The Discovery Public School of Faribault

Student/ Parent Handbook 2026-2027

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DISCOVERY PUBLIC SCHOOL OF FARIBAULT
STUDENT HANDBOOK

TABLE OF CONTENTS

Welcome 1
Our Mission 1
Our Vision 1
Student Rights....1
Academic Achievement....2
Grading Scale....2
Graduation Requirements 2
Post Secondary Enrollment Option 2
Expectations of All Students 3
Attendance 4
A. Absence....4
B. Unexcused Absence....4
C. Tardy....4
D. Habitual Truancy 4
E. Emancipated Student 4
F. Drop from Enrollment 4
Classification of Absences and Tardies....5
A. Excused Absences 5
B. Unexcused Absences 6
C. Leaving the building during the school day 6
D. Tardiness....6
E. Excused Tardies....7
F. Unexcused Tardies....7
G. Fifth Hour Tardies 7
H. False Excuses....7
I. Extended Absences....7
Weather Related Absences 7
Dress Code....8
Gang Activity....9
Nuisance Articles....9
Electronic Devices 9
Rules of Conduct 9
Tobacco Policy 11
Violations Against Person 12
A. Assault 12
B. Aggravated Assault....12
C. Fighting....12
D. Intentional Physical Harm 12
E. Harassment 12
F. Abusive Language and Verbal Assault....12
Reasonable Force Standard....12
Searches 12
School Weapons Policy 13
Violations Against Order, Safety, and or Discipline 13
A. Dangerous and Harmful Substances....13

B. Threats and Disruptions 14
Violations Against Property 15
A. Theft 15
B. Robbery/Extortion 15
C. Arson 15
D. Willful Damage to Property 15
E. Unauthorized Use of School Property 16
F. Possession of Stolen Property 16
Building Upkeep/Cafeteria/Halls 17
Inappropriate Behaviors 17
Protests, Walkouts, and Demonstrations 20
Harassment and Violence 20
Religious, Racial and Sexual Harassment and Violence Defined 20
Reporting Procedures 22
A. Reports Alleging Student-to-Student Harassment 22
B. Reports Alleging Self-Related Harassment 22
Student Bullying and Prohibition Policy 23
A. Purpose 23
B. General Statement Of Policy 23
C. Definitions 24
D. Reporting Procedure 24
E. School District Action 25
F. Reprisal 25
G. Training and Education 25
H. Notice 26
Hazing Policy 27
Technology Code of Ethics 28
Disciplinary Action 29
Background Checks Policy 30
Student Transportation Safety Policy 30
Use of Vehicles and Transportation 30
Lunch Procedures 31
Display/Distribution of Non-School Sponsored Materials 31
Protection and Privacy of Pupil Records 32
Complaint Policy 33
Crisis Plan 33
Health Services 34
Emergency Information 34
Medications 34
Health Conditions 34
Illness/Accidents 35
Communicable Diseases and Contagious Infections 35
Immunizations 35
SECTION 504 REHABILITATION ACT OF 1973 36

Welcome!!

Congratulations on choosing to become a part of the most exciting learning opportunity available to students in Minnesota. We are pleased to have you as part of the Discovery Public School and are looking forward to participating in the development of your full potential. Your success at Discovery Public School (which is sometimes referred to in this Handbook as "Discovery", "DPS", or "the School") is our goal and will be in direct proportion to your effort, application, and participation.

Our Mission

Discovery Public School provides 6th -12th grade students a learning environment and social structure that gives them the tools and knowledge necessary to lead satisfying and productive lives upon graduation.

Our Vision

The vision of Discovery Public School is to meet the current and future needs of middle and secondary students by providing a stable and consistent environment in which each student builds necessary social, academic, personal, and career skills for a satisfying and productive life.

To reach this vision, the School will integrate the following tools and methods throughout the instructional program:

- Social Skills Development
- Student established short and long-term goals
- Basic Skills Instruction
- Career assessment and exploration of post-secondary options

Discovery Public School desires that all students who graduate from the school have acquired:

- Proficiency in basic reading, writing and math skills
- Proficiency in social skills
- Knowledge, skills and ability to compete in the market place
- Knowledge and skills necessary to be productive citizens
- Ability to solve problems and think critically
- A willingness to hold themselves accountable for their decisions, behavior and performance
- A positive sense of self as an important human being
- Internal resilience and the tools for self-advocacy
- An understanding of the need, and having the desire, for lifelong learning

Student Rights

Students have the right to:

- A meaningful education and supportive learning environment.
- The maintenance of high educational standards.
- A safe building and sanitary facilities
- See personal files, cumulative folders, and transcripts.

Academic Achievement

The Discovery Public School offers limitless learning opportunities. It is the responsibility of the student to take learning seriously and to apply himself or herself to get his/her work completed. Each student must be making continuous satisfactory progress towards graduation.

Grading Scale

A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	59% and below

N/C **'No Credit'** – means that the student was receiving a letter grade in the class. An 'N/C' grade is given if attendance is more than seven absences in the quarter (other than those caused by disability or a serious health condition). If attendance is less than seven absences in the next quarter, the letter grade will be restored. All other absence-related grades will become 'F' grades.

Graduation Requirements:

The requirements for graduation from Discovery Public School and participation in Commencement shall be as follows:

- Each Student must pass all tests required by the State of Minnesota
- Each Student must earn the minimum of 22.50 credits designated for his/her graduating class.
- .25 Credits is equivalent to 40 + hours of classroom time.

Such credits shall always include:

Academic Credits

Language Arts	4
Social Studies	3.5
Mathematics	3
Science	3
The Arts	1
Physical Education	1
Health	0.5
Electives	6.5
Total	**22.5**

Post-Secondary Enrollment Option

A student may wish to consider whether it would be beneficial and appropriate for him/her to participate in a Post-Secondary Enrollment Option (PSEO) program. With PSEO, the student would attend a post-secondary institution and take one or more courses for college credit while remaining enrolled and taking courses at Discovery. We recommend that students elect this option only if they are highly motivated, self-paced, and demonstrate appropriate social skills. A student wishing to

participate in PSEO through Discovery must have completed the School's curriculum through 10th grade. The student will also have to take the post-secondary school's entrance test, achieve a predetermined minimum score, and before enrolling, provide a copy of that result to DPS, which will then make the final decision on the student's eligibility to participate in PSEO. In order for a student to receive credit toward graduation, he/she will be required to obtain prior course approval from the advising team, save work and tests or documentation of test scores, and confer with the advising team upon completion of the post-secondary coursework.

Expectations of All Students

1. Student Responsibility for Learning
   Show up every day for each of your classes; be on time. Be an active learner, work hard and do your best, be involved in class discussion; have necessary materials and come to school prepared to learn; be a good listener; turn in your assignments on time; study outside of class when necessary; set a good example for others; feel good about yourself. Students will present themselves at school in a manner appropriate to benefit from instruction. This will include appropriate dress, adequate rest and freedom from the influence of illicit chemicals
2. Respecting Others
   Work and socialize without disrupting others; show courtesy towards others; cooperate to help others learn; use positive words and actions.
3. Respecting Property
   Take care of school property and equipment. Respect and care for the personal property of yourself and others. Borrow property of others only after receiving permission. If you break someone's property, fix, replace, or pay for it.
4. Safe and Healthy Actions
   Be kind and considerate with words and actions. Use furniture and equipment appropriately, walk in the building, keep hands and feet to self, etc.
5. Student Behavior
   Students are responsible for their behavior. They are responsible for knowing and obeying all school rules and regulations.
6. Listening to Instructions
   Students are responsible for complying with reasonable instructions of all School personnel, and for accepting the direction of the faculty and School officials while going to and from School, on School property and at School-sponsored off campus events.
7. Student to Respect
   Students have the right to be treated with respect from school personnel.

