; 3) it has created a "limited open forum" (defined below); 4) it allows one or more "non-curricular student groups" (defined below) to meet on its leased premises during "non-instructional" time (defined below).

Minisinaakwaang Leadership Academy charter school seeks to ensure that all non-curricular student groups have a fair opportunity to meet, regardless of the religious, political or philosophical views of the group, and regardless of the sexual orientation or gender identity of group members.

2. Definition of Terms

A. "Access"

Ensuring equal "access" means providing physical access to meeting spaces on school premises. It also includes providing the types of recognition and privileges afforded to other groups at the school. Such privileges include, for example, the right of student groups to use school media, including the public address system, the school newspaper and the school bulletin board to announce their meetings on the same terms as other non-curriculum related student groups. Any policy concerning the use of school media must be applied to all non-curriculum related student groups in a non-discriminatory manner.

B. "Limited open forum"

Minisinaakwaang Leadership Academy charter school has created a "limited open forum" because it provides an opportunity for at least one "non-curriculum related student group" to hold meetings on premises leased by the charter school during "non-instructional time".

C. "Meeting"

A meeting may include a prayer service, Bible reading, or other worship exercise.

D. "Non-curricular student groups"

A student group is "non-curricular" if it does not directly relate to the body of courses offered at the charter school. A student group does not directly relate to the school's curriculum if:

i. The group's subject matter is not being taught or will not soon be taught in a regularly offered course at the school;
ii. The group's subject matter does not concern the body of school courses as a whole;
iii. Participation in the group is not required for a particular course; and
iv. No academic credit is awarded as a result of participation in the group.

E. "Non-instructional time"

"Non-instructional time" is time set aside by the school before actual classroom instruction begins or after actual instruction ends. It includes student meetings that take place before or after school as well as those occurring during lunch, "activity periods" and other non-instructional times during the day.

3. Limitations on Non-Curricular Student Group Meetings

The following limitations apply to non-curricular student groups that seek equal access to school facilities:

A. Meetings must be voluntary and student-initiated;

B. Meetings may not be sponsored by the school, school officials, the government, or any of the agents or employees of those groups. ("Sponsored" includes leading, promoting or participating in the meeting. It does not include the assignment of a teacher or other school official to the meeting for supervisory purposes.);

C. School officials, employees or agents are present at religious meetings only in a non-participatory role;

D. Meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school (see section 4 below); and

E. Non-school persons do not direct, control or regularly attend activities of the non-curricular student groups.

4. Authority of the School to Maintain Discipline and Well-being of Students and Faculty

When implementing this policy, Minisinaakwaang Leadership Academy charter school retains the right to ban unlawful groups, to maintain order and discipline on school premises, and to protect the well-being of students and faculty. Meetings that materially and substantially interfere with the orderly conduct of educational activities will not be permitted. School officials, however, may not ban groups or suppress student speech based on the unpopularity of the groups' message or on unfounded fears that the group may incite violence or disruption. A student group will not be subject to regulation if the fear of a "material and substantial interference" with the work of the school is not caused by the student group itself, but instead is caused by those who oppose the group's formation or message.

5. Limitations on Implementation of the Policy

In adopting and implementing this policy, Minisinaakwaang Leadership Academy charter school will not:

A. Influence the form or content of any prayer or other religious activity;

B. Require any person to participate in prayer or other religious activity;

C. Expend public funds beyond the incidental costs of providing the space for non-curricular student group meetings;

D. Require an employee to attend meetings that would conflict with their religious beliefs;

E. Sanction meetings that are otherwise unlawful; and

F. Otherwise discriminate against an individual in violations of their rights.

6. Student Distribution of Literature

Minisinaakwaang Leadership Academy charter school students have a right to distribute literature, whether religious, political or philosophical, in the same time, manner, and place terms as are applied to other literature that is unrelated to school curriculum or activities.

POLICY STATEMENT

It shall be the policy of the Board of Minisinaakwaang Leadership Academy to maintain nonsectarian school facilities in compliance with Minn. Stat. §124D.10 subd. 8(d). It shall further be the policy of the Board of Minisinaakwaang Leadership Academy to ensure "equal access" to its facilities for use by community groups, designated youth groups as required by 20 U.S.C. 7905 (Equal Access to Public School Facilities for the Boy Scouts of America and other Designated Youth Groups) and as required by other applicable statutes, rules, regulations and case law. In order to ensure that the school's facilities are nonsectarian and to ensure equal access to those facilities as required by law, the Board of Minisinaakwaang Leadership Academy adopts the following policy regarding facility neutrality and equal access for outside youth groups, community groups, Boy Scouts of America groups and Title 36 groups.

POLICY TERMS

7. Equal Access to Facilities; Applicability

This policy is applicable to the Minisinaakwaang Leadership Academy charter school because 1) it is an elementary or secondary school; 2) it receives funds from the U.S. Department of Education; 3) it has created a "limited open forum" and/or "designated open forum"; 4) it allows non-student groups to meet on its leased premises during "non-instructional" time. The definitions of these terms are provided below.

