



Art & Science Academy Charter School STUDENT BEHAVIOR

Campus Behavior Policy

ASA values respect, teamwork, community, appreciation, trust, diversity, communication, responsibility, and motivation in all members of the community. In keeping with these values, the ASA has worked to establish a safe, respectful and creative learning environment by establishing the standards of behavior outlined throughout the Student Handbook and listed in the Campus Behavior Policy. Behavior expectations are based on the belief that to function successfully within the ASA community, students must show respect for themselves, for others, for property and for school values. By being informed of what behavior is acceptable and unacceptable, students are expected to make appropriate decisions about their actions.

Offenses and Consequences

Administration reserves the right to assign consequences to students that engage in conduct which disrupts the rights of others or which endangers the student and/or other students on campus. The lists of offenses and consequences outlined throughout the Student Handbook and chart below are not intended to be all-inclusive. Administration reserves the right to assign consequences, which seem warranted under the circumstances and add or alter violations and/or their consequences throughout the school year. Students would be notified of additions or alterations to policies that may not be outlined in this Student Handbook.

The standards of behavior and consequences for violation of rules outlined in this policy govern student behavior wherever and whenever the school has a duty to care for the student; this includes, but is not limited to, when the student is on campus, on a field trip, at an off-campus performance, at bus transportation pick up locations, or during van transportation to school. In cases where violation of rules or behavior off campus results in substantial disruption to the school, appropriate disciplinary action in school will be taken as appropriate, depending on the nature and degree of the offense and the number of prior offenses, any one or combination of consequences may be assigned by Administration.

Possible Consequences

1. Verbal and/or written notice to student and/or student and parent/guardian.
2. Administrative conference involving the student, Assistant to the ASA Director, ASA Director or designee and any other person deemed appropriate by the Director or designee. Parents/guardians may be required to attend.
3. Referral to support staff.
4. Restitution: a plan agreed upon by the ASA Director or designee and the student to compensate for the misbehavior.
5. Mediation: an agreement facilitated by an adult and/or peer mediator in lieu of other discipline.
6. Fine/bill to student and parent/guardian.

7. Confiscation of any unauthorized item, object or substance is automatic in any situation.
8. Referral to police.
9. Removal from class for 1 to 5 days (see School Due Process).
10. Behavior contract: a contract is created outlining specific expectations of the student's behavior and consequences for failure to meet those expectations.
11. Barred from participation in school activities and ceremonies.
12. Community service: clean up assistance on campus or in neighborhood.
13. Sent home: a student is removed from school for less than one school day.
14. School suspension: (see School Due Process).

Bullying, Discrimination & Offensive Behavior

All ASA students have the right to feel safe from ridicule, discrimination, violence, and offensive or degrading remarks or behavior of any kind. ASA will not tolerate any offensive behavior related to student group affiliation, including but not limited to: race, color, creed, religion, national origin, gender, status with regard to public assistance, disability or age.

The Art and Science Academy will provide a healthy, safe and nurturing environment where students can learn and enjoy coming to school every day. The entire community will practice caring, supportive and mutually respectful communication and behavior. ASA will respond to all allegations quickly and appropriately. Discrimination and offensive behavior/bullying may include any words or actions that make others feel uncomfortable, degraded, fearful or discriminated against. Some examples include: name calling, unwelcome touch of person or clothing, posting or circulation of written material, sexual jokes.

ASA takes every instance of bullying seriously and works to protect and empower the student being bullied as well as educate students who engage in bullying behavior.

(<http://www.violencepreventionworks.org/public/bullying.page>)

Definitions

Discrimination: Unwelcome behavior of any form when based on race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age. This behavior has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities, or creating an intimidating, hostile or offensive working or educational environment.

Offensive Behavior: Behavior of any form for any reason that has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities, or creating an intimidating, hostile or offensive working or educational environment.

Harassment: Patterns of offensive behaviors that continue even after the recipient of the behaviors have indicated they want the behaviors to stop.

Sexual Harassment: Such behavior is one form of illegal discrimination and offensive behavior. It consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

Violence: Some acts of violence can be considered discrimination and offensive behavior. Such acts would be physical aggression, assault, force or threat thereof upon another because of, or in

a manner reasonably related to, race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age.