Students that do not follow the rules, or are insubordinate, will be dealt with on a case-by-case basis. Student discipline procedures may include but are not limited to: **conferencing, removal from class/setting, detention, early dismissal from school, police contact, suspension, exclusion, or expulsion**. This Handbook sets forth basic rules and guidelines for conduct and consequences for violations of such rules and guidelines. Discovery School always maintains the right to exercise its discretion and judgment in respect to determining whether a violation has occurred and as to the appropriate consequences in any particular situation. Note, also, that certain aspects of student conduct and discipline are governed by the Minnesota Fair Pupil Dismissal Act (Minnesota Statutes § 121A.40 to 121A.56) and/or other applicable law.

The following infractions of School policy are examples of conduct that is not acceptable at Discovery:

- Running or pushing in the hallway
- Being in unauthorized areas of the building
- Chewing gum, eating candy, sunflower seeds, etc. in unauthorized areas or at unauthorized times.
- Various types of inappropriate behavior such as kissing, public displays of affection, etc.

Attendance (Definitions)

School hours: 8:15a.m. to 3:00p.m.

A. Absence. A student is "absent" if he or she misses more than ten minutes of any scheduled class regardless of the reason.

B. Unexcused Absence. An absence is unexcused (truancy) unless a written note or phone call stating a valid reason is provided to the building principal within two days of after returning to school.

C. Tardy. A student is "tardy" if he or she enters class after the period was scheduled to begin but within the first ten minutes of the period and does not have a valid excuse or pass.

D. Habitual Truancy. Any student up through age 17 who misses one or more periods on seven different days (other than for reasons of disability or a serious health condition).

E. Emancipated Student. Any student age 18 or older who is not economically dependent on their parent or guardian for support, and who lives on their own.

F. Drop from Enrollment. Any student that has 15 unexcused absences will be withdrawn from enrollment.

Discovery believes that regular school attendance is directly related to success in academic work, benefits the student socially, provides opportunities for important communications between staff and students and establishes regular habits of dependability important to the future of the student. Discovery's goal is to teach children the responsibilities associated with employment and allow the student to demonstrate the responsibility and accountability needed to succeed in the workforce. We recognize that school attendance is the joint responsibility to be shared by the student, parent or guardian, and staff.

Procedures

If a student misses school because of the reasons listed above, please follow this procedure:

- **A parent or guardian must notify the school office. Please call 507-331-5423 by 8:15 on the day of the absence. Without notification to the school by a parent or guardian within 12 hours results in an unexcused absence.**
- **If a student misses more than 3 consecutive school days, a doctor's note is required.**

CLASSIFICATION OF ABSENCES AND TARDIES

A. Excused Absences: With the exception of students who are emancipated from their parents, all students must provide the building principal with a note, which is signed by the student's parent/guardian, or personal telephone call, which states a valid reason for the absence. An absence will be excused if the student provides a timely note (within two school days) which is signed by a parent/guardian and states that the absence is/was a result of one of the following conditions:

1. Illness, injury, or hospitalization of the student.
2. Disability of the student. If a student suffers from a permanent or temporary disability which prevents the student from regular attendance, verification from the student's physician specifying the nature of the disability and the anticipated duration of the disabling condition will be required once per school year. For each absence, the student's parent must provide the building principal with a signed note verifying the reason for the absence.
3. Medical, dental, and other professional appointments (not haircuts), which cannot be scheduled outside of school hours.
4. Family emergency, serious illness of family member, or death in the family.
5. Work at home. A student may be excused to work at home only when the student's assistance is essential to the family's welfare. No more than two days will be allowed as excused absences for working during a quarter unless the building has a conference with the parent/guardian and determines if extra days are justified.
6. Religious holidays.
7. Attendance at a course of religion instruction for up to three hours each week as provided by Minn. Stat. 120,101, subd. 9(3). Before attending such a program, the parent/guardian must obtain permission from the Director.
8. Mandatory court appearances.
9. Conditions beyond the student's control. If a student is absent for part of a day because of conditions beyond the student's control, the student must provide the building principal with a note no later than the following school day. Examples of conditions of beyond a student's control include, but are not limited to, absence as a result of an automobile accident, and absence as a result of inclement weather which delays the student's arrival on the school bus. Receipt of a speeding ticket is an example of a condition that is not beyond the student's control, even if the student was not driving the automobile.
10. Pre-approved family trips and college visits taken with a parent. A maximum of five days in one quarter, not to exceed a total of ten days per school year, will be excused to permit a student to travel with a parent on a family trip or to visit colleges. Parents are strongly encouraged to schedule such trips during school breaks and vacations. At the School Director's discretion, an absence for a family trip or a college visit, which exceeds five days, may be counted as excused.
11. Compliance with any provision of a disabled student's Individual Education Program Plan or Section 504 Accommodation Plan.
12. Special education assessment performed by or at the direction of School personnel.
13. Pre-approved testing, including college testing and military testing. Approval must be obtained from the building principal at least twenty-four hours prior to the absence.

14. Any pre-approved absence which, in the School Director's opinion, will provide educational value to the student. Approval must be obtained from the School Director at least twenty-four hours prior to the absence.
15. Pre-excused participation in a school-sponsored activity. Students who miss class due to a school function must make up the work missed. The absence will be considered an excused absence from class.
16. Work on an educational assignment or exam with another teacher in the building, which spills over, into another class period. In this instance, a note from the teacher rather than from the parent is required.
17. Visits to the principal's or assistant principal's office and scheduled visits to the office of the counselor or school psychologist. In this instance, no note is required.
18. Scheduled visits to the office of a counselor or school psychologist
19. Suspensions. Absence from class as a result of an in-school or out-of-school suspension is counted as excused. In this instance, no note is required.

B. Unexcused Absences: Definition: An unexcused absence is one in which the student is absent from class/es without the knowledge and consent of his/her parent or guardian and without the approval of school officials. Oversleeping, a malfunctioning alarm clock, problems with a car, missing the bus, shopping, visiting friends, or an appointment at a tanning booth are not a basis for an excused absence. ***See also*, Discovery Public School Truancy Plan.**

The following steps will be taken with each unexcused absence:

- No graded credit will be granted for work missed when an absence is unexcused although teachers may still require making up missed work as a requirement of the course.
- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes, and/or the student may be placed on in-school or out-of-school suspension. For Example:

Violation	Minimum Action
Truancy from class (more than 10 minutes late)	Parent contact
Truancy from school	Parent contact & one day in-school suspension

C. Leaving the building during the school day

Illness

If a student should become ill during the school day, he or she must report to the office. A parent/guardian will be contacted if a pass is issued to leave the building.

Appointments

If a student needs to leave the building for a scheduled appointment, the parent or guardian must call the School office. Then, the student should stop by the office to confirm their appointment and a parent/guardian should pick them up.

A student leaving the building for any reason during the day without approval from administration or the school office is considered unexcused.

D. Tardiness

Tardy to Class

It is expected that students arrive on time to school and for all classes**.** It is the teacher's responsibility to provide consequences for tardies. **Under School Policy two unexcused tardies equals one absence.** Students who are tardy over 10 minutes are considered absent.

Tardy to School

If a student is tardy to school and is excused, he/she is to report to the School office for an admit slip. Students who are unexcused tardy to school should report to office and then to their class. **Valid excuses for tardiness may be found under the list of excused absences; other reasons would be considered unexcused.** Extenuating circumstances should be referred to the staff.

E. Excused Tardies: If a student is tardy to class but has a written note from a teacher, school psychologist, or school administrator, the tardy will be excused. If a student arrives to School late and has a valid excuse signed by a parent, a school administrator will provide the student with a written note excusing the tardy. An excuse signed by a parent will be deemed valid if it states that one caused the student's tardiness or more of the conditions listed above, which give rise to an excused absence.

F. Unexcused Tardies: Any tardy which is not excused under this policy will be considered unexcused.

G. Fifth Hour Tardies: For any student that returns back from lunch later than 12:20pm (12:21 is LATE!) If you are with a parent, grandparent, uncle, aunt, or guardian – the adult and student must go to the office and explain the reason for being late and obtain a pass to class. Students that return late without an adult explanation will spend 5th hour in ISS with the Executive Director and will receive no credit for 5th hour class that day.

