



**BROOKSIDE CHARTER  
SCHOOL**

2017-18

**DISCIPLINE HANDBOOK**

**ENTER TO LEARN, EXIT TO LEAD**

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## INTRODUCTION

The purpose of the Discipline Handbook is to provide a safe and secure environment that enables students to acquire the academic and social skills needed to become productive members of our society. The Discipline Handbook is based on the belief that discipline is a learning experience for the student and not simply punitive in nature. It clearly sets forth the expectations Brookside Charter School has for its students and the consequences that follow any infraction of the Discipline Handbook.

Students should expect to attend Brookside Charter School without worry for their health and safety. Any student who interferes with the learning process, good order and discipline of the school, or health and safety of students, or who impairs the morale of students or teachers will be subject to disciplinary consequences under this policy.

The Board of Directors has charged the Brookside Charter School Administration with the basic responsibility for the development of regulations regarding student conduct as may be needed to maintain a constructive atmosphere at Brookside Charter. The Administration has the authority to suspend students from Brookside Charter in accordance with regulations and guidelines established by the Board of Directors as noted in the Discipline Handbook and any addendums.

Brookside Charter has the authority to manage student conduct that is detrimental to learning environment or the execution of the school's mission. Authorized school officials will hold students accountable for misconduct in school, on school property, during school-sponsored activities, and away from school or in non-school activities if it affects school discipline.

Disciplinary consequences include, but are not limited to, withdrawal of school privileges (e.g., field trips, athletics, intramurals, student clubs and activities, and school social events); removal for up to ten (10) school days by the Administration; long-term suspension by the Superintendent; or expulsion from school by the Board of Directors. Continued referrals for the same offense may result in more severe disciplinary action. Failure to comply with and complete assigned consequences will result in referral to the Board of Directors with the recommendation for expulsion from Brookside Charter School.

***No discipline policy can specifically address all discipline situations that can occur. Incidents not described in this discipline policy will be evaluated on an individual basis by the Administration.***

## POSITIVE CLASSROOM SUPPORT (PCS)

Brookside Charter School recognizes classroom management and student achievement have a direct relationship. Regardless of talents, intellect, creativity, or humor, students will appreciate the teacher or information provided when the environment has good order. The combination of a strong philosophical stand, along with strategies to create a productive learning environment, is key for experiencing success.

Positive Classroom Support (PCS) is a behavior management system that partners students with adults to help them manage disruptive or hurtful behavior. The mission of Positive Classroom Support is to help students, parents, teachers, and administrators learn techniques to create positive change and create a healthy learning environment for all students.

PCS is designed to help students address their behavior and take accountability for their part in a problem. For accountability to be meaningful, a student must acknowledge

his or her behavior while partnering with an adult to create a plan for success. To help students change behavior long-term, they must also look at the underlying skill the student is having difficulty managing. These three main skills are called Goals for Life. They are:

1. I can make a good choice even if I am mad.
2. I can do something even if I don't want to.
3. I can be okay, even when others are not ok.

In addition, PCS uses a continuum designed to support a student with disruptive or hurtful behavior in a place where he or she is most successful. Using the continuum, students will receive one redirection and then move to the next placement on the continuum. As the disruptive or hurtful behavior stops, students will process and move back through the continuum to where the behavior began. Processing includes questions that the adult asks the student so that he/she may take ownership, practice skills, and create a plan to make better choices. The continuum is as follows:

1. Regular Seat in the classroom.
2. Safe seat in the classroom.
3. Buddy room in another teacher's classroom.
4. Support room.
5. Home.

#### **STUDENTS' RESPONSIBILITY FOR ITEMS IN THEIR POSSESSION**

Students are responsible for any contraband found in their possession. For purposes of the Discipline Handbook, such items are deemed to be within a student's possession if the items are found in any of the following places: student's clothing (i.e., pockets, jackets, shoes, socks, etc.), student's purse/book bag, student's desk, student's locker located on school property. Brookside Charter defines contraband as drugs, weapons, alcohol, and/or other materials deemed illegal or unauthorized under Missouri and Federal law, Board policy, or the Discipline Handbook.

Students may not use radios, cellular phones, iPods, MP3 players, compact disc players, portable gaming systems, or other electronic devices in school or on school premises. If confiscated, only a parent or legal guardian may retrieve these devices. An administrative contact will be made to the parent or legal guardian. Continued misuse of electronic devices will result in further consequences as outlined in the Discipline Guidelines and Policies.