Bullying (including cyber-bullying): Intentional or non-intentional acts of intimidation.

Sexual Misconduct: Involves the touching of another's intimate parts, or forcing a person to touch another's intimate parts. Intimate parts, as defined by Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. State law mandates the reporting of physical abuse, sexual abuse (including sexual violence) and neglect against minors by persons responsible for a child's care, pursuant to Minnesota Statutes 626.556.

In addition to the reporting procedures outlined in this policy, individuals may directly report discrimination and offensive behavior to the Minnesota Department of Human Rights, 190 East 5th Street, St. Paul, MN 55101 (telephone: 651-296-5663; TTY at 651- 296-1283).

Stopping the Behavior

Incidents of offensive behavior are often best resolved at the lowest and most direct level.

Accordingly, a student may choose to deal personally with the individual she/he believes committed the offensive behavior and try to resolve the situation using clear communication. In these instances, the student is encouraged to document his/her efforts to resolve the situation in case the problem continues. The student is also encouraged to report the behavior, with the help of any ASA adult if necessary, to the School Director or designee. Once notified a behavior is offensive, the offender should refrain from repeating the same or similar behavior.

While a student may choose to resolve a situation without assistance from others, this is not necessary. At any time, the student may report the discrimination or offensive behavior directly to the School Director or designee. The individual may ask any trusted ASA adult or his/her supervisor for help making the report. Students are encouraged to report the behavior as soon as possible after the behavior occurs. In all cases, the School Director or designee may wish for the report to be put in writing. Information related to any report is shared only with those who have a "need to know" and as required by the circumstances.

Procedures for reporting offenses:

1. To end the discrimination or offensive behavior, a student can confront the situation with or without assistance, depending on the severity of the offense and the comfort level of the student in confronting the situation. The student may also make a report to the teacher, school director or designee. Any trusted school adult can assist in making such a report.

2. If any words or actions make an individual feel uncomfortable, degraded, fearful or discriminated against, the individual should tell a teacher or other school adult, the school Director or designee.

3. The privacy of all involved will be respected as much as possible.

4. ASA will investigate all reports of discrimination or offensive behavior and take action to resolve the situation. In addition to educational efforts, disciplinary measures may be appropriate. Depending on the nature and degree of the violation and the number of prior violations, any one or combination of consequences will be assigned. Consequences range from informal meetings to suspension and police notification at the discretion of the school director.

5. The ASA will take action if anyone tries to retaliate against another for reporting discrimination or offensive behavior or for participating in any way in the investigation of a report.

Mandatory reporting: Knowledge of discrimination or offensive behavior by an employee, contractor or volunteer toward a student must be reported to the School Director or designee for

review and action. Such behavior may constitute a criminal violation. Incidents involving sexual or physical abuse must be reported directly by the employee to the local police department pursuant to M.S. 626.556, subd. 3. However, after reporting the incident to one of the authorities listed above, the School Director or designee must also be notified of the violation.

Investigation of Report and Resolution

When appropriate, the School Director will designate an individual(s) to help resolve the situation or to investigate the report. This investigation may include interviews with or statements from all involved parties, including witnesses, supervisors, and ASA officials, as well as a review of all relevant documentation or records relating to the complaint.

As soon as possible or within five working days after the report is made, the School Director or a designated individual will give a verbal or written response to the individual who made the report. The response will include appropriate information regarding the status of the report and efforts to resolve the situation.

Retaliation

This policy prohibits retaliation against any person who has reported discrimination or offensive behavior or participated in any way in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, imposition of unwarranted discipline, reprisal or harassment. Any ASA adult or student who feels he/she has been the target of retaliation should contact a trusted school adult or the School Director.

Consequences for Violations of ASA Behavior Policy

The list of consequences presented here is not intended to be all-inclusive. It is presented as a guideline for ASA adults and students. Depending on the nature, frequency, intensity, location, context, and duration of the reported behavior, any or all of these consequences may be assigned: meetings mediated by staff, assignments designed to increase awareness and sensitivity to the issue in question, referral for mental health assessment at family expense, administrative conferences, suspension, expulsion or exclusion from school.