H. False Excuses: Any student who submits a false excuse or forges the signature of a parent/guardian or school personnel on an excuse will be suspended from school.

I. Extended Absences:

1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen consecutive days must be withdrawn and must formally re-enroll to be admitted to school.
2. No credit is earned during the time a student is not enrolled.
3. Students less than 17 years of age that have any combination of 7 unexcused absences will result in a Truancy Petition being filed with the Rice County District Court, Juvenile Court Division.
4. If the student has suffered an extended illness and required work has not been completed, the class record will show an incomplete. A grade will be assigned after the work is completed according to the make-up policy guidelines.
5. If a student experiences an extended, long-term illness, they might be eligible for homebound instruction. Parents should contact the School Director to make these arrangements.

Weather Related Absences

The Discovery Public School will hold classes as long as the weather permits. Discovery Public School will be considered closed for the day if Faribault Public Schools are closed. Early dismissals will also be linked to the closing of Faribault Public School, due to transportation. Please feel free to contact the school office with questions regarding the closure of school due to inclement weather. Do Not Call The Bus Company With Your Concerns, as this creates additional difficulties for them in the midst of challenging circumstances.

Dress Code

The Discovery Public School encourages students to dress appropriately for school activities and in keeping with community standards. Students and parents will abide by staff requests to alter clothing when it has a negative impact on the educational environment as determined by the staff. Inappropriate clothing includes, but is not limited to, the following:

A. Clothing must not pose a threat to the health or safety of the student or others. Pants/shorts/skirts must fit around the waist (or must be belted) and must not be torn above the mid-thigh. Pant legs or skirts must not drag on the floor.
B. Clothing or markings to the body must not include words or visuals that are sexually suggestive, profane, abusive, degrading or discriminatory; clothing or markings to the body must not display or promote the use of drugs, alcohol, tobacco, or other activities or products that are illegal to minors.
C. See-through or sexually suggestive apparel that exposes the body in an inappropriate/suggestive manner may not be worn. Underwear must not be visible. Tops must reach the bottom of the ribcage at minimum.
D. Dresses/skirts/shorts must reach past mid-thigh. Slits in dresses and skirts must be no higher than mid-thigh. Mid-thigh is defined as where the fingertips brush the legs when arms hang freely.
E. Spiked and chain-linked jewelry/accessories, including chains on clothing, may not be worn.
F. Coats, jackets, and other similar items are not to be worn during the school day in the building. Sunglasses may not be worn in school.
G. No gang related apparel, clothing, jewelry, insignia, colors, paraphernalia or materials may be worn on or carried on campus or at school sanctioned activities.
    1. For the purpose of this policy, “gang” is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal in that:
        a. Has, as one of its primary activities, the commission of one or more of criminal;
        b. Has a common name or common identifying sign or symbol; and
        c. Includes members who individually or collectively engage in or have engaged in a pattern of criminal activity.
    2. Recognizing that gang-related apparel, clothing, jewelry, insignia, colors, paraphernalia, or materials may vary from year to year, and any questions regarding this policy should be taken to the administrator.
    3. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane.

Gang Activity

ANY type of gang activity on school property, including recruitment for membership, IS PROHIBITED. Such activity will result in discipline. In addition, any student disciplined for a gang-related offense will be referred to the police.

Nuisance Articles

Possession of Nuisance Articles:

A. Open use or possession of any nuisance article at School is prohibited. A nuisance article is defined as any object not related to school that in the judgment of the School creates a distraction for or inconveniences another person in the educational environment. Examples are: headphones of any sort, mp3 player, cameras, dice, electronic games, cell phones, pacifiers, chains on pants or linked to wallets, and laser pens.
B. Nuisance articles at School in violation of this policy will be confiscated and subject the student in possession of the article to discipline. At the discretion of staff a parent/guardian may be required to pick up nuisance articles brought to School in violation of this policy.

Electronic Devices

Cell Phones

Recognizing the need for communication between students and parents, cell phones are allowed at school. Cell phones can be disruptive to school learning and may present safety issues that require the school to restrict their use and availability to students during the school day. If visible and in use during class time, the student may be asked to leave class and serve an hour of In School Suspension. If the behavior continues to occur parents will be notified and a meeting will be set up between the student, parent and School Director. **Any electronic device excessively or inappropriately used, as determined by the classroom teacher, will be turned into the Director until the end of the day. Refusal to turn in a electronic device will result in OSS. Cell phones can be used during breakfast from 7:45am to 8:10am and during lunch from 11:53am to 12:20.**

Telephones

A phone is available in the school office. Only emergency phone calls are allowed during the school day. It is necessary to get permission from a teacher to make a phone call during class hours. The office will not be interrupted to make calls home, work, etc. It is only for emergency use. It is not possible for the office to receive phone messages for students **except in emergencies.** Any violation of this will result in disciplinary action.

Rules of Conduct

In accordance with the Minnesota Pupil Fair Dismissal Act, students of the District may be suspended, expelled, or excluded for the reasons delineated below in addition to other situations which fall within the grounds contained in the Minnesota Fair Dismissal Act:

A. Grounds for dismissal. A pupil may be dismissed on any of the following grounds:
   1. Willful violation of any reasonable School regulation.
   2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities.
   3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, including School employees, or property of the school. If a suspension occurs, reasonable efforts will be made to contact the parents/guardian prior to a child being suspended from the building. Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The acts set forth below are unacceptable and subject to disciplinary action. Nothing in this policy shall prohibit the School from taking immediate action to protect individuals and property from harm. Nor shall this policy be construed to prohibit the School from expelling students for behavior not specifically set forth if such conduct 1) significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or 2) endangers the pupil or other pupils, or surrounding persons, including School employees, or property of the school.

Visitors

"Parents are the key to their children's success." We value and encourage parental involvement. We also encourage parent visits to the school, especially for special events such as conferences, open house, and also for volunteering assistance to staff with a variety of projects that take place throughout the year. In the interest of assuring student safety and minimizing disruptions to the educational process, visitors who plan to come in during the school day need to follow these guidelines:

A. Parents are welcome to visit the office at any time during the school day, but appointments are advised if you wish to see a specific person.
B. Parents are welcome to schedule a conference with a teacher between 3 and 3:45 PM on any school day.
C. Please report to the office when you arrive and sign in. This is done to assure student safety.

Parents who would like the school to consider exceptions to any other procedures stated above should contact the principal several days in advance of their intended visit to explain the nature of their request.

Other Visitors and Guests. All visitors must report to the main office to sign in. Students are not allowed to bring friends from other schools to visit while school is in session. The only exception made is for students who are considering a transfer to Discovery. The parent/guardian of the transfer students must contact administration 24 hours in advance to schedule the visitation and an appointment with a teacher.

District Policy on Visitors: The information below is a portion of the district policy on Visitors to schools.

Citizens of the district are encouraged to visit, attend, or participate when appropriate in their student's education. The district, however, must maintain safe and orderly operation of the school and programs

affiliated within. There may be times that the restriction of visitors in necessary in order to ensure safety. To further ensure safety, at all times, visitors must be approved and identified in the office. The following list is what is included in the buildings procedure for visitors:

- A sign will be posted on all doors of school building directing visitors to register in the office.
- All visitors will register and check out of the office.
- Office personnel will, if requested or if deemed necessary, may escort the visitor to their destination.
- School administrators have the discretion to deny a request to visit the school.
- School administrators have the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.
- A visitor who fails to comply with the visitor policy may be: denied future visits, detained by the School director, or a person designated by the director, pending arrival of the police; and charged with trespassing on school property under MN statute 609.605, subd. 4.
- The administration is authorized in determining whether visitors will be accommodated for a specific date, time, or purpose.

