

**Student Handbook**

**Minnesota Transitions**

**Technology High School**

**2008-2009**

## Expected Behaviors and Requirements

### **Minnesota Transitions Charter School Responsibilities**

1. Safeguarding the health and safety of each student.
2. Establishing reasonable rules and regulations governing student behavior and conduct.
3. Maintaining an environment of proper respect, control and discipline.

In carrying out this responsibility, the MTS Staff is expected to provide a quality learning environment, to deal with students fairly and honestly, and to treat all students with courtesy and respect.

### **Expected Behaviors at Minnesota Transitions Charter School**

Students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities. Positive behavior is necessary to provide a successful educational environment.

The following-guidelines will help ensure that the educational program can function to the best advantage for all students and staff:

1. Be present in classes daily.
2. Be in class on time.
3. Be prepared for class.
4. Bring all required material in class, i.e., books, paper, pencils, gym clothes, etc.
5. Be attentive to classroom activities.
6. Make an effort to be successful.
7. Participate in classroom activities.
8. Show respect for other students, staff, and school property by not engaging in activities which disturb the class or school environment. Do not use vulgar or offensive language in school. This includes writing on walls, etc.
9. Follow the directions of teachers and supervisors.
10. Help keep the classrooms and school neat and clean.
11. Take care of school property and equipment.
12. The improper use of student owned radios, walkmans, etc. can/will result in a disciplinary action.

Students who demonstrate behavior which disturbs the educational process in class or school may be removed from the class or activity and referred to the principal or assistant principal's office for disciplinary action.

### **Behavior at School Events/Athletic Activities**

It is expected that all students behave in a respectful manner whenever attending high school sponsored activities. Inappropriate behavior, disorderly conduct or behavior which is not characteristic of good sportsmanship may result in suspension from attending future activities or from school. All school rules apply to school sponsored events.

<b>DISCIPLINARY INFRACTIONS AND CONSEQUENCES</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>SUBSEQUENT</b>
<b><i>A. Student/Student Relationships</i></b>				
1. <u>Threatening &amp; Intimidating Acts</u> – The act of verbally or by gesture, threatening the well-being, health, or safety of any student on school property or going to or from school.	1 day suspension	1 day suspension	3 day suspension	5 day suspension
2. <u>Abuse-Verbal</u> - Arousing alarm through the use of language that is disrespectful, discriminatory, abusive, obscene or threatening.	1 day suspension	1 day suspension	3 day suspension	5 day suspension
3. <u>Physical Intimidation</u> - Acting with intent to cause fear in another person of immediate bodily harm or death.	3 day suspension	5 day suspension	5 day suspension	5 day suspension
4. <u>Physical Attack</u> - The act of physically assaulting or, in some manner, attempting to injure or intentionally inflict bodily harm upon any student on school property or going to or from school. Referral to the police when appropriate.	5-10 day suspension /expulsion	Expulsion		
5. <u>Fighting</u> - Mutual combat differentiated from pushing, shoving, or scuffling in which both parties contribute to the situation by verbal and/or physical action.	5-10 day suspension /expulsion			
6. <u>Scuffle/Intimidation</u> - The encouraging, promoting, or initiating of a fight. A disorderly struggle with low potential for physical injury.	1 day suspension	1 day suspension	3 day suspension	5 day suspension
7. <u>Harassment</u> - To engage in acts that injure, degrade, intimidate, or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex or sexual preference, or any disability they may have.	1 day in school suspension	1-3 day suspension	5 day suspension	10 day suspension/expulsion
8. <u>Harassment/Violence</u> - (Religious, Racial, Sexual) ISD 001 prohibits any form of religious, racial, and sexual harassment/violence. All reported incidents will be dealt with according to the school districts policy.	Referral to District 001 Policy	Referral to District 001 Policy	Referral to District 001 Policy	Referral to District 001 Policy
9. <u>Sexual Conduct, Criminal</u> - Engaging in non-consensual sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal or clothing, or sexual intercourse.	Expulsion	Expulsion	Expulsion	Expulsion
10. <u>Slander/Libel</u> - A written, printed, or pictorial statement publicly presented that wrongfully or negatively damages a person by defaming his/her reputation or character.	Written warning	3 day suspension	5 day suspension	5 day suspension
11. <u>Disrespect</u> - To insult, call derogatory names, use obscenity toward, dishonor, or in other manner abuse verbally or in writing any member of the student body.	1 day in school suspension	1 day suspension	3 day suspension	5 day suspension
12. <u>Extortion</u> - The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats. Referral to the police when appropriate.	3 day suspension	5 day suspension	5 day suspension	Referral
13. <u>Theft</u> - Unauthorized taking of property of another person, or receiving or possessing such property. Restitution required through parental contact.	1-5 day	3-5 day	5-10 day	10 day