Minisinaakwaang Leadership Academy charter school seeks to ensure that all groups officially associated with Boy Scouts of America, all groups or organizations listed under Title 36 of the United States Code and all outside youth and community groups are given a fair opportunity to meet, are given equal benefits and services and are not discriminated against.

8. Definition of Terms

A. "Benefits and services"

"Benefits and services" means privileges accorded to any non-student youth or community groups that are allowed to meet in the school's designated public forum or the school's limited open forum. These benefits and services may include but are not necessarily limited to, school-related means of communication, such as bulletin board notices and literature distribution, and recruitment.

B. "Boy Scouts of America"

"Boy Scouts of America" means the organization named "Boy Scouts of America" which has a Federal charter and which is listed as an organization in Title 36 of the United States Code, or any group officially affiliated with Boy Scouts of America.

C. "Designated open forum"

"Designated open forum" means that the school has designated a time and place for one or more outside youth or community groups to meet on school premises or in school facilities, including during the hours in which attendance at the school is compulsory, for reasons other than to provide the school's educational program.

D. "Limited public forum"

"Limited public forum" means that the school has given an opportunity to, or an opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which the attendance at the school is compulsory.

E. "Non-discriminatory" or "non-discrimination"

"Non-discriminatory" and/or "non-discrimination" means that any decision made regarding access to the school's facilities must be made on a non-discriminatory basis, using objective criteria, consistent with the Minnesota Human Rights Act (Minnesota Statutes section 363A et. seq.), in a consistent, equal and non-discriminatory manner. Any decisions regarding use of or access to a school's limited or designated public forums may not be made on the basis of the religious, political or philosophical views of the groups seeking access, and must be made regardless of the sexual orientation or gender identity of group members.

F. "Outside youth group"

"Outside youth group" means any group or organization intended to serve young people under the age of 21 that is not affiliated with the school and that is not a Boy Scouts of America or Title 36 group.

G. "Outside community group"

"Outside community group" means a community group that is not affiliated with the school and is not is not affiliated with a Boy Scouts of America or Title 36 group.

H. "Premises or facilities"

"Premises or facilities" means all or any portion of buildings, structures, equipment, roads, walks, parking lots, or other real or personal property or interest in that property.

I. "Title 36 groups"

"Title 36 groups" refers to a youth group or organization listed in Title 36 of the United States Code as a patriotic society that it intended to serve young people under the age of 21 and to groups officially affiliated with such groups.

9. Fees and Access to Facilities / Boy Scouts and Title 36 Groups

Upon request, any Boy Scout group or any Title 36 group shall be given equal access to conduct a meeting within the school's designated open forum or limited public forum and shall not be denied access, opportunity, benefits or services, or be discriminated against for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts or of the Title 36 youth group.

Fees may be charged in connection with the access to school premises, but any fees or terms of access charged to Boys Scouts of America or Title 36 groups must be on terms that are not less favorable than the most favorable terms provided to one or more outside youth or community groups.

10. Access for Other Outside Youth Groups and Community Groups

Any decision made regarding access to facilities for outside youth groups or community groups must be made on a non-discriminatory basis, using objective criteria consistent with the Minnesota Human Rights Act, in a consistent, equal and non-discriminatory manner. Any decisions regarding use of or access to a school's limited or designated public forums may not be made on the basis of the religious, political or philosophical views of the groups seeking access, and must be made regardless of the sexual orientation or gender identity of group members.

THE RIGHT TO PARTICIPATE IN SCHOOL GOVERNMENT

The purpose and reason for the existence of student government is to represent and be responsive to the needs of students. Offices shall be open to all students. All students are allowed to vote for officers. The constitution of the Student Council shall define procedural matters governing terms of office, meeting times, method of conducting meetings, make-up of the representative body, and the purpose of the organization. Student Council has the responsibility to communicate with the student body, faculty, and the administration. A faculty member shall be assigned to advise the Student Council. Students have the right to be represented and to air grievances, problems, and concerns through legitimate channels provided by the school. Minisinaakwaang Leadership Academy has procedures by which students may air grievances, problems or concerns. Students are advised to see the Director for details.

THE RIGHT TO BE INFORMED OF RULES

Students have the right to be informed of all policies, rules, and regulations they will be expected to follow. Copies of these rules governing the student standards of conduct shall be available upon request and the basic rules shall be published and distributed to all students and parents/guardians.

THE RIGHT TO PRIVACY

Students' rights to privacy regarding school records will be protected and any disclosure of information from student records will be consistent with law.

THE RIGHT TO PERSONAL PROPERTY

Students have a right to be secure in their persons, papers, and effects; however, they must refrain from bringing onto school property or to school-sponsored or school-associated events any material or item that would cause, or tend to cause, a disruption or endanger the health or safety of students or other persons. Items prohibited include, but are not limited to, stolen goods, weapons and look-alike weapons, and other illegal items. When **reasonable suspicion** exists to believe that a student possesses prohibited items, general or individual searches may be conducted under the authorization of the Director or representative designated by the Director. Reasonable efforts will be made to ensure student privacy. Prohibited items may be seized by school personnel and items that may be used to disrupt or interfere with the educational process may be removed from student possession.