Brookside Charter School reserves the right to perform random safety screenings throughout the year. Student property may be searched based on a reasonable suspicion of an infraction of the Discipline Handbook by Administration, faculty, or staff. Reasonable suspicion must be based on facts or credible information known to the Administration. These screenings may include, but are not limited to, students' bag, locker, desk, and other school property. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless compelling or urgent circumstances exist.

## **DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD**

All discipline records are stored electronically and maintained in Brookside Charter's Student Information System (SIS).

### **EXPLANATION OF CONSEQUENCES**

Students who are suspended out of school or expelled for any reason are prohibited from being on Brookside School property including arrival and dismissal of the school day. Students who are suspended or expelled are prohibited from attending or taking part in any School-sponsored activity (field trips, graduation, athletics, intramurals, student clubs and activities, and School social events), regardless of location, or any activity that occurs on School property. Students who violate these provisions will be required to leave the activity and may face further discipline, including an additional period of suspension.

#### **In-School Suspension (ISS)**

ISS is a suspension lasting one (1) to ten (10) days as determined by the Administration and in accordance with the discipline Handbook and is served within the Support Room within school. The purpose of ISS is to keep students engaged in school in situations that might otherwise result in an out-of-school suspension. The ISS program is a highly-structured class situation with emphasis placed on intensive student work. Students who refuse ISS or fail to adhere to ISS policies may receive an out-of-school suspension.

#### **Out-of-School Suspension (OSS)**

OSS is a suspension lasting from one (1) to ten (10) days as determined by Administration and in accordance with the Discipline Handbook and is served outside the school building. The purpose of OSS is to remove a student temporarily from the school community for a more serious infraction.

#### **Long-term Suspension**

Long-term suspension is the exclusion from school for a period of eleven (11) to one hundred eighty (180) school days and is determined only by the Office of the Superintendent.

#### **Expulsion**

Expulsion is the exclusion from school for a period exceeding one hundred eighty (180) days. The School Board is the only governing body that may expel a student.

### **BROOKSIDE CHARTER SCHOOL EXPECTATIONS**

Brookside Charter expects all students attending school, extended care, or school sponsored events, to accept the obligation and responsibility to comply with Brookside Charter's Discipline Handbook. Brookside Charter holds those students who choose not to fulfill their responsibilities at school accountable for their conduct. To provide a safe and positive environment in which students can maximize their learning potential, Brookside Charter will administer consequences for any infraction in accordance with the Discipline Handbook. Below are the expectations of Brookside Charter School:

## **Classroom**

- Follow classroom norms and procedures
- Follow directions from staff members the first time
- Use classroom appropriate language and volume levels
- Maintain appropriate dress code
- Use classroom materials and furniture appropriately

## **Hallway**

- Follow all directions from staff members the first time
- Use appropriate language and volume levels
- Avoid blocking any walkway
- Walk at all times using the right-hand side of the hallways
- Keep hands and possessions to yourself

## **Restroom**

- Follow directions from staff members the first time
- Use facilities appropriately
- Use during passing period or with permission from a staff member
- Flush toilets
- Wash hands
- Use appropriate language and volume levels
- Leave area clean and orderly
- Report any inappropriate activity to staff
- Respect others' privacy
- Be timely in the restroom

## **Cafeteria**

- Follow all directions from staff members the first time
- Use appropriate language and volume level
- Use appropriate table manners
- Speak only to students sitting around you at your table
- Clean your area when finished
- Raise hand for assistance from staff members
- Stay seated unless directed to move
- Walk at all times when moving in the cafeteria

## **Playground**

- Put materials away appropriately
- Use good sportsmanship
- Follow all directions from staff members the first time
- Maintain safe behavior at all times
- Follow all lining-up procedures
- Use playground equipment appropriately

## Library

- Follow all directions from staff members the first time
- Use appropriate language and voice volume
- Handle all library books with care
- Before leaving, return all library furniture to its original location
- Follow all library rules and expectations

## Gym: Before and After School

- Follow directions from staff members the first time
- Use school appropriate language and volume levels
- Stay seated
- Use the stairs when entering or exiting the bleachers
- Sit in the lower rows before filling upper rows

## Stairs

- Keep hands and possessions to yourself
- Use the handrail
- Use one step at a time
- Use appropriate language and volume levels
- Don't pass others
- Stay on the right

## LEVELS OF STUDENT BEHAVIORS AND INTERVENTIONS

When students fail to meet the school behavior expectations, school staff and administrators are expected to respond to this behavior consistently and appropriately. Infractions are assigned to one or more levels of interventions. The following chart divides inappropriate and disruptive behaviors into four levels.