Tobacco Policy/Vaping Policy

Independent School District 4081 is proud to encourage and support a tobacco- and vape-free environment.

Smoking, chewing, possessing, or using tobacco in any form in school, on a school bus, on school property, or at a school sponsored activity is prohibited.

Vaping (or use of similar devices) of ANY substance, in any form in school, on a school bus, on school property, or at a school sponsored activity is prohibited.

Any student using or possessing tobacco, vapes, or similar devices in violation of this policy will be subject to the following action:

First Violation: The student will be assigned a 1 day out of school suspension (OSS) and/ or in school suspension (ISS). A parent/guardian contact will be made. Contact with local law enforcement will also be made.

Second Violation: The student will be suspended from classes for two days and will not be reinstated to classes until there is a conference at school involving the student and parents/guardian, and school administration. Contact with local law enforcement will also be made.

Third Violation: The student will be suspended from classes for three days and will not be reinstated to classes until there has been a conference at school involving the student, parents/guardians/, and school administration. Contact with local law enforcement will also be made.

Fourth Violation and Subsequent Violations: The student will be suspended from classes for five days and will not be reinstated to classes until there has been a conference at school involving the

student, parents/guardians/, and school administration. Fourth and subsequent violations result in a referral to the local law enforcement.

Violations Against Person

A. **Assault**. A threat of bodily harm or death to another person, without material physical contact.
Consequence: parent/guardian conference and an initial suspension from one to five days for students.

B. **Aggravated Assault**: A student who threatens or inflicts bodily harm or death to another while in possession of a weapon shall be detained by school personnel while the police are contacted.
Consequence: The consequences above, *and* law enforcement will be contacted

C. **Fighting** shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."
Consequence: Students will be for a suspended for one to ten days.

D. **Intentional Physical Harm**: Physical attack on another person or other intentional conduct resulting in physical injury to another person.
Consequence: Students will be suspended for up to five (5) days.

E. **Harassment**: It is a violation of School policy to engage in any type of harassing conduct towards another individual.
Consequence: parent/guardian conference and one to five days of OSS.

F. **Abusive Language and Verbal Assault**: It is a violation of School policy to use abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student, including conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps.
Consequence: One day out of school suspension.

Reasonable Force Standard

A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or to prevent bodily harm or death to another.

Searches

Under Minnesota law, school lockers, desks, and storage units are the property of the School. At no time does the School relinquish its exclusive control of lockers, desks, and storage units provided for the convenience of students. No student should have an expectation of privacy in regard to school lockers, desks, and storage units or to any items in their possession at School. A Staff member may conduct an inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant. The only exception to this policy is that the personal possessions of students including, but not limited to purses, backpacks, book bags, packages, or clothing may be searched only when a staff member has a reasonable suspicion that the search will

uncover evidenced of a violation of law or school rule. As soon as practical, after the search of a student's personal possessions, School authorities will provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by police or staff members.

School Weapons Policy

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors shall possess, use, or distribute a weapon when in the School or engaged in a School activity. A weapon means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students.

The School will not tolerate the possession, use or distribution of weapons by students or others at the School or during School activities. Violation of this policy will subject a student to discipline that will take into account the seriousness of the violation, and any mitigating circumstances.

The consequences for students possessing, using, or distributing weapons may include:

- Immediate out-of-school suspension.
- Confiscation of the weapon.
- Immediate notification of police.
- Parent or guardian notification.
- Recommendation to the Board Chairperson of dismissal.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal l aw, to school may be expelled for at least one year. The school board may modify this consequence on a case-by-case basis

Violations Against Order, Safety, and or Discipline

A. Dangerous and Harmful Substances.

1. **Alcohol**: Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.
   Consequence: Confiscation of the alcohol, parent/guardian conference, dismissal from school for the remainder of the day, and police contact.
2. **Drugs**: Students are prohibited from using, possessing, distributing, or being under the influence of illegal or illicit drugs, narcotics, or inhalants at school, school-sponsored activities, or on school grounds.
   Consequence: Confiscation of the drugs, parent/guardian conference, dismissal from school for the remainder of the day, notification of legal authorities.
3. **Sale or Intended Sale of Drugs or Alcohol**.

Consequence: Confiscation of the drugs or alcohol, parent/guardian conference and notification of legal authorities.

4. **Use of Tobacco or Possession**: The possession or use of tobacco by students is prohibited at school, on school grounds, school vehicles and at school-sponsored activities.
   Consequence: Confiscation of the tobacco, parent/guardian conference, and one day suspension.
5. **Tampering with Food or Beverages**: Adding or attempting to add a foreign substance to the food or beverage to another person or animal.
   Consequence: Suspension of up to five (5) days, parent/guardian conference.

B. Threats and Disruptions.

1. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, sounding false fire alarm, bomb threat.
   Minimum Consequence: parent/guardian conference, suspension for up to five days.
2. **School Disruptions**: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities whether on or off the school campus, will be subject to disciplinary action.
   Consequence: parent/guardian conference.
3. **Interference/Obstruction**. Any intentional action taken to attempt to prevent any school personnel from exercising their lawfully assigned duties.
   Action: Student conference and parent contact
4. **Willful Disobedience**. Refusal to follow school rules and regulations.
   Action: Student conference and parent contact.
5. **Defiance of Authority**. Willful refusal to follow a legal direction/order given by school personnel.
   Action: Student conference and parent/guardian contact.
6. **Record and Identification Falsification**. Falsifying signatures or data on official record and/or refusal to give correct identification or giving false identification when requested to do so by a staff member.
   Action: Student conference and parent/guardian contact.
7. **Failure to Identify Oneself**. Failure to provide a proper identification by name and grade upon request of an employee is unacceptable. Upon failure of a student to provide same, any staff member may use reasonable force to transport a student to the office or other place where the staff member may secure assistance.
   Action: Student conference and parent/guardian contact.
8. **Cheating**. Receiving or giving answers on a quiz, test, and daily assignment or cheating on a major assignment, such as a research paper.
   Action: A zero grade on the quiz/test and in the case of a major project or research paper, a failure for the course until the student completes the major assignment under teacher supervision.
9. **Student Attire**. Manner or dress or personal grooming, which present a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder will not be tolerated.

Action: Student conference and or parent/guardian contact, dismissal from school for the remainder of the day.

10. **Nuisance Articles.** The use of articles that are nuisance may cause a disruption or a distraction to others or may cause harm to persons or property, such as water guns, radios, boom boxes, etc., is prohibited in school, on school grounds, school vehicles or at school-sponsored activities.
    Action: Confiscation of the article, which may be returned to the student at the end of the school day or to the student's parent, as the administrator sees fit.
11. **Trespassing.** Physically present on a school campus, school vehicle or at a school activity after being requested to leave by school principal or other person lawfully responsible for the control of said premises.
    Action: Student conference and parent/guardian contact, suspension of one (1) day.
12. **Gambling** - The playing of a game of chance for money, property, or others.
    Action: Student conference and parent/guardian contact, confiscation of gambling materials.
13. **Retaliation** - Taking any action, including verbal threats, physical intimidation, phone calls, letters, e-mails, or other verbal communications, or any form of physical violence, or destruction or threat of destruction of property, towards an individual or group of individuals because that person or group of persons reported or was perceived to have reported or participated in a disciplinary proceeding against a student.
    Action: Suspension of up to five (5) days.
14. **Statutory Crimes** - Any act which is a violation of the Criminal Code of the State of Minnesota committed on school property, at or in relation to a school sponsored event or has a direct nexus to the District.
    Action: Suspension of up to five (5) days.

Violations Against Property

A. **Theft**: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.
Action: Confiscation of the stolen property, suspension of one to five days at the discretion of the School.

B. **Robbery/Extortion:** The obtaining of property from another where his/her consent was induced by a use of force or a threat of force.
Action: Suspension of up to five (5) days, parent conference and immediate notification of police.