SCHOOL LOCKERS

According to Minnesota law, school lockers are the property of the School. At no time does Minisinaakwaang Leadership Academy relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities 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 may be searched only when school authorities have **reasonable suspicion** that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or the Director.

RESPONSIBILITIES:

All students are responsible for knowing and obeying all school policies, rules and regulations. Students are responsible for the consequences of their behavior. Students are responsible for following all procedures, rules, and regulations necessary to make effective the Board of Directors' policies relating to the student standards of conduct.

The Director shall be responsible for informing the parent/guardian of any student whose behavior is in serious conflict with established policies, rules, and procedures.

RESPONSIBILITY FOR ACADEMIC WORK

Students are responsible for completing class assignments on time and according to the instructions given by the teachers.

Instructional materials are furnished by the Minisinaakwaang Leadership Academy for student use. Students are responsible for bringing to class all materials required for daily classroom use. Parents must notify the school if issues exist with academic work and/or materials.

RESPONSIBILITY REGARDING ATTENDANCE AND TARDINESS

Students are responsible for being in attendance at the beginning of the school day. Students arriving late are to report to the School's Director. An Administrative Pass will be required to enter class. Absences and tardiness will follow the truancy brochure.

If absence from school is necessary because of illness or other legitimate reasons, students are responsible for bringing a written excuse or phone call to the Director signed by a parent or guardian upon return to school. Absence or tardiness of students because of cultural reasons shall be recorded as excused absences or tardiness at the written request of the parent.

If students are to be excused before the end of the day, they should bring a written request signed by a parent or guardian, to the Director, preferably upon arrival at school.

Sufficient time is allowed between classes for students to arrive at the next class on time. If a student is detained after class by a teacher, a pass should be obtained from that teacher so that tardiness will be excused in the next class.

Historically, our ancestors showed up when requested and would never be disrespectful by making people wait for their presence. Punctuality is important. Be on time!

During a class hour, students shall not leave a classroom without a pass from the teacher.

Under no conditions shall a student leave the school during the day without permission of the school administration.

Students have the opportunity to make up any excused absences in school. (i.e. lunch time, before and after school) This must be approved and set up by the teachers with whom the students were absent.

RESPONSIBILITY FOR DISCIPLINE

Students have the right to a free education at Minisinaakwaang Leadership Academy, but they are responsible for complying with the rules and regulations of the school and the instructions of all school personnel, and for accepting the authority of staff, faculty, and the Director on school property and at school-sponsored activities off-campus. Failure to meet these responsibilities will be cause for disciplinary action.

PART B
MLA Student Behavior Handbook
Violations and Disciplinary Consequences

STANDARDS OF CONDUCT:

Disciplinary policies shall be enforced within the general guidelines as set forth below. These guidelines describe clearly the various administrative actions which will be taken for violations of the law and the school standards of behavior.

The MAXIMUM administrative actions are expulsion and exclusion. Prior to these extreme measures, the board will pursue ADMINISTRATIVE TRANSFER to another school.

The listing of MINIMUM actions **does not** imply or require that a **"step-by-step"** progression of increasing severity will be employed by an administrator in dealing with a violation. However, there shall be a logical relationship between the severity of the offense and the administrative action.

The format of this section is to list only the mandatory MINIMUM disciplinary action for each violation. The following represent the majority of violations that occur.

Unless otherwise noted, these policies apply to student conduct occurring on any property controlled by Minisinaakwaang Leadership Academy or occurring in connection with any activity sponsored by or associated with the Minisinaakwaang Leadership Academy.

A PBIS continuum will be posted in individual classrooms and throughout the school to help remind students of behavior that would be deemed inappropriate. Enforcement of this behavior will be used to help promote a positive and safe climate and working environment.

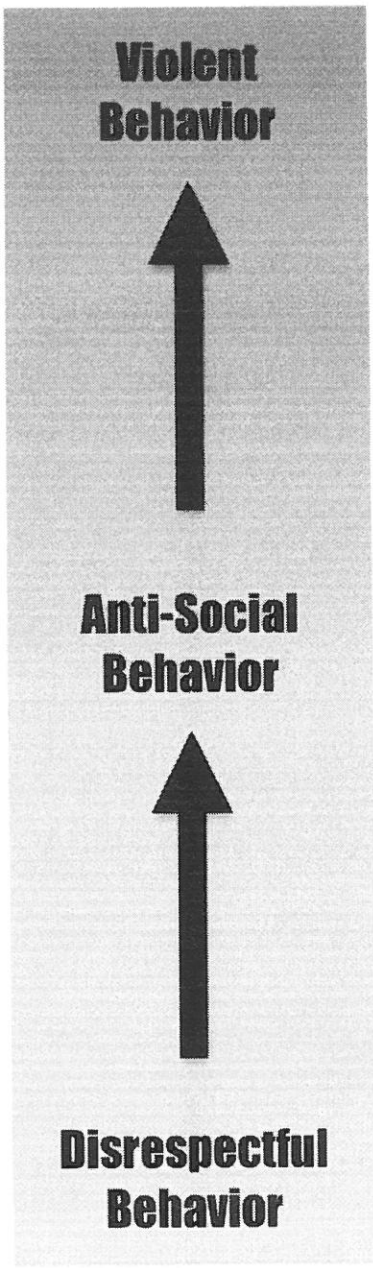
Students take follow the school motto: *Attend, Achieve, Behave will be given a positive referral slip/ticket. These will be collected by staff and placed in a container in individual classrooms. Slips/tickets will be drawn weekly or randomly. Prizes will be given for drawn slips/tickets.*