Removal from Class

"Removal from class" and "removal" means any actions taken by a teacher or administrator to prohibit a pupil from attending a class or activity for a period of time not to exceed five days, pursuant to procedures established in the school district discipline policy adopted by the school board pursuant to MN Stat. section 121A.61.

Cause for Removal From Class

A student may be removed from class for the following reasons:

- Willful conduct which materially and substantially disrupts the rights of others to an education.
- Willful conduct which endangers school employees, the student or other students, or the property of the school.
- Willful violation of any rule of conduct specified in the ASA's behavior policy.

Informing Students and Parent/Guardians

Student rights and responsibilities governing student conduct and appropriate procedures outlined in this regulation shall be included as part of information presented to each student and parent/guardian at the beginning of each school year. Classroom teachers and the ASA Director have the authority to remove students from the classroom pursuant to the procedures and rules here set forth. The period of time for which the student may be removed from a class may not exceed five class periods for a violation of a rule of conduct.

The procedures for notifying students and parents/guardians of violations of the rules of conduct and of resulting disciplinary action are the responsibility of the ASA's administration and staff.

Removal of a Student from Class

The right to remove a student from class is granted to the teacher responsible for classroom instruction and the ASA Director. Upon reasonable cause, the teacher and ASA Director may decide to remove the student. When circumstances permit, a student shall be removed from class upon agreement of the individual responsible for removing the student and the ASA Director after a conference with the student.

The removal from class may be imposed without a conference when it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and no conference has been held, the individual responsible for removing the student will notify the school directors immediately of the action taken.

- The length of time of the removal from class shall be at the discretion of the ASA Director after consultation with the individual responsible for removing the student but shall not exceed five class periods.
- A written disciplinary report shall be submitted by the individual removing the student to the ASA Director within 24 hours of the removal of any student from the class.
- A student removed from class shall be the responsibility of the ASA Director or his/her lawful designee.
- A student removed from class must report directly to the ASA Director.
- The student will receive excused absences for the class periods from which he/she is removed.

For students who have IEP's where behavior is a concern, any established behavior contracts or behavior plans will be followed. If a disabled student is removed from class, the need for further assessment and the adequacy of the IEP will be considered by the IEP team.

Students may be suspended, excluded or expelled from school in accordance with the "THE PUPIL FAIR DISMISSAL ACT"

Chemical Use

Illegal substances use is detrimental to individuals and their development, the learning process, and to a school community, especially a residential school community. The ASA administration will not assume responsibility or liability for students who make irresponsible decisions to use drugs or alcohol. Possession of drugs or drug paraphernalia, and selling or supplying drugs (including prescription drugs) to others are also violation of criminal statute. Therefore, since chemical use is a serious legal and health issue, the possession, use, and/or supplying of alcohol, other drugs and/or drug paraphernalia on campus or when returning to campus is prohibited under any circumstances. Assistance is provided to students who are interested in getting help before use becomes a disciplinary issue.

Zero Tolerance

The ASA has adopted a zero tolerance approach to drug and alcohol use and/or possession or supply. Zero tolerance defined by Administration means disciplinary action WILL be taken for any possession, use, supplying for of any drugs or drug paraphernalia on the Arts & Science Academy campus as outlined in this Chemical Use Policy.

Prohibited Objects

When working on school projects, students sometimes need to bring to campus objects, which are prohibited by school policy. Prohibited objects include, but are not limited to, alcoholic beverage containers, drug paraphernalia, cigarettes, weapons and look alike weapons (ex. toy weapons). Regardless of a student's intent, failure to receive authorization and failure to follow procedures for possessing prohibited objects on campus will result in consequences as determined by the school administration.

Because of the safety issues involved, weapons are of a special concern. Equipment that is used in the visual arts department such as exacto-knives, staple guns, etc. are considered weapons outside the visual arts classroom. This type of equipment must be stored in the visual arts classroom and is not permitted on key chains, in lockers, backpacks, etc. Weapons include firearms and look-alikes, knives and look-alikes, and any objects or substances that could reasonably be considered weapons given the circumstances. Weapons and look-alike weapons and ammunition are not permitted on school property. Regardless of intent, possessing, storing or keeping a weapon or look- alike weapon on school property is a violation of law and of school policy.