C. **Arson**: Intentionally setting a fire or causing a fire or explosion to occur on school grounds, school vehicle or at school related activities.
Action: Suspension of up to five (5) days, parent conference and immediate notification of police.

D. **Willful Damage to Property**: Any student who willfully cuts, defaces, or otherwise destroys in any way any property; real or personal, belonging to the School, or any individual, including other students or employees shall be disciplined.
Action: Suspension of up to five (5) days, parent/guardian conference.

E. Unauthorized Use of School Property. The unauthorized/illegal use of school property.
Action: Student conference and parent/guardian contact. Other possible action: Notification or police or juvenile authorities, detention, suspension of up to five (5) days.

F. **Possession of Stolen Property**. Holding, possessing, or hiding of objects, materials or belongings that are rightfully owned by another or the School without permission of the owner or proper School authority.
Action: Suspension of up to five (5) days, parent/guardian conference.

Consequences Defined

A. **Removal From Class**: Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. The removal of a student from class shall not exceed three class periods. The removal from class may be imposed without an informal administrative conference where it appears that the student's willful conduct materially and substantially disrupts the rights of others to an education or creates an immediate and substantial danger to himself/herself or to persons or property around him/her. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including, but not limited to, the completion of any make-up work.

B. Suspension: Action by school administration prohibiting a student from attending school for a period of no more than five days, unless a longer period is authorized by law. The procedures for a suspension contained in the Pupil Fair Dismissal Act shall be followed.

C. Early Dismissal from School: Action taken by the School Director in which a student is sent home for the school day, because their attitude and behavior is not consistent with being in an educational institution.

D. Expulsion: Action taken by the School Board, pursuant to the Pupil Fair Dismissal Act to prohibit an enrolled student from further attendance in the District for a period of up to twelve months from the date the student is expelled.

E. Detention: Required attendance in classroom or other specified location at a time when regular classes are not in session for disciplinary reasons.

F. In School Suspension: Action by school administration prohibiting a student from attending regular classes. The student will be required to attend school and report to a designated location other than the student's regular class(es). The student shall be required to bring and complete homework during in-school suspension. The procedures for a suspension contained in the Pupil Fair Dismissal Act shall be followed with respect to in-school suspensions.

G. Revocation of Bus Privileges: Students engaging in disruptive behavior on a school bus or other vehicle or violating any provision of this policy while in a school vehicle, may have their bus/school vehicle privileges suspended for up to one calendar year. Refer to policy 502.6

H. Referral to Police or Juvenile Authorities: If a student's misbehavior is so extreme that a law violation is involved, police or juvenile authorities will be contacted by the Principal or a delegated representative. Every effort must be made to notify parents at the same time juvenile authorities are called. It is expected that the contact with the student shall be arranged in a manner to make it as unobtrusive as possible.

I. Financial Restitution: Any student committing acts of vandalism shall be subject to appropriate disciplinary action, including financial restitution for the damage. Parents are to be notified immediately of the action being taken. The incident, action taken and date it occurred must be documented. A restitution payment schedule will be worked out between the student, parents, and school, or other disciplinary action will be taken.

J. School Board Letter: When a student is suspended for the third time for repeat offenses, such as repeated acts of aggression or other serious violations, the school board will send a letter of notification to the household. The letter shall explain that students may be expelled (subject to the Pupil Fair Dismissal Act discussed elsewhere in this Handbook, and provide notice of the opportunity to come before the school board (in closed session as required under the Minnesota Open Meeting law for meetings involving education data) to explain past events and what measures have been taken to avoid repeat offenses in order to resume regular school attendance.

Building Upkeep/Cafeteria/Halls

Students are expected to accept their responsibility for maintaining the building and keeping it clean. **All students sitting at a table in the cafeteria are responsible for debris left at, near or under that table.** Also, occasions will occur when students will be expected to cooperate by picking up litter in the cafeteria or other parts of the building even though they may not have been the ones directly responsible for the litter or mess. We are fortunate to have a beautiful facility in which to work and learn; therefore, everyone needs to work together to keep Discovery Public School looking beautiful.

Inappropriate Behaviors

Students may be removed from class, assigned detention, dismissed early from school, suspended or expelled for:

1. Willful conduct, which materially and substantially disrupts the right of others to an education.
2. Willful conduct, which endangers School employees, the pupil or other pupils, or the property of the school.
3. Willful violation of any rule or conduct specified in this discipline policy.

The School Board has determined that the following types of conduct are unacceptable and are prohibited. (Consequences will be administered beginning with the least serious being a discussion of the violation, a warning, and will progress as necessary to the most serious consequence of suspension, exclusion, or expulsion.)

A. Abusive/inappropriate language/gestures--using obscene or inappropriate verbal language/gestures/threats in ways that attract public attention or would make someone feel uncomfortable or threatened. This includes in the hallways, school building and on school grounds.

B. Adversarial Confrontation--aggressive behavior by two or more individuals-no intent to inflict physical harm could include poking, pushing, shoving or scuffling.

C. Assault--violent, aggressive behavior of one student against another.

D. Bomb threat--any verbal or written threat of bombs in the school building or on school grounds.

E. Cheating/falsifying records/dishonesty--cheating on a test through the use of concealed answers or copying the work of another student; unauthorized copying of an assignment or sharing information about an assignment or test; falsifying records or another's signature on passes, excuses, etc; being dishonest to a staff member.

F. Class/out-of-class disruption--any behavior that interferes with teaching and learning in the classroom; any behavior that may cause embarrassment or harm in the school building, on the school grounds, in any school vehicle or at any school sponsored activity; any behavior that violates general school or classroom rules.

G. Coercion-Any action to prevent or discourage a student or other person from participating in an investigation of student disciplinary proceedings, whether by intimidation, bribery or physical assault, vandalism, written or oral threats or any other hostile or intimidation conduct related to the person's participation in the investigation or discipline of misconduct will be deemed coercion. This specifically includes coercion that occurs outside of school and/or off School property that relates to student misconduct occurring on school grounds or School disciplinary proceedings. Coercion will result in disciplinary action, including possible suspension or expulsion from school for up to one calendar year**.**

H. False alarms--unauthorized reporting of fire danger or pulling of fire alarms.

I. Fighting--Mutual combat in which both parties have contributed to the situation by verbal or physical action.

J. Gambling--participating in wagers or other games involving possible material gain or loss. All gambling and non-instructional card/dice games are strictly forbidden at Discovery Public School. Card-playing during the class day and in the Student Center area will not be tolerated.

K. Games--Hackey sack and similar non-instructional games where an item is tossed or kicked may not be played inside the school building. **Playing any of these games inside the school building will result in confiscation (possible disciplinary action) and returned only to the student's parent or guardian following a conference with administration.**

L. Harassment purposeful or ongoing verbal or physical irritation of another student or staff members (may include poking, grabbing, provoking, intimidating, spreading harmful rumors); racial, ethnic, religious or gender slurs; may include religious, racial and/or sexual harassment; systematic persecution or annoyance of another person.

M. 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.

N. Inappropriate display of affection (PDA – Public Display of Affection)--touching someone in an intimate or sexual manner, or any inappropriate way in public: suggestive hugging, kissing, groping**.**

O. Insubordination--defying or ignoring authority--refusing to follow directives of any person in authority. Each student is expected to follow reasonable rules, directions, instructions, and requests from teachers, student teachers, substitute teachers, educational assistants, paraprofessionals, principals, or other authorized school personnel during any period of time when he is properly under authority of school personnel.

P. Interference/Obstruction--is any action taken to prevent a staff member from exercising his/her lawfully assigned duties. This includes refusal to cooperate in an investigation or by lying in an investigation.

Q. Retaliation-Retaliation is any action, whether verbal or physical, taken by a student to threaten, intimidate or retaliate against another student or person for participating in or being asked to participate in an investigation into student misconduct, for testifying at or being asked to testify an expulsion hearing, or otherwise providing Administration with information related to student misconduct will be considered Retaliation. This includes physical assault, vandalism, written or oral threats or any other hostile or intimidating conduct related to the person's participation into the investigation or discipline of misconduct. This specifically includes retaliation that occurs outside of school and/or off School property that relates to student misconduct occurring on school grounds or School disciplinary proceedings. Retaliation will result in disciplinary action, including possible suspension or expulsion from school for up to one calendar year.