Minisinaakwaang Continuum of Behavior

Violence

- Fighting (with weapon)
- Intimidating (with weapon)
- Assaulting a Staff Member
- Threatening a Staff Member
- Theft/Vandalism
- Fighting
- Cursing at Authority Figure
- Sexual, Racial, or Religious Harassment
- Pulling, Grabbing, Ripping Clothing
- Bullying
- Slapping, Pushing, Hitting
- Public Display of Affection (that has been outlined as inappropriate for school)
- Throwing of Objects
- Spitting
- Graffiti
- Electronics in Classroom
- Name Calling
- Teasing/Put-downs
- Vulgar Language
- Inappropriate Gestures
- Running in Hallways
- Refusal to Follow Directions
- Tardies
- Distracting Others
- Interrupting
- Making Rude Noises
- Eye Rolling

Disrespect



Detention will be assigned to 5th – 12th grade students. A student will serve detention in the Detention Room with a supervising teacher. Parents will be notified of a students' detention by phone communication, email, or letter. A log of attempted phone communication will be kept in the event that a parent cannot be reached. (See attached Detention form)

Minisinaakwaang Leadership Academy Detention Notice

NAME _____ **GRADE** ____ **VIOLATION DATE** _____

VIOLATION # ____
REASON:

_____

_____

_____

_____

_____

_____

TIME ASSIGNED:		**Minutes**	**TO BE SUPERVISED BY:**	**MLA Staff**

For all violations, all lunch detentions are to be held in room #5306. Assigned detentions are to be monitored by a supervised teacher during lunch and the first half of their fourth hour block. (12:07-12:57pm) Students will not be able to leave the room and leadership packets will be provided for students to fill out. All detentions will be served the next school day. All detentions will be followed with a parent phone call or a mailed notice if contact is not made. ***If detention is not served by given date, student will meet with the principal for further action.***

Grades 5-12

Detention Criteria: Student History	**Action Taken**
Detention #1 Lunch Detention (lunch in room #5306) 30 min.	**Parent Phone Call**
Detention #2 Lunch Detention and Study Hall (lunch in room #5306) 60 min.	**Parent Phone Call**
Detention #3 Lunch Detention: Study Hall and Physical Education (lunch in room #5306) 90 min.	**Parent Phone Call**
Detention #4 Lunch Detention (lunch in room #5306)	**Parent Meeting & Psychologist /Social Worker Intervention**
Detention #5	**I.S.S. (In-School Detention)**
Detention #6	**Out of School Suspension--Parent Conference Readmission**
Detention #7	**Out of School Suspension—Parent Conference Readmission & School Board Intervention**
Detention #8	**Any other detentions will be subject to MLA discretion**

Detention Rules:

1. Students must be in room #5306 and working on study materials.
2. Time is spent in quiet study. No privileges are allowed. If not in compliance, students will be sent home and will not be given credit for time completed.
3. If absent from school on day assigned, time is to be made up the following school day.
4. See discipline policy in student handbook or parent handbook for what constitutes a detention violation.

Director Signature: _____

Parent Signature: _____

Section I: Violations of Federal and State Law

Violation:	Minimum Disciplinary Action:
Possession/Use of a Firearm: There will be *zero tolerance* for possession or use of a firearm by any student. Firearms are banned from all property owned or controlled by MLA. A firearm is defined as 1(a) as a device designed to be used as a weapon, from which is expelled a projectile by the force of explosion or force of combustion.	Immediate police notification, and suspension. *Mandatory* referral for expulsion. Meeting with student, parent, Director, and Board of Directors required. Board's zero tolerance policy applies.
Possession/Use of a Dangerous Weapon other than a Firearm: There will be *zero tolerance* for possession or use of a dangerous weapon by any student. A "dangerous weapon other than a firearm" is defined as (1) any device or instrument *designed as a weapon* and capable of producing death or great bodily harm, (2) any device modified so that it may be used as a weapon and capable of producing death or great bodily harm, (3) any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, (4) any fire that is used to produce death or great bodily harm, (5) any knife with a blade equal to or greater than 2.5 inches in length, (6) any replica firearm, BB gun, or pellet gun.	Immediate police notification, and suspension. *Mandatory* referral for expulsion. Meeting with student, parent, Director and Board of Directors required. Board's zero tolerance policy Applies.
Selling, Soliciting, or Possession of Unlawful or Controlled Drugs or Substances (excluding alcohol and tobacco – covered separately): The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, or transportation of any controlled drug or substance; unlawfully being under the influence of any controlled drug or substance; or possession of equipment or devices used for preparing or taking controlled drugs or substances.	Immediate police notification and suspension. Requires a chemical use assessment and referral process.
Assault, Aggravated Assault, Disorderly Conduct, Terroristic Threats, Arson: **Assault** is committing an act, verbal or physical, with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another. **Aggravated Assault** is committing an assault on another person with a dangerous weapon or an assault that inflicts substantial bodily harm. **Disorderly Conduct** is (1) engaging in brawling or fighting; (2) disturbing a lawful assembly or meeting; (3) engaging in offensive, obscene, abusive, boisterous, or noisy conduct or in offensive, obscene, or abusive language, when the student reasonably knows that such conduct will, or will tend to, alarm, anger or disturb others or provoke an assault or breach of the peace. **Terroristic Threats** is threatening, directly or indirectly, to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or vehicle or otherwise to cause serious public inconvenience, or in reckless	Immediate police notification, suspension. Possible referral for expulsion depending on circumstances. Meeting with student, parent, Director, and Board of Directors required. Board's zero tolerance policy applies in a case of aggravated assault if a dangerous weapon was used, or in a case of arson if a combustible or flammable liquid was used.

