



Student RIGHTS & RESPONSIBILITIES

July 2014

Foreword

The Urban Academy mission is to work in partnership with urban parents to guarantee that every child exceeds grade level in basic academic and life skills by utilizing research proven methods in a safe, structured and respectful community.

Urban Academy will provide a quality education for urban students in grades K-6. We believe that a quality education will lead to a productive future and to the opportunity for our children to end the cycle of poverty in their lives. We also believe that strong community based values have been lost to a number of children in the inner city, and Urban Academy will work toward re-installing such values as non-violence, respect, responsibility, accountability and social reliability to our children.

Under no circumstances will vandalism, destructive acts, intimidation, extortion, malicious disturbances, use of controlled substances, sexual, racial and religious harassment, bias, discrimination and violence, or any other violations of the law be tolerated, condoned or excused. Immediate steps will be taken to investigate and/or discipline anyone involved in such behavior.

A primary responsibility of all personnel in the Urban Academy is to create a stimulating learning experience in a safe and wholesome environment for its students. School personnel are responsible for dealing with students and each other in a fair and honest manner, for treating all and students and each other with the courtesy and respect due any human being, and for ensuring that each and every student treats fellow students in a similar manner.

School Community Responsibility

The Urban Academy board consists of no less than five members and no more than fifteen members ranging from parents, teachers, and professional community members who will set policy at the Urban Academy, currently there are seven Board members. Members will provide the staff and administration with assistance necessary in researching the students' needs. Our Family Specialist will meet regularly with the parents and parent committees in order to gather information and to receive feedback concerning needs parents feel we have not successfully met, along with ideas for improvement. Generating ideas for improvement from parents will allow them to feel ownership for the school, as well as for the program.

The Executive Director and the School Principal will lead the team by providing training to staff in best practices that will focus on urban/cultural responsive curriculum development, cultural knowledge to enable the teachers and staff to be more sensitive and receptive to the needs of the urban learners.

Urban Academy has developed a unique, integrated curriculum that is based on, but not limited to, the Minnesota state and national standards. Our curriculum is articulated throughout the various grade levels to provide a sense of community and continuity throughout the school. Urban Academy uses a collaborative team approach to achieve a connected curriculum that

recognizes and celebrates diversity. Our small student ratio will enhance the ability of the teacher to teach and of the students to learn.

The Executive Director

The Executive Director shall have the responsibility and the authority to formulate school rules and regulations not in conflict with policies relating to standards of student behavior. The Executive Director has the responsibility to establish and implement the rules and regulations for the school, consistent with Minnesota Statutes and School Board policies, governing the conduct of students.

The Executive Director shall be responsible for posting and disseminating the rules and regulations currently in effect for the school to all students, parents, and all interested community groups at the beginning of each school year and to each new student upon registration.

The Executive Director is also responsible for a discussion of these rules, rights, and responsibilities with the students during the first week of school in the first semester.

The Executive Director is also responsible for a discussion of these rules, rights, and responsibilities with the faculty prior to the opening day of school, and with all new faculty when they begin their duties in the school.

The Executive Director has the authority to impose suspensions consistent with the guidelines of the Fair Dismissal Act on students for failure to comply with school regulations.

Urban Academy will employ certified classroom teachers and provide them with the assistance of paraprofessionals as needed. The educators we employ will all be committed to our program and mission, as well as to our students and families. We will look to hire the best teachers, who have the drive and the commitment to make a positive difference in urban education.

Staff Responsibilities

1. All staff shall endeavor to treat students with consideration and respect.
2. As part of the admission process, each student shall be informed of his/her legal human rights.
3. The teachers will give each parent current and complete information concerning staff assessment of student problem areas, recommended activities, and progress.
4. As part of the admission, the staff will provide the information about the services provided at the school.
5. The staff will respect the privacy and individuality of each student as it relates to social, religious, and psychological well being.
6. The staff shall conduct themselves in a professional and discreet manner in dealing with students, and shall abide by all confidentiality laws.
7. Staff shall make themselves available to answer student questions and respond to student requests. While staff is under obligation to reasonably respond to student requests, they are

also under obligation to make those responses consistent with the facilities legal and corporate obligations and policies.