R. Robbery/extortion--obtaining property from another where his/her consent was induced by a use of force or threat of force.

S. Theft/Vandalism--the unauthorized taking of the property of another individual or the taking of school property or the taking of other than school property while representing a school organization/team. The willful destruction of, or damage to, property occurring on school property.

T. Tobacco/alcohol/illegal drugs--possession, use and/or sale/distribution—including smokeless tobacco or look alikes—includes drug paraphernalia.

U. Truancy and unexcused absences--skipping an assigned class, homeroom, study hall, assembly, or detention.

V. Use of lighters, matches, firecrackers, or other flammable items--unauthorized outside of supervised lab situations-flammable items that are potentially dangerous and/or disrupt learning.

W. Forged excuses or passes—any student presenting/using a pass or excuse written by someone other than the displayed signature will result in a three hours detention.

X. Leaving the school building without permission—will have to make-up the time missed by serving detention; possible out-of-school suspension.

It should be understood that the above list of inappropriate behaviors is not all-inclusive. Other forms of inappropriate behavior are possible and their exclusion from this student/parent handbook does not imply that other misbehaviors will be permitted. "Elastic Clause": Any situation or problem that may arise and is not covered by this handbook will be decided by the high school principal.

Protests, Walkouts, and Demonstrations

School educators have a responsibility to the community to maintain an effective educational posture when confronted with disruptive activities. Therefore, students shall not be excused from school, except by prior parent conference with the principal, to attend demonstrations or other rallies held during school time. Disruptive protests, walkouts and demonstrations shall be forbidden in the school, and appropriate disciplinary action will be taken. School sponsored activities planned by the students and faculty shall be in conformance with board policies.

Harassment and Violence

It is the policy of Independent School District No. 4081, (hereafter referred to as the "School"), to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School to harass a pupil, teacher, administrator or other school personnel of the School through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.) It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The School will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature:

Sexual harassment may include but is not limited to:

- unwelcome verbal harassment or abuse;

- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
- unwelcome behavior or words directed at an individual because of gender.

Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

Assault; Definition. Assault is:

- an act done with intent to cause fear in another of immediate bodily harm or death;
- the intentional infliction of or attempt to inflict bodily harm upon another; or
- the threat to do bodily harm to another with present ability to carry out the threat.

REPORTING PROCEDURES

A. Reports Alleging Student-to-Student Harassment

Any student who believes he/she has been the victim of racial, religious, or sexual harassment or violence by another student or an employee of the School, or any third person with knowledge or belief of conduct which may constitute racial, religious, or sexual harassment or violence should report the alleged acts immediately to an adult employee of the district. The School encourages the reporting party or complainant to use the report forms available from the principal of each building or available from the School Office. However, a student reporting harassment can do so without completing a written complaint form. The building supervisor is the person responsible for receiving oral and written reports of racial, religious, or sexual harassment or violence at the building level. Upon receipt of a report, the supervisor will immediately conduct an investigation.

B. Reports Alleging Self-Related Harassment

Any student or employee who believes he or she has been the victim of racial, religious, or sexual harassment or violence by an employee of the School, or any third person with knowledge or belief of conduct which may constitute racial, religious, or sexual harassment or violence, should report the allege acts immediately to an appropriate School official as designated by this policy. The School encourages the reporting party or complainant to use the report forms available from the Office.

The School Board hereby designates the Executive Director and Assistant Director to receive reports or complaints or racial, religious, or sexual harassment and violence from any individual, employee or victim or racial, religious, or sexual harassment or violence and also from the building supervisors as outlined above. If the complaint involves the Executive Director or Assistant Director, the complaint shall be filed directly with the School Board. Submission of a complaint or report of racial, religious, or sexual harassment or violence will not affect the individual's future employment, grades, or work assignments. Use of formal reporting forms is not mandatory. The School will respect the confidentiality of the complainant and the individual(s), against whom the complaint is filed as much as possible, consistent with the School's legal obligations and the necessity to investigate allegations of racial, religious, or sexual harassment and violence and take disciplinary action when the conduct has occurred.

STUDENT BULLYING AND PROHIBITION POLICY

A. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The School cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the School and the rights and welfare of its students and is within the control of the School in its normal operations, it is the School's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the School in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

B. GENERAL STATEMENT OF POLICY

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on School property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the School or the safety or welfare of the student, other students, or employees.
2. No teacher, administrator, volunteer, contractor, or other employee of the School shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with School's policies and procedures. The School may take into account the following factors:
    a. The developmental and maturity levels of the parties involved
    b. The levels of harm, surrounding circumstances, and nature of the behavior
    c. Past incidences or past or continuing patterns of behavior
    d. The relationship between the parties involved and
    e. The context in which the alleged incidents occurred.

This statement includes cyber-bullying which is the misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the School by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off School property and/or with or without the use of School resources.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from School property and events and/or termination of services and/or contracts.

7. The School will act to investigate all complaints of bullying 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.

C. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

1. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
   a. harming a student
   b. damaging a student's property
   c. placing a student in reasonable fear of harm to his or her person or property
   d. or creating a hostile educational environment for a student.
2. "Immediately" means as soon as possible but in no event longer than 24 hours.
3. "On School property or at school-related functions" means all School buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for School purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school- sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the School does not represent that it will provide supervision or assume liability at these locations and events.

D. REPORTING PROCEDURE

1. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate School official designated by this policy. A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.
2. Discovery Public School encourages the reporting party or complainant to use the Bullying Harassment Incident Report Form (Addendum A) available from the Director or available from the School office, but oral reports shall be considered complaints as well.
3. The Director or the Director's designee is the person responsible for receiving reports of bullying at the building level.

4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the director immediately.
5. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
6. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
7. Discovery Public School will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

E. SCHOOL DISTRICT ACTION

1. Upon receipt of a complaint or report of bullying, Discovery Public School shall undertake or authorize an investigation by School officials or a third party designated by the School.
2. The School may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
3, 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 try 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.
4. The School is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the School. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

F. REPRISAL

Discovery Public 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 bullying 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 bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

G. TRAINING AND EDUCATION

The School will provide information and any applicable training to School staff regarding this policy. The School will provide education and information to students regarding bullying, including information regarding this School policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying. The administration of the School is directed to

implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying. Discovery Public School has a list of counseling and/or mental and other health services students can be directed to. Students with a history of "bullying" will need to go through a checklist that Discovery Public School has developed for accountability.

H. NOTICE
The School will give annual notice of this policy to students, parents or guardians, and staff.

PROHIBITION OF MALICIOUS AND SADISTIC CONDUCT

1. Purpose

A. Discovery Public School of Faribault prohibits malicious and sadistic conduct and sexual exploitation by a school staff member, independent contractor, or student enrolled in the school against a staff member, independent contractor, or student in all contexts.

B. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

2. Policy Requirements

A. Discovery Public School of Faribault prohibits malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status regarding public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as outlined in the Minnesota Human Rights Act (Minnesota Statutes, Chapter 363A).

B. Disciplinary measures for each violation of the policy will be guided by Discovery Public School's Student Discipline Policy in conformance with the Pupil Fair Dismissal Act (Minnesota Statutes 121A.41-56).

C. Notice of this policy will be posted conspicuously throughout the school building, be distributed to each employee & independent contractor when hired or contracted, included in each student's handbook, and discussed with students, parents, independent contractors, and employees annually and/or as needed.