### LEVEL 1 BEHAVIORS AND INTERVENTIONS

Level 1 infractions will generally be addressed by the classroom teacher using interventions or disciplinary responses that teach correct, alternative behavior so students can learn and demonstrate safe and respectful school behaviors. Teachers are expected to use a variety of teaching and classroom management strategies to prevent and correct these behaviors.

<b>Student Infraction</b>	<b>Possible Adult Interventions</b>
<b>Failure to Follow Classroom and Schoolwide Norms and Procedures</b> <b>Gateway Behaviors:</b> Displaying behaviors that are intentionally distracting to the learning environment. These behaviors may include, but are not limited to	<ul style="list-style-type: none"><li>• Redirection</li><li>• Safe Seat</li><li>• Buddy Room</li><li>• Processing Meeting</li><li>• Restorative Conference</li></ul>

<p>loud/inappropriate talking and laughing, lip smacking, foot stomping, eye rolling, or tapping/beating on the desk.</p> <p><b>Inappropriate Language/Profanity:</b> Using words in an inappropriate way.</p>	<ul style="list-style-type: none"> <li>• Logical Consequence and practice the missing skill</li> <li>• Care Team Referral</li> <li>• Community Service</li> <li>• Guardian contact by teacher</li> </ul> <p>If the behavior persists, then a Collaborative Student Plan will be implemented.</p>
<p><b>Misuse of Property:</b> Using school property in an inappropriate way.</p> <p><b>Misuse of Technology:</b> The willful or intentional misconduct while using technological equipment at Brookside Charter School that results in inappropriate use.</p>	<ul style="list-style-type: none"> <li>• Processing Meeting</li> <li>• Restorative Conference</li> <li>• Community Service</li> <li>• Administrative conference with family</li> <li>• Logical Consequences</li> </ul>
<p><b>Dress Code Violation:</b> Failing to comply with the dress code requirements as noted in the Family Handbook.</p>	<ul style="list-style-type: none"> <li>• Guardian contact by administration to bring appropriate clothing</li> <li>• Loss of recess and/or gym due to unsafe shoes</li> <li>• 4 or more infractions will result in a conference to discuss solutions</li> </ul>
<p><b>Academic Dishonesty:</b> Scholastic dishonesty that includes, but is not limited to, cheating on school assignments/tests, plagiarism, or collusion. Academic consequences may also be assigned.</p>	<ul style="list-style-type: none"> <li>• Logical Consequences</li> <li>• Administrative conference with family</li> <li>• May impact your course or assignment grade</li> </ul>

**LEVEL 2 BEHAVIORS AND INTERVENTIONS**

Level 2 infractions will generally be addressed by the Administration. Administrative interventions may be appropriate when supports have been put in place in the classroom to address student behavior but the behavior has continued to have a negative impact on the learning of the student and others. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

Furthermore, if past interventions and supports have been put in place but the behavior continues to escalate, possible disciplinary actions may include in-school suspension from 1-10 days, out-of-school suspension from 1-10 days and/or a referral to the Office of the Superintendent.

Student Infraction	Possible Administrative Interventions
<p><b>Chronic Level 1:</b> The continuation of Level 1 infractions, even with interventions.</p> <p><b>Defiance to Authority:</b> Challenging authority by arguing or talking back to staff members.</p> <p><b>Failure to Comply with a Student Plan:</b> Failing to follow the agreed upon guidelines of their Collaborative Student Plan.</p> <p><b>Instigating a Fight:</b> Intentionally promoting a student to engage another student in a physical conflict and/or promoting other students to engage in a physical conflict.</p> <p><b>Public Display of Affection:</b> Physical contact that is inappropriate for the school setting including, but not limited to, kissing, hugging, and groping.</p> <p><b>Sexually Inappropriate Behavior:</b> Engaging in sexually inappropriate behavior, language, gestures, literature, or other artwork.</p> <p><b>Theft Minor:</b> Unauthorized taking possession of or receiving stolen property of another up to fifty dollars. Restitution may be required.</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>• Written Referral</li> <li>• Processing Meeting</li> <li>• Guardian contact by Assistant Principal</li> <li>• Restorative conference</li> <li>• Meet with the counselor</li> <li>• Support Room: Up to 1 day</li> <li>• Community Service</li> </ul> <p><b><u>2nd Infraction</u></b></p> <p>Above interventions plus:</p> <ul style="list-style-type: none"> <li>• Collaborative Student Plan</li> <li>• Support Room: Up to 2 days</li> <li>• Up to 3 days ISS</li> </ul> <p><b><u>3rd Infraction</u></b></p> <p>Above interventions plus:</p> <ul style="list-style-type: none"> <li>• Administrative Conference</li> <li>• Support Room: Up to 3 days</li> <li>• 1-day OSS</li> </ul> <p><b><u>4th Infraction</u></b></p> <p>Above interventions plus:</p> <ul style="list-style-type: none"> <li>• Care Team Referral</li> <li>• Up to 2 days OSS</li> </ul> <p><b><u>Subsequent Infractions</u></b></p> <ul style="list-style-type: none"> <li>• 3-day OSS, 5-day OSS, 10-day OSS (returns to Superintendent meeting)</li> </ul>
<p><b>Dangerous Behavior:</b> Behaving in such a way as could injure themselves, injure others or pose a safety concern including, but not limited to, throwing objects, shoving furniture, kicking objects, and horseplay.</p> <p><b>Leaving a Supervised Area Without Permission:</b> Leaving a designated area where they are supervised without permission from the supervisors</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>• Written Referral</li> <li>• Processing Meeting</li> <li>• Guardian Contact by Assistant Principal</li> <li>• Restorative and/or Administrative Conference</li> <li>• Collaborative Student Plan and/or Care Team Referral</li> <li>• Meet with the counselor</li> <li>• Support Room</li> <li>• Up to 3 days ISS</li> </ul>