Student Rights and Responsibilities

RIGHTS:

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

Rights bring responsibilities. The rights and responsibilities listed here are not all inclusive, for students have other rights guaranteed by the Constitution and by state and local laws. This statement of rights and responsibilities is not expected to cover every situation which may arise.

1. Students Right To Learn

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

- a. The right to learn also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions, whether inside the classroom or from outside. Behavior, which disrupts the normal functioning of classes, is an infringement on the rights of others.
- b. A student who has been absent from school has the right to make up the work missed during any excused absence.
- c. When a student is absent from school for an extended period of time because of illness, the parent or legal guardian may request a visiting teacher.
- d. A student may apply for enrollment in special programs offered in the school district.

2. The Right Regarding Student Dress

Students must wear the approved uniform.

3. The Right to Be Informed Of Rules

Students have the right to be informed of all policies, rules, and regulations they will be expected to follow. Copies of these rules shall be available in the school office and the basic rules shall be published and distributed to all students, parent/guardians, and other interested persons.

4. The Right To Privacy

Student's rights to privacy regarding school records will be protected and any disclosure of information from student permanent records shall be consistent with legal requirements.

5. The Right To Personal Property

Students have a right to be secure in their persons, papers, and effects; however, they must refrain from bringing onto school property or to school-sponsored events any material or item that would cause or tend to cause a disruptive activity or endanger the health and safety of students or other persons. When school officials believe that such items are present, general or individual searches may be conducted under the authorization of the executive director or representative designated by the executive director. Lockers are the property of the school and may be searched by school officials. Search of an area assigned to a student shall be made in the presence of an adult witness and, if practicable, in the presence of the student. School authorities may seize illegal items and items, which are used to disrupt or interfere with the educational process, may be removed from student possession.

STUDENT RESPONSIBILITIES

STUDENTS are responsible for the consequences of their behavior. All students are responsible for knowing and obeying all school rules and regulations. Administration

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

Students are responsible for following all necessary procedures, rules and regulations to make effective policies relating to the standards of student behavior.

1. Responsibility For Academic Work

Students are responsible for completing class assignments on time and according to the instructions given by teachers. Instructional materials are furnished by the school where applicable. Students are responsible for bringing to class all materials required for daily classroom use.

2. Responsibility Regarding Attendance and Tardiness

Students are responsible for being in attendance at the beginning of the school day. Students arriving late are to be designated to school authorities.

If absence from school is necessary because of illness or other legitimate reasons, students are responsible for bringing a written excuse signed by a parent/guardian upon returning to school. Absence or tardiness of students because of religious holidays and special group observances shall be recorded as excused absences or tardiness at the written request of the parent/guardian.

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

Under no conditions shall a student leave school during the day without a parent or legal guardian written permission. A student leaving the building may be requested to show her/his "excuse to leave the building".

3. Responsibility for Discipline

Students are responsible for complying with the rules and regulations of all school personnel and the instructions of all school personnel and for accepting the authority of the faculty and school officials on school property and at school-sponsored off-campus events. Failure to meet these responsibilities will be cause for disciplinary action.

DISCIPLINARY ACTIONS POSSIBLE

1. Student Conference

Depending on the violation and the seriousness of the action, a student may be given a warning that if the violation occurs again, the student's parents/guardians will be notified. The action taken and the date it occurred should be in writing.

2. Parent Conference

If a student has violated a rule and the offense is deemed to be a serious matter, a parent conference is required. If a parent/guardian is unable to be present, the proper school official, by a letter or telephone call, shall describe the action, which may result if the student's behavior does not improve.

3. Detention

a. Teacher's Detention

A teacher may detain a student after school to give that student help or for correction of a violation. Any student who is told by a teacher to stay after school and who, for any reason cannot report, must first clear the excuse with the designated school official.

b. Administration Morning and Afternoon Detention

Students may be assigned morning and afternoon detention by the administration and faculty for the following reasons, not limited to, but including: 1) tardiness to school or class; 2) unexcused absence from school; 3) failure to report to teachers when requested; and 4) disciplinary reasons in the school or classroom.