3. References

Minnesota Statutes, Chapter 121A.0312 (Malicious and Sadistic Conduct)
Minnesota Statutes, Chapter 121A.41-56 (Pupil Fair Dismissal Act)
Minnesota Statutes, Chapter 363A (Minnesota Human Rights Act)

Hazing Policy

"Hazing" means committing an act against a student, or coercing a student to commit 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:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- 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.
- 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.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in the school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or School policies or regulations.

Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an advisor, who is the appropriate School official designated by this policy.

Upon receipt of a complaint or report of hazing, the Discovery Public School shall investigate the report and take proper action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, 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 statutory authority, including the Minnesota Pupil Fair Dismissal Act, School policies and regulations.

The Discovery Public School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any other employee who retaliates against any person who makes a report of alleged hazing or testifies, assists, or participates in an investigation or hearing related to such hazing.

Technology Code of Ethics

Rights

Discovery School provides each student the privilege of using of selected hardware, software, Internet services, and other available technology found on school property as educational resources in a manner consistent with this policy and the School's mission. Discovery believes that the use of technology can facilitate diversity of instruction and personal academic growth in valuable knowledge of, and skill with, various technologies. The School's goal is to educate users by providing them with the understanding and skills needed to use the Internet in ways appropriate to their education and information needs. Staff will make every effort to guide and supervise students in the appropriate selection and use of electronic resources.

Responsibilities

Students using the technology equipment and software provided by Discovery Public School, shall accept responsibility for its preservation and care. Due to the sensitivity of networked equipment and possible incompatibilities and network damage, students are **not** allowed to install any software on School equipment unless written permission is obtained from the Director.

Student Access to the Internet

Online electronic resources provide an exceptional opportunity for the promotion of learning. In particular, making the Internet available to students carries with it the potential that some students might encounter information that others have identified as controversial or potentially harmful. The school does not condone the use of inappropriate materials nor does it encourage students to seek out inappropriate material. Concerns related to Internet information will be handled in the same manner as concerns about other educational materials are handled.

Students are responsible for good behavior on school computer networks, just as they are at all times throughout the school. Communications on the network are often public in nature. Users must accept the fact that public telecommunications systems cannot guarantee privacy. Further, the School reserves the right to monitor and investigate the uses of network equipment. Users need to be aware that the use of any networked computer may be monitored.

Access to network services will continue to be provided only to students who agree to act in a considerate and responsible manner.

Students have the responsibility to make only those contacts leading to some justifiable educational purpose on the network.

The student is responsible for making sure all e-mail received by him/her does not contain pornographic material, terroristic threats, inappropriate information, or text enclosed files, such as viruses, that are potential dangerous to the integrity of the hardware on School premises. Any suspected incident must be reported to the media center or School office immediately.

Parent/Student Owned Devices:

With permission, students may use their parent or personally owned devices. It is agreed that only a student who owns that device will be able to use it on school property. The school is not liable for damaged or stolen property brought to school by students.

Computer Virus:

It is the responsibility of the student to keep programs of a viral nature off any school equipment. The student will be held accountable for any deliberate attempts at knowingly installing and/or operating a computer with the virus.

Copyright:

Copyright laws will be strictly adhered to when using all electronic devices in the building. All violations of copyright laws (i.e. copying programs without written permission from the copyright holder, who is the author or producer of the program) will be covered under the school larceny policy.

Libelous Action:

Each student will refrain from using any libelous language that may result in prosecution and/or legal action. Libel refers to defaming a person's character, behavior or past with untrue or unfounded statements.

DISCIPLINARY ACTION

Discipline for technology-related violations of School rules or policies shall generally be handled in a manner consistent with other discipline by the School. Enforcement is first the responsibility of the classroom teacher, and/or media staff. The administration will review all cases referred to them for disciplinary action in accordance with School policy. Discovery School always maintains the right to exercise its discretion and judgment in respect to determining whether a violation has occurred and as to the appropriate consequences in any particular situation. Note, also, that certain aspects of student conduct and discipline may be governed by the Minnesota Fair Pupil Dismissal Act and/or other applicable law.

Subject to the comments directly above, the following guidelines are useful in the context of technology-related violations.

- The student may be advised to seek assistance in learning the proper procedure before her/she is allowed to use technology equipment in the school.
- The student may be banned from bringing his/her own devices to the school.
- The student may be required to make full financial restitution.
- The student may lose some or all of his/her privileges to use the technological resources of the School, including hardware and scanning, printing, internet and other resources.
- The administrator may suspend the student.
- The administrator may expel the student.

Background Checks

Discovery is committed to providing a safe and healthy work environment for all employees and ensuring that individuals who join Discovery are well qualified to be productive and successful employees. To help accomplish these goals, Discovery conducts several types of background checks on all candidates who are offered a position including reference checks and criminal background checks consistent with applicable state and federal laws. All job offers are contingent upon satisfactory results.

Annually, each employee who has not had a background check completed within the past five years will have one completed. This policy applies to all full time, part time and contract teacher and staff positions.

DPS will conduct a background check on any person who wishes to volunteer at our school. Background checks will be valid for the current school year only.
The executive director will confirm with any contracted company that employees who work with DPS students have had a recent background check. If not, a background check will be completed by either the contracted company or DPS.

All board members will have a background check completed upon initial appointment or election and upon re-election.

Any adverse findings on background checks will be reviewed by the executive director. The director will report any significant findings to the board chair, the full board, and/or our authorizer as appropriate.

Student Transportation Safety Policy

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

A student who violates the bus expectations and responsibilities will be assigned appropriate consequences by the school bus driver or school administrator. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement. Parents or guardians will be notified of any suspension of bus privileges. Parents/guardians are both initially and finally responsible for transporting their children to and from school unless those children demonstrate safe and responsible behavior on and around the school bus. All parents/guardians are asked to work cooperatively with school and bus company officials to ensure the safety of their children.

Use of Vehicles and Transportation

Students may not drive or ride in any motorized vehicle during the school day unless prearranged with the school and parent or guardian. Students will be transported to any field trip by Discovery staff, and will not be allowed to transport themselves or other students to off campus activities during the school day, unless there is a signed permission slip on file with the School. If students do drive to school, the office needs to have a copy of their current driver's license in their records. They should park in the

Discovery School parking lot. Students will not be allowed to return to their vehicles during the school day; off-campus lunch is allowed with a signed permission slip to be kept in the office, only for 9th, 10th, 11th, and 12th graders.

Lunch Procedures

A. After students are dismissed for lunch break, they are to go and sit quietly in the cafeteria until their grade is called upon to get their meals. Tables are called up to the lunch line in two groups, Middle School and High School.
B. For those students with permission to leave the building during the lunch break, but would still like to get their meals. Students need to be back in the school by 12:10pm in order to receive their meal.
C. The meal servers have been instructed to STOP serving student meals at 12:15.
D. Should a student arrive back in the cafeteria later than 12:15pm, they are not guaranteed to receive their meal.
E. Students will not be allowed to sit on the stairs during lunch. Students are asked to sit in the cafeteria or in a classroom that has an adult supervisor present.

Display/Distribution of Non-School Sponsored Materials

The purpose of this policy is to protect the exercise of students' and employee's free speech rights, taking into consideration the educational objectives and responsibilities of the school.
The school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored materials.

Any student or staff wishing to distribute non-school sponsored material must first submit for approval a copy of the material to the staff team at least four days in advance of the desired distribution time, together with the following information.

- Name and phone number of the person submitting the request.
- Date(s) and time(s) of day of intended display or distribution.
- Location where material will be displayed or distributed.
- If intended for students, the grade(s) of students to whom the display or distribution is intended.

Requests for distribution of non-school sponsored material will be reviewed by the office on an individual basis. However, the following listed material is always prohibited:

- Material that is obscene.
- Material that is libelous or slanderous.
- Material that is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
- Material that advertises or promotes any product or service not permitted to minors by law.

- Material that advocates violence or other illegal conduct.
- Material that constitutes insulting or fighting words, the very expression of which injures or harasses other people.
- Material that presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

If the person is dissatisfied with the decision of the office, the person may submit a written request for appeal to the Board Chairperson. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the Board Chairperson to verify that the lack of response is not due to an inability to locate the person.