Referrals to police when appropriate.	suspension	suspension	suspension	suspension/expulsion
<b>B. Student/Staff Relationships</b>	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	SUBSEQUENT
14. <u>Abusive, Offensive, or Disrespectful Language or Actions</u> - The use of language that is discriminatory, abusive, obscene or threatening including written notes and published materials as well as verbal.	3 day suspension	5 day suspension	5 day suspension	5 day suspension
15. <u>Insubordination</u> - Willful failure or refusal to respond or carry out a reasonable request by authorized school personal.	In school suspension	1 day suspension	3 day suspension	5 day suspension
16. <u>Interference, Disruption, or Obstruction</u> - Any action taken to attempt to prevent a staff member or student from exercising his/her lawfully assigned duties and responsibilities.	Written warning	1 day suspension	3 day suspension	5 day suspension
17. <u>Academic Dishonesty/Cheating</u> - Any act violating the rights of another in academic work that involves misrepresentation of a student's work. Scholastic dishonesty includes( but is not limited to) cheating on assignments and examinations; plagiarism, which means misrepresenting as one's own work that which has been done by another; submitting the same or substantially similar papers for more than one course without the consent of all instructors concerned; depriving another of necessary course materials; or sabotaging another's work(CLA: University of Minnesota)	Assignment graded zero	Assignment graded zero	Zero for the course	
18. <u>Forgery</u> - Written or spoken misrepresentation of the truth (forged passes, parental signature, false phone calls, misinformation to school personnel or refusing to give proper identification to a staff member).	Written warning	1 day suspension	3 day suspension	5 day suspension
19. <u>Threatening or Intimidating Acts</u> - Threatening directly or indirectly, the well being, health or safety of any member of the school staff. Referral to police when necessary.	5 day suspension	5 day suspension	5 day suspension	5 day suspension/expulsion
20. <u>Physical Assault of a Staff Member</u> - The act of physically assaulting, or in some manner, attempting to injure any member of the school staff on school property or at any activity under school sponsorship. Notification to police.	Expulsion			
<b>C. School Property</b>	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	SUBSEQUENT
21. <u>Trespassing</u> - Being present in any district facility or portion of a district facility, on or about district grounds, when they are closed to the public, or unauthorized presence in a district vehicle.	1-5 day suspension	5 day suspension	5 day suspension	5 day suspension
22. <u>Unauthorized Use of School Property</u> - The unauthorized or illegal use of school property for non-school sponsored activities.	Written warning	1 day suspension	3 day suspension	5 day suspension
23. <u>Willful Damage of Property</u> - Littering, defacing, cutting or otherwise damaging school property in any way	1 day suspension	3 day suspension	5 day suspension	5 day suspension
24. <u>Vandalism</u> - The act of willful destruction of public property. a. Destruction- To render unusable, Restitution required through parental contact. Referral to police. b. Defacing- Damage requiring cleaning or repair. Restitution required.				