disregard of the risk of causing such terror or inconvenience. **Arson** is the intentional destruction or damage to property by means of fire or explosives.	

Criminal Sexual Conduct Any violation of State Laws regarding Criminal Sexual Conduct . Criminal sexual conduct amounting to a violation includes criminal "sexual contact" (see Glossary) or any other sexual act that would be a criminal act if committed by an adult (1) that is accomplished by force, coercion, or threat of a dangerous weapon, (2) that is committed against a person the actor knows or has reason to know is mentally impaired, mentally incapacitated or physically helpless, or (3) that otherwise violates Federal and State Laws.	Immediate police notification, suspension. Possible referral for expulsion depending on circumstances. Meeting with student, parent, Director, and Board of Directors required. **Administrative Note**: Administrators who suspect a violation has occurred should immediately contact police.

Section II: Violations Against Persons

Violation:	Minimum Disciplinary Action:
Fighting: Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.	Student conference; parent notification; possible dismissal or suspension; mediation; possible police notification.
Possession/Use of Other Weapon or Object, not a firearm and not meeting Minnesota Statute dangerous weapon definition: Other weapon includes *any device or instrument* – including any non-conventional weapon - which, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm or substantial bodily harm, or fear of any degree of bodily harm. (Other weapons include knives with blades under 2.5 inches, fake knives, look-alike weapons etc.) **1. Possession or use of other weapon with intent (see 1. at right).** **2. Possession of other weapon, with no intent (see 2. at right).**	**1. Possession of other weapon with use or intent to use:** Immediate police notification, suspension. *Mandatory* referral for expulsion. **Board's zero tolerance policy applies**. **2. Possession of other weapon, with no intent:** Possible police notification, possible suspension, and/or parent conference. Possible referral for expulsion depending on circumstances. Referral determination made by administrative staff. Board's zero tolerance policy **may apply**. Meeting with student, parent, Director, and Board of Directors required.
Threats: Any oral, written, or physical threat, sign, or act which conveys an intent to cause harm or violence, even if made in jest.	Student conference; parent conference; possible dismissal; possible suspension; possible in-school monitoring upon return.
Harassment: Harassment includes physical or verbal conduct, or communication directed at an individual that is; 1. based on an individual's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or disability; **and** 2. has the purpose or effect of creating an environment that is intimidating, hostile, or offensive with respect to that individual; **or** 3. otherwise adversely affects the individual's employment, educational opportunities, or access to a benefit from the School.	Student conference; parent notification; possible dismissal or suspension.

Racial or Religious Violence is a physical act of aggression or assault or the threat of aggression or assault upon another because of, or in a manner	Student conference; parent notification; possible dismissal or suspension; possible notification of police.

reasonably related to, race or religion. Such an act may also constitute a criminal law violation. See *Assault* in Section I of this handbook.	
Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other physical or verbal conduct or communication of a sexual nature when— 1. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment, educational, or School environment; 2. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education or a benefit from the School; or 3. submission to or rejection of that con-duct or communication by an individual is used as a factor in decisions affecting that individual's employment or education or access to a benefit from the School.	Student conference; parent notification; possible dismissal or suspension.
Sexual Violence is a physical act of aggression or force or the threat of aggression or force which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts Such an act may also constitute a criminal law violation. See *Assault* and *Criminal Sexual Conduct* in Section I of this handbook.	Student conference; parent notification; possible dismissal or suspension; possible notification of police.
Other Harassment/Bullying : Participating in, or conspiring with others to engage in bullying or other acts committed with the intent to injure, degrade, disgrace, or intimidate other individuals. This includes sending or posting harmful text or images using the Internet, wireless phones, or other communications devices.	Student conference; parent notification; possible dismissal or suspension.
Possession of an Incapacitation or Audio Alert Device: "Incapacitation device" means (1) a device designed or intended by the manufacturer to be used to temporarily immobilize or incapacitate a person or animal by means of electronic pulse or a current; (2) any pain compliance device; or (3) tear gas or tear gas derivative, or any substance intended to function similar to tear gas. "Audio alert device" means any device intended to be used to produce audio signals for purposes of repelling an attack or intrusion by others.	Student conference; parent notification. Notification of police combined with dismissal.
Hazing: Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a school or school organization, or for any other purpose. Prohibited conduct includes, but is not limited to, any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body. The policy applies to student conduct occurring on or off school property and during and after school hours.	Police notification; suspension; possible expulsion. Administrative Note: Review the Assault violation in Section I for guidance in determining if Minnesota Laws may apply. When such acts occur off school property, the prohibition against Hazing applies if any connection to MLA is implicit or explicit.
Discrimination: No person shall, on the grounds of race, creed, sex, marital status, national origin, age,	Student conference; education on policy; parent notification; possible dismissal or suspension; in-school