Permission or denial of permission to distribute material does not imply approval or disapproval of its content by the school, the school board, or the individual reviewing the material submitted.

Protection and Privacy of Pupil Records

Discovery Public School gives notice to parents of students currently in attendance at the school, of their rights regarding pupil records.

- The School classifies records as public, private, or confidential.
- The School establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- The School establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The School establishes procedures and regulations for access to and disclosures of education records.
- The School establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

"Directory Information" will be included in a student directory and will include the following information relating to a student:

- The student's name.
- The student's residence address.
- The student's home telephone number.
- Dates of attendance.

- The most recent educational agency or institution attended by the student.

"Directory Information" does not include identifying information on a student's religion, race, color, social position or nationality.

The information listed above shall be public information that the school may disclose from the education records of a student. In order to make any or all of the directory information listed above "private" the parent or eligible student must make a written request to the student's advisor within thirty (30) days of receiving this information.

Complaint Policy

The Discovery Public School takes seriously all concerns or complaints by students, staff, parents, or other persons. As adopted by the Board of Education, the following procedures may be used for complaints of a general nature. Complaints and reports under the Harassment and Violence policies, or under the Section 504 Rehabilitation Act policy, in this Handbook should follow the reporting procedures set forth there for those purposes.

Students, parents, staff or other persons, may report concerns or complaints to the school office. While written reports are encouraged, a complaint may be made orally. Any staff member receiving a complaint shall advise the school office of the receipt of the complaint. The administrative team shall make an initial determination as to the nature and seriousness of the complaint and may in its discretion refer the matter to the School Board.

Depending on the nature or seriousness of the complaint, the staff member receiving the complaint is responsible for referring it to the Executive Director or Assistant Director. The Executive Director or Assistant Director shall determine the nature and scope of the investigation or follow up procedures.

Any response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 and other law.

Crisis Plan

The Discovery Public School Board of Education adopted a Crisis Plan, which is on file in the school office. If a crisis should occur, the advisors as soon as feasibly possible will contact parents. If students are evacuated from the building, they will meet with advisors across the street to the south of

the school near the old church and attendance will be taken, and they will proceed to a safe location in the community. All students will be expected to stay with the group for safety and security purposes.

Health Services

Emergency Information

Parents/guardians of each student will be required to complete an emergency information form and return it to the school during the first week of school. Please return this form as quickly as possible, since the information may be needed as early as the first week of school.

If a student becomes ill or injured at the school, first aid or other necessary care will be given immediately. (First aid is the "immediate and temporary care given in the case of an accident or sudden illness before the service of a physician can be secured.")

School personnel will not assume responsibility for any treatment beyond first aid. First Aid procedures do not include any form of medical treatment. The faculty is only permitted to dispense either Tylenol or Ibuprofen to students.

Medications

The administration of medication to students is carried out under written orders from a student's physician and written permission of the parents.

If possible, medications should be scheduled around school hours, thus avoiding the need for bringing medications into the school building. Under usual circumstances, school personnel give no medications (including Ibuprofen and Tylenol) to a student. Whenever possible, parents are encouraged to make alternative arrangements so that it is unnecessary for school personnel to administer medications. An exception to this is if a prescription medication needs to be taken during school hours. If a student requires a prescription medication during school hours, the Discovery Public School can give the medication in school **ONLY** if the following procedure is followed:

A. **Original Bottle**: Medication is sent in the original bottle with the name of the medication, how often it is taken, amount of dosage, physician's name, and telephone number of the pharmacy on the label. Parents who know their student needs to take medication at school can request a second bottle from their pharmacist to send to school.

B. **Written Request**: The medication MUST be accompanied by a written request from the parent that their student should take the medication in school. The dosage given, time of day to give the medication, and specific directions for giving the medication.

C. **Parents & Physician's Medication And Authorization Form**: This form needs to be completed for the student on medication for extended periods of time or the entire school year. If a student is on a medication for a long period of time, please contact the office manager for one of these forms.

Health Conditions

Any student having health conditions, such as diabetes, asthma, seizures, frequent ear infections, or allergies (especially wasp/bee stings), will need to contact the school office during the first week of

school. Parents/guardians are encouraged to contact the school office to arrange for a conference. The school office will share information regarding the health condition of students with the necessary school staff. Students having a history of hearing or vision difficulties should notify the school office of any special needs.

Illness/Accidents
If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, school personnel will give first aid. If the accident is of a serious nature, parents will be called immediately. If the school is unable to contact the parents, a doctor will be called or the student will be transported to the nearest clinic for examination.

We will try to contact you at home or at work, as you should assume responsibility for the care of your child. If we are unable to contact you, we will contact the persons designated on your child's emergency form. If all attempts to contact someone fail, your child will remain in school and will be sent home at the end of the day in the same manner in which they came to school. A child will be sent home with a temperature above 98.6 degrees. If a child has a temperature above 98.6 degrees, vomits or has diarrhea within the past 24 hours, please do not send him/her to school.

Communicable Diseases and Contagious Infections
To prevent the spread of contagious diseases, the school secretary needs to be informed of all students with a communicable disease. These include the following: chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, etc. If a student has chicken pox, pinkeye, lice, scabies, impetigo, or strep throat, the student needs to report to the school office for clearance to return to school. Parents should contact the school office regarding readmission guidelines for each particular disease.

Immunizations
The school secretary checks the immunization records of all students. The Minnesota School Immunization Law requires that all students be properly vaccinated in order to remain enrolled in school. Since immunization laws change frequently, the school secretary will contact you if additional information regarding immunizations is needed. Immunizations will need to be up to date **PRIOR** to school entrance for all students including transfer students. Foreign exchange students, not transfer students, will have 30 days to update their immunizations.

Seniors can receive a copy of their immunization record upon request, prior to graduation for entry into a college or university.

Parents are encouraged to make dental and medical appointments for their students around school hours whenever possible, as to avoid attendance and grade issues.

SECTION 504 REHABILITATION ACT OF 1973

Students may be disabled under Section 504 even though the students do not require special education services. It is the intention of the Discovery Public School to ensure that all students who are disabled within the definition of Section 504 are identified, evaluated, and provided appropriate educational services.

The staff will consider the existence of a disability and possible Section 504 protection in the following circumstances:

1. When suspension or expulsion is being considered for any student.
2. When a student shows a pattern of not benefiting from the instruction being provided.
3. When a student returns to school after a serious illness or injury.
4. When a student exhibits a chronic health condition (lasting 6 months or longer).
5. When a substance abuse is an issue.
6. When a disability of any kind is suspected.

The designated Section 504 building coordinator will utilize the following Section 504 process:

Step 1. Referral: Student, parent, or staff member who believe they are observing in other student substantially limited performance in one or more major life activities may refer the student by completing the Section 504 referral form and submitting it. The Section 504 committee will convene, review the referral, and based upon review of the student records, including academic, social, medical, and behavioral, will make a decision regarding the need to evaluate.

Step 2. Does the student appear to have a disability under Section 504? If yes: The coordinator will proceed with the evaluation upon receipt of parent written permission. All evaluation activities deemed appropriate will be employed. The 504 committee will review the results of the evaluation. No final determination of whether the student will or will not be identified as a handicapped individual, within the meaning of Section 504, will be made by the committee without first having inviting their parent/guardian to participate in a meeting concerning such a determination. After initial evaluation activities have been completed, the coordinator will invite the parent to a final evaluation meeting.

Step 3. Develop accommodation plan. If the student qualifies as disabled under Section 504, the team will develop an accommodation plan for the student. The educational services shall be implemented as outlined in the Student Accommodation Plan. One individual will be designated as the case manager to monitor the implementation of the plan and the progress of the student

Step 4. Periodic review. Each student accommodation plan will be reviewed periodically and at a minimum, the accommodation plan shall be reviewed annually.

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