Administrators and parents are to be informed on all of the above if warning fails.

4. Removal From Class

A student may be sent to the office from class by a teacher or building administrator. The building administrator will determine when the student may return to class.

Grounds for removal from class shall be:

- a. Willful conduct which materially and substantially disrupts the rights of others to an education.
- b. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school.
- c. Willful violation of a school rule or of any rule of conduct specified in this manual.

PROCEDURE FOR REMOVAL FROM CLASS

- a. Prior to a teacher's removing a pupil from class, the teacher shall inform the student of the reason (except where there is an immediate danger to the pupil or others), and inform the pupil of the grounds for removal.
- b. The teacher shall send the pupil to the designated official and notify the office of this action. The designated official shall have custody of the pupil for the period of time of removal from class (not to exceed three periods or hours).

- c. The teacher must communicate in writing on an approved referral form to the designated official as soon as practical, the grounds for removal as well as a brief description of the pupil's behavior.
- d. For any removal for more than one class period, a conference shall be arranged by the school with the student, parent(s)/guardian(s) when necessary, the teacher who removed the student, and other school personnel (where appropriate) to develop a plan to improve the student's behavior prior to the student's return to class.
- e. Any pupil who has been removed from class has a right and a responsibility to make up any work missed.

5. In-School Monitoring

Student movement in the building during the day will be monitored and parents will be notified of this arrangement.

6. Dismissal

"Dismissal" means that the parent is required to remove the student from school property. A parent conference is required prior to readmittance. This is different from a suspension, but it is a serious violation that may lead to a suspension.

7. Suspension

"Suspension" means an action taken by the school administration prohibiting a pupil from attending school for a period of no more than five (5) consecutive school days.

The purpose of suspension is to remove the student from the school environment and to provide time for professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct.

Suspension steps are as follows:

- a. Notification of parents/guardian by telephone and/or by mail.
- b. One to five (5) days each offense with extension as provided by law.

8. Expulsion or Exclusion

"Expulsion" means an action taken by the administration team to prohibit an enrolled pupil from further attendance for a period that shall not exceed beyond the school year with the approval of the school board.

"Exclusion" means an action taken by the administration team to prevent enrollment or re-enrollment of a pupil.

Standards of Conduct

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

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

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

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

A preliminary investigation must be completed prior to instituting minimum disciplinary action.

VIOLATIONS AGAINST PERSONS

a. ASSAULT

“Assault is doing an act with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

Mandatory, immediate notification of parents

b. POSSESSION OF A DANGEROUS WEAPON

“Dangerous weapon” means any firearm, whether loaded or unloaded, or any device designated as a weapon and capable of producing death or great bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

Mandatory, immediate notification of police; notification of parents

c. AGGRAVATED ASSAULT

“Aggravated assault” is committing an assault upon the person of another with a dangerous weapon or an assault which inflicts great bodily harm upon the person of another.

Mandatory, immediate notification of police; notification of parent

- d. **CRIMINAL SEXUAL CONDUCT**
Mandatory immediate notification of police; notification of parents

- e. **FIGHTING**
Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
Student conference; notification of parents.

- f. **HARASSMENT/BULLYING**
Participating in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals.
Dismissal, with parent conference upon return.

- g. **SEXUAL HARASSMENT**
Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made, either explicitly or implicitly; a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; 2) submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student; 3) such conduct has the purpose of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
Dismissal, with parent conference upon return.

- h. **INTERFERENCE/OBSTRUCTION**
Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.
Dismissal, with parent conference upon return.

- i. **VERBAL ABUSE**
 - 1) Disrespectful language
 - 2) Threatening language
 - 1) *Student conference; parent notified.*
 - 2) *Parent conference*

BULLYING PROHIBITION

- A. An act of bullying, by either an individual student, a group of students, or of an employee, is expressly prohibited on school district 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. 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 district 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 district property and/or with or without the use of school district resources.