color, religion, ancestry, status with regard to public assistance, sexual or familial status or disability be subjected to discrimination.	monitoring upon return.
Verbal Abuse: Use of disrespectful or threatening language.	Student conference; parent notification; possible dismissal or suspension.

Robbery/Extortion: The obtaining of property from another by force, a threat of force, or under the color of official right.	Possible police notification; parent notification; possible dismissal or suspension. **Administrative Note**: If force or threat of force is not used, see "Theft" under Section III, Property Violations.
Criminal act against a staff member: Committing an act against a MLA staff member, that would be a crime if committed by an adult, if the student's act was because the person is or was a MLA staff person. This policy applies to student acts occurring on or off school property and during or after school hours.	Student conference; parent notification, possible police notification; suspension.

HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the School and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor or other employee of the School shall plan, direct, encourage, aid or engage in hazing.

B. No teacher, administrator, volunteer, contractor or other employee of the School shall permit, condone or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during or after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

F. The School will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the School who is found to have violated this policy.

III. DEFINITIONS

A. "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. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of

School policies or regulations.

B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate Director designated by this policy.
B. The building Director is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a School human rights officer or to the superintendent.
C. Teachers, administrators, volunteers, contractors and other employees of the School shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing, shall inform the building Director immediately.
D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL ACTION

A. Upon receipt of a complaint or report of hazing, the School shall undertake or authorize an investigation by Directors or a third party designated by the School.
B. The School may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
C. Upon completion of the investigation, the School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, School policies and regulations.

VI. REPRISAL

The School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the School who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in MLA's student handbook and in the building and staff handbooks.

Appendix IV
Zero Tolerance Guidance

Type of Incident	**Meets Zero Tolerance**	**Expulsion Referral ***	**Rationale****
Possession/Use of a Firearm	Yes	Mandatory	Possession is a felony – intent is implied
Possession/Use of a 'dangerous weapon'	Yes	Mandatory	Possession is a felony – intent is implied
Aggravated Assault	Yes	Mandatory	Intent to cause bodily harm is present
Arson – with Combustible or flammable liquid	Yes	Mandatory	Intent to cause bodily harm is present
Possession/Use of other weapon or object, not a firearm and not meeting MN Statute dangerous weapon definition	**With Intent****: Yes	Mandatory	Intent to cause bodily harm is present
	Without Intent**: No	Depends on circumstances	Example: Repeated disregard for this rule may imply intent

Section III: Violations Against Property

Violation:	Minimum Disciplinary Action:
Fires and False Alarms: 1. Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property. 2. False Fire Alarm – the giving of a false alarm of fire or the tampering or interference with any fire alarm system.	1. Immediate police notification and fire departments; suspension; recommendation for administrative transfer; restitution for damage. 2. Immediate police notification and fire departments; suspension; restitution for damage.
Pyrotechnic Devices: Possession and/or detonation of pyrotechnic devices.	Possible police notification; possible dismissal or parent conference.
Theft: The unauthorized taking of the property of another.	Possible suspension; possible police notification; parent conference; restitution.
Unauthorized Use of School Property: The unauthorized or illegal use of school property for non-school sponsored activities.	Student and parent conference; possible police notification; possible suspension; restitution for damage.
Willful Damage to School Property: Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to or used by the School.	Possible suspension; possible police notification; restitution for damage; possible expulsion. The parent or guardian shall be liable for all damage caused by the student.
Willful Damage to Property of Others: Willful damage to property of staff members and/or others.	Possible suspension; possible police notification; parent conference; restitution for damage.