c. Misuse of printed material. Restitution required. d. Misuse, damage, or destruction of computers and/or software. Restitution required.	3 day suspension	5 day suspension	5 day suspension	5 day suspension
25. <u>Theft</u> - Unauthorized taking of property of another person, or receiving or possessing such property. Restitution required through parental contact. Referral to police when appropriate.	1-5 day suspension	3-5 day suspension	5-10 day suspension	10 days/expulsion
26. <u>Burglary</u> - Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.	Expulsion			
27. <u>Improper Use of Motor Vehicles</u> - Reckless driving-driving a vehicle in a manner which may cause injury to persons or damage to property or adjoining streets. Report to police when appropriate.	Revocation of permit/Ticket	3 day suspension	3 day suspension	5 day suspension
<b><i>D. Protection of Public Safety</i></b>	1 <sup>st</sup> <b>OFFENSE</b>	2 <sup>nd</sup> <b>OFFENSE</b>	3 <sup>rd</sup> <b>OFFENSE</b>	<b>SUBSEQUENT</b>
28. <u>Ammunition Possession</u> - Possession of bullets or other projectiles designed to be used in a weapon.	5 day suspension	Expulsion		
29. <u>Fireworks, Possession and/or Use</u> - Using any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, or detonation.	5 day suspension	Expulsion		
30. <u>Explosives, Possession and/or Use</u> - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas or heat.	Expulsion			
31. <u>False Alarm</u> - Fire- The act of initiating a fire alarm or initiating a report warning a fire or other catastrophe without just cause.	2 day suspension	5 day Suspension	Expulsion	
32. <u>Bomb Threat</u> - Intentionally giving false alarm of a bomb.	Expulsion			
<b><i>D. Protection of Public Safety</i></b>	1 <sup>st</sup> <b>OFFENSE</b>	2 <sup>nd</sup> <b>OFFENSE</b>	3 <sup>rd</sup> <b>OFFENSE</b>	<b>SUBSEQUENT</b>
33. <u>Arson</u> - The willful and malicious burning of, or attempting to burn any part of any building or property of the school or of its staff and students. Referral to the police and fire department.	Expulsion			
34. <u>Terroristic Threat</u> - Threatening, directly or indirectly, to commit any crime of Violence with the purpose, of terrorizing another person.	Expulsion			
35. <u>Gang Activity</u> - Overt demonstration of affiliation to or activity involved with illegal gangs. Referral to the police when appropriate.	1 day suspension	3 day suspension	5 day suspension	5 day suspension
36. <u>Possession of Weapons on the person, or in the vehicle</u> - Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used is calculated or likely to produce severe bodily harm. Weapons include, but are not limited to: guns (including pellet guns, look-alike and non-functioning guns that could be used to threaten others), knives of any kind (including pocket knives), clubs, metal knuckles, numchucks, throwing stars, explosives,				

stunguns, ammunition and mace. A student who finds a weapon on the way or in the building and takes the weapon immediately to the office shall not be considered in possession of a weapon.	Expulsion			
<b><i>E. Alcohol, Tobacco, and Drugs</i></b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>	<b>3<sup>rd</sup> OFFENSE</b>	<b>SUBSEQUENT</b>
37. <u>Alcohol and Drugs</u> - On any school activity in which MTS is a participant.				
A.) Possession of Alcohol and/or Drugs- Referral to police. Referral to Chemical Health Specialist.	3 day suspension	5 day suspension	5 day suspension	Expulsion
B.) Selling or Transmitting Alcohol or Drugs- Referral to police. Referral to Chemical Health Specialist.	5 day suspension	5 day suspension	5 day suspension	Expulsion
C.) Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and or the smell of substances on the person. Referral to police to police when appropriate. Referral to Chemical Health Specialist.	3 day suspension	5 day suspension	5 day suspension	Expulsion
D.) Observed use of drugs or alcohol- Referral to police when appropriate. Referral to Chemical Health Specialist.	5 day suspension	5 day suspension	5 day suspension	Expulsion
<b><i>F. Other Disciplinary Infractions</i></b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>	<b>3<sup>rd</sup> OFFENSE</b>	<b>SUBSEQUENT</b>
38. <u>Pass Violation</u> - Being outside of assigned area without a pass or being in possession of an unauthorized pass.	In school suspension	In school suspension	1 day suspension	1 day suspension
39. <u>Gambling</u> - The playing of a game of chance for stakes.	Confiscation of materials			
40. <u>Disruption of Meetings and Assemblies</u> - Possible restricted attendance at meetings and/or assemblies.	Written warning	1 day suspension	1 day suspension	3 day suspension
41. <u>Lost or Damaged Textbooks/Materials</u> - ISD 001 will charge an appropriate replacement fee for textbooks, and workbooks lost or destroyed by students.	Restitution required	Restitution required	Restitution required	Restitution required
42. <u>Inappropriate Dress Attire</u> -				
A.) Headwear and jackets may be worn only when entering or exiting the building.				
B.) Clothing may not include words or visuals which are obscene, abusive, or discriminatory, or which advertise alcohol, tobacco, narcotics or dangerous drugs.				
C.) Students are expected to be dress appropriately and be acceptably groomed for school at all times. When a student's appearance, grooming or mode of dress violates school policy, interferes with or disturbs the process, school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make appropriate modifications or be sent home for the day.	Written warning	1 day suspension	3 day suspension	5 day suspension