- B. No administrator, teacher, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. The school district will discipline or take appropriate action against any student, administrator, teacher, volunteer, contractor, or other employee of the district 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 intimations, harassment, or intentional disparate treatment.
- D. False accusations or reports of bullying against another student are prohibited.
- E. 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 engaged 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 district property and events and/or termination of services and/or contracts.
- F. The school district 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 district who is found to have violated this policy.

SCHOOL DISTRICT ACTION AGAINST BULLYING

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district 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 to law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to positive behavioral intervention, warning, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district 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 (Minn. Stat. 121A.40 – 121A.56); school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a students or employee of the school district. 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.

VIOLATIONS AGAINST PROPERTY

- a. **FIRES AND FALSE ALARMS**
 - 1) Arson - the intentional destruction or damage to any school building or property by means of fire or explosives.
 - 2) Failure to exercise ordinary caution resulting in fire in a school building or damage to school property.
 - 3) False Fire Alarm - The giving of a false alarm of fire or the tampering or interference with any fire alarm system.
- b. **POSSESSION AND/OR DETONATION OF PYROTECHNIC DEVICES.**
- c. **ROBBERY/EXTORTION**

The obtaining of property from another where his/her consent was induced by a use of force, or a threat of force, or under the color of official right.
- d. **THEFT**

The unauthorized taking of the property of another.

e. **UNAUTHORIZED USE OF SCHOOL PROPERTY**

The unauthorized/illegal use of school property for non-school sponsored activities.

f. **WILLFUL DAMAGE OF SCHOOL PROPERTY**

Any student who willfully cuts, defaces or otherwise injures in any way, any property, real or personal, belonging to the school district is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the student.

g. **WILLFUL DAMAGE TO PROPERTY OF STAFF MEMBERS AND/OR OTHERS**

1) *Mandatory immediate notification of police; notification of parents; suspension.*

2) *Mandatory immediate notification of police; notification of parents; suspension.*

3) *Mandatory immediate notification of the fire marshall; notification of parents suspension, parent conference.*

Notification of parents; mandatory suspension.

Mandatory notification of parents; suspension; and conference with parent(s).

*Notification of parents, required restitution and student conference.
Parent conference.*

Parent conference and restitution of damages.

Parent conference and restitution.

VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES

a. **WILLFUL DISOBEDIENCE**

Refusal to follow published school rules and regulations.

b. **CONTINUAL WILLFUL DISOBEDIENCE**

Repeated refusal to follow school rules and regulations after conference resulting from first violation.

c. **DISRUPTIVE BEHAVIOR**

Actions which interfere with effective operations of the school.

- d. LEAVING SCHOOL GROUNDS
Leaving school grounds during school hours without proper clearance.
- e. TRUANCY AND TARDINESS
- f. CHRONIC TRUANCY
- g. MISBEHAVIOR ON SCHOOL BUS
Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus.
- h. CONTINUED DISORDERLY CONDUCT OR SEVERE MISBEHAVIOR ON SCHOOL BUS
- i. STUDENT ATTIRE
Failure to wear appropriate uniform.

STUDENT SEARCHES

A school official with reasonable suspicion that a student has violated a school rule or a state or federal law by having possession of stolen goods, a dangerous weapon, or an illegal or controlled substance may conduct a lawful search of the student's person, school locker, desk, or other possessions. Every effort will be made, however, to ensure student privacy.

Parent notification and student notification.

Parent conference.

Student conference.

Parent notification, and student conference.

Student/parent conference.

Parent notification and Truancy Intervention Program (T.I.P.)

Student conference

Parent notification and denial of transportation on school bus.

Student conference and parent notification.

URBAN ACADEMY SCHOOL

Signature Form

_____ I understand that by signing below I am representing that I have read the Student Rights and Responsibility booklet.

_____ I understand that by signing below I am representing that I will follow the policies, procedures and guidelines in the above documents.

Parent/Guardian

Date

Student

Date

Administrative Staff

Date