Section IV: Violations Against School Administrative Procedures

Violation:	Minimum Disciplinary Action:
Willful Disobedience: Refusal to follow published school rules and regulations.	Parent conference.
Continual Willful Disobedience: Repeated refusal to follow school rules and regulations after conference resulting from first violation.	Possible dismissal.
Defiance of Authority: Willful refusal to follow directions given by a staff member.	Student conference; possible dismissal.
Disruptive Behavior: Situations and/or actions that staff believe interfere with or have the potential to interfere with effective operations of the school.	Student conference; possible dismissal; possible confiscation of items involved in causing disruption.
Record and Identification Falsification: • Falsifying or altering signature or data; or • Refusing to give proper identification or giving false identification to staff	Parent conference; student conference; possible dismissal.
Cheating/Plagiarism	Parent conference; student conference; possible dismissal.
Unauthorized or Inappropriate Use of Technology, Computer Systems or Networks, Damage to Hardware or Software: Any act that violates the Board of Director's Information Technology Usage Policy or constitutes an unacceptable or illegal use of the School's computer facilities, systems, networks or software. This includes sending or posting text or images using the internet, wireless phones, or other communications devices (See Other Harassment/Bullying, p. 14). All devices must be stored in lockers. This policy applies to student acts occurring on or off school property and during or after school hours.	Parent conference; student conference; possible dismissal; possible notification of law enforcement authorities; possible restitution. Possible loss of technology access privileges. Temporary loss of personal property.

Section V: Other Violations

Violation:	Minimum Disciplinary Action:
Unauthorized Distribution: Distribution of literature that is inflammatory, vulgar and offensive, obscene, or that is otherwise unauthorized.	Student conference, parent notification.
Leaving School Grounds: Leaving school grounds during school hours without proper clearance.	Parent notification; student conference.
Truancy/Unexcused Absence: Unauthorized absence from school or class.	Parent notification; student conference.
Habitual Truancy: Continued unauthorized absences. "Habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for six school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on six school days and who has not lawfully withdrawn from school.	Parent notification; referral to social worker for consideration to file a court petition or referral to Truancy Intervention Program (TIP). Habitual truant students may be dis-enrolled from Minisinaakwaang and have to apply for re-admittance.
Tardiness: Chronic and unexcused tardiness.	Student conference; parent notification; possible referral to truant officer.
Interference/Obstruction: Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.	Student conference; parent notification, dismissal.
Disruptive Behavior To and From School: Behavior which endangers or harasses students on their way to and from school, or at the bus stop, or diverts the bus driver's attention from driving.	Student conference; parent notification; possible denial of school patrol privileges; possible denial of transportation on school bus; referral to Transportation Discipline Review Committee; possible dismissal or suspension.
Student Attire: Manner of dress or personal grooming which the school authority believes will or actually does: (1) present a clear danger to the student's health or safety, (2) cause an interference with work, or (3) create classroom or school disorder.	Student conference; parent notification.
Trespassing: Being physically present on school property or at a school activity after being directed to leave by a school administrator or other person lawfully responsible for the control of the premises.	Police notification; parent notification.
Alcohol: Possession, use, or being under the influence of any alcoholic product while on school grounds or at school-sponsored activities.	Immediate notification of police; suspension; referral for a chemical health evaluation.
Tobacco: Possession or use of any type of tobacco product by a student will be governed by Minnesota Laws and Board of Directors policy regarding smoking. This pertains to non-ceremonial usage.	Student conference; Notify police; Possible dismissal and suspension.
Criminal Act: Commission of an act, on school property or in the course of a school-sponsored or school-associated activity that would be a crime if committed by an adult.	Immediate police notification; suspension; possible expulsion. (Ex. Marijuana or illicit drug use)

Gambling: The playing of a game of chance for stakes.	Student conference.
Gang Activity: Student misconduct may also constitute gang activity if it meets all of the following criteria: (1) The student/participant belongs to or associates with (2) a group of three or more people who band together under a common identifying symbol, sign, or name and (3) the participant, while under the supervision of Minisinaakwaang Leadership Academy personnel, participates in one or more of the violations listed in the Student Behavior Handbook to further an implicit or explicit goal of the gang/group.	First Incident: Up to 10 day suspension; behavior contract upon return; inform student(s) and parent(s) of expulsion potential. Second Incident: Up to 10 day suspension; convene Pupil Problems Committee; review behavior contract; reinforce expulsion potential with student and parent(s). Third Incident: Up to 10 day suspension; reconvene Pupil Problems Committee; recommend expulsion.

Any student who violates a school policy that has a potential consequence of suspension from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required before suspension where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.

If a student's total days of removal from school exceeds 10 cumulative days in a school year, the School shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

All students who violate a school policy or rule that has the potential consequence of expulsion or exclusion will be given the opportunity to have a hearing in accordance with Minnesota law.

Physical Restraint – The Director, teachers and other staff may use reasonable force, including physical restraint, when it is necessary under the circumstances to restrain a student or to prevent injury to the student, others, or property, or as otherwise allowed by law.

Police Officers – Police Officers work in partnership with school administrators to provide the safest learning environment possible. Their primary function is law enforcement. School administrators may also include the police in determining an appropriate consequence for a student's violation of school policy. Juvenile or criminal proceedings or consequences against the student do not preclude the School from disciplining the student for violations of the Student Behavior Handbook or for other misconduct. Police involvement will include K-9 random drug searches.

Special Education Students - In the case of a student with a disability who has an individual education plan (IEP), the student's IEP team must meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The IEP team shall at that meeting: conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action; and determine the appropriateness of the child's education plan.