	<ul style="list-style-type: none"> <li>• Community Service</li> </ul> <p><b><u>2nd Infraction</u></b> Above interventions plus:</p> <ul style="list-style-type: none"> <li>• 1-3 days ISS or 1-day OSS</li> </ul> <p><b><u>3rd Infraction</u></b> Above interventions plus:</p> <ul style="list-style-type: none"> <li>• Up to 2 days OSS</li> </ul> <p><b><u>4th Infraction</u></b> Above interventions plus:</p> <ul style="list-style-type: none"> <li>• Up to 3 days OSS</li> </ul>
<p><b>Property Damage/Vandalism (Minor):</b> Participating in an activity that results in up to fifty dollars of destruction or disfigurement of property.</p>	<ul style="list-style-type: none"> <li>• Processing Meeting</li> <li>• Restorative Conference</li> <li>• Community Service</li> <li>• Administrative conference with family</li> <li>• Logical Consequences</li> <li>• Restitution may be required</li> </ul>

**LEVEL 3 BEHAVIORS AND INTERVENTIONS**

Level 3 infractions will be addressed by the Administration. Level 3 infractions are more serious behaviors that have a serious impact on the safety of others in school. Possible disciplinary actions may include in-school suspension from 1-10 days, out-of-school suspension from 1-10 days, and/or a referral to the Office of the Superintendent.

<p><b>Chronic Level 2:</b> The continuation of Level 2 infractions, even with interventions.</p> <p><b>Abusive, Obscene, Offensive, or Profane Language:</b> Using any language, acts, unwelcome remarks or expressions, names, slurs, obscene gestures, innuendoes, or other verbal conduct reflecting on an individual’s sex, race, religion, color, national origin, ancestry, age, disability, or sexual orientation with any staff or students that has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.</p> <p><b>Trespassing:</b> Being physically present on school property or at a school event after being directed not to be there including periods of dismissal or suspension.</p> <p><b>Leaving the School Without Permission:</b> Leaving school grounds during the designated school day without obtaining consent of the proper school authority.</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>• Written Referral</li> <li>• Restorative and/or Administrative Conference</li> <li>• Guardian Contact by Assistant Principal</li> <li>• Collaborative Student Plan and/or Care Team Referral</li> <li>• Meet with the counselor</li> <li>• 2 days ISS</li> <li>• Community Service</li> </ul> <p><b><u>2nd Infraction</u></b> Above interventions plus:</p> <ul style="list-style-type: none"> <li>• 1-day OSS</li> <li>• Return to 2 days ISS</li> </ul>
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	<p><b><u>3rd Infraction</u></b></p> <ul style="list-style-type: none"> <li>• Care Team Referral Evaluation</li> <li>• 3-day OSS</li> <li>• Return to 2-day ISS</li> </ul> <p><b><u>Subsequent Infractions</u></b></p> <ul style="list-style-type: none"> <li>• 5-day OSS, 10-day OSS (returns to Superintendent meeting)</li> </ul>
<p><b>Fires/False Alarms/911 Calls:</b> Tampering or interfering with fire alarm system, false 911 calling/reporting, or failure to exercise caution, resulting in fire.</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>• 5-day OSS and returns to 5-day ISS</li> <li>• Guardian Contact</li> <li>• Referral written on official record</li> </ul>
<p><b>Fighting:</b> Violence that occurs whenever anyone inflicts injury or discomfort upon another person’s body, feelings, or possessions.</p