The requirements of the IEP team meeting apply when:

(1) the parent requests a meeting.
(2) the student is removed from the student's current placement for 5 or more consecutive days;
(3) the student's total days of removal from the student's placement during the school year exceed 10 cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference is required for each.

NOTE: Dismissal of a special education student for **any** portion of a school day constitutes a full day against the ten (10) day limit.

[1]"Manifestation Determination" is a process to determine if a student's behavior problem **was** or **was not** a manifestation of the student's disability.

[1] A "Functional Behavioral Assessment" is a process for gathering information to understand the structure and function of a student's behavior(s) in order to develop an effective and efficient behavioral support plan that teaches and encourages alternative behaviors.

[4]An in-school suspension or days spent at Education Intervention Program (EIP) would not be considered a part of the days of removal as long as the student is afforded the opportunity to continue to progress appropriately in the general curriculum, and to receive the services specified on his or her IEP.

[5]If bus transportation is a part of the student's IEP, a bus suspension would be treated as a removal, unless the school provides transportation in some other way, because that transportation is necessary for the student to obtain access to the location where all other services will be delivered. If bus transportation is not a part of the student's IEP, a bus suspension typically would not be a removal.

Administrative Actions Guide for Special Education Students	IEP Team Meeting Required	Manifestation Determination[1] Required	Functional Behavioral Assessment[1] Plan Required
Student dismissed for 1 school day or less (but not suspended)	No	No	No
Student suspended for less than 5 consecutive school days	No[3]	No[3]	No[3]
Student suspended for 5 to 10 consecutive school days	Yes	Yes	No
Student removed for 10 cumulative school days in a school year or less	No	No	No
Student removed for 11 cumulative school days in a school year or more	Yes	Yes	Yes

Glossary

Bullying – Any conduct or pattern of behavior committed with the intent to cause distress or to intimidate, embarrass, frighten, or otherwise harm another person.

Bus Suspension – An action taken by district and school administration to temporarily revoke a student's transportation privileges.

Contract – A written behavior agreement signed by the student, administrator, and/or parent.

Detention – The requirement that a student remains in school and attends Detention during lunch.

Dismissal (or Removal from School) – An action taken by the school administration requiring a student to leave school for up to one full school day.

Exclusion – An action taken by the Board of Education to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the current school year.

Expulsion – An action taken by the Board of Education to prohibit an enrolled student from further attendance for up to twelve months from the date the student is expelled.

Expulsion From Bus – An action taken by school administration to prohibit a student from receiving transportation services from the MLA.

In-School Monitoring - Also known as a "daily report card." Students may be assigned to carry a monitor form during the day and have teachers record class progress. These forms are then reviewed by the administration and/or parents.

In-School Suspension – An action taken by the school administration to prohibit a student from attending classes for a period of time while remaining under the supervision of school staff during the school day.

Intent to or Intentionally – "With intent to" or "intentionally" means that the student/actor either has a purpose to do the thing or cause the result specified, or believes that the act, if successful, will cause that result.

Loss of Privilege – Examples: loss of recess time, change of lunch table assignment, etc. **Mediation** – Students who are in conflict with one another may be asked to participate in a mediation session led by a mediator to resolve the issues causing the conflict.

Parent – Includes the student's parent or guardian.

Parent Notification/Conference – Administrative discussion or communication with a parent or guardian to address student academic or behavioral issues.

Police Notification – If an administrator believes that a student may have violated a law, the police may be called to file a report and/or to assist as necessary.

Pupil Problems Committee (PPC) Referral – A staff member or parent who is concerned about the behavior or performance of a student may send a written request for consideration by the PPC to the school's Director.

Referral for Other or Outside Services – Chemical use assessment; Social Worker; Mental Health; etc.

Removal from Class – An action taken by a teacher, Director or other School employees to prohibit a student from attending class for a period of time not to exceed five class or activity periods.

Sexual Contact – Includes the non-consensual touching of the complainant's intimate parts (as well as the clothing covering the intimate parts) or forcing the complainant to touch any person's intimate parts, and committed with sexual or aggressive intent.

Student Conference – Administrative discussion or communication with student to address student academic or behavioral issues.

Glossary (Continued)

Suspension – An action taken by the school administration to prohibit a student from attending school for a period of no more than ten (10) school days. An additional five (5) days may be added if exclusion or expulsion is being considered, or if the student's presence will create an immediate and substantial danger.

Warning – An oral or written communication to stop a behavior that interferes with the learning environment or is unsafe.

Zero Tolerance Policy – Means if a student has violated a rule to which the zero tolerance policy applies, the building Director must refer the student for expulsion or exclusion.

Parent/Student Handbook Contract

I have read and fully understand my rights as a parent and as a student.

I have read and fully understand my responsibilities as a student.

I understand that there will be rewards and consequences for my actions.

I have read and understand the new procedures and policies.

This contract will be kept and referred to as needed during the 2013-2014 school year. If you have any questions or concerns regarding the Parent/Student Handbook, please discuss these with the MLA Director, MLA School Board Members, or MLA Staff. A copy of the signed handbook will be kept on file with the classroom teacher.

_____ _____

Parent Signature Date

_____ _____

Student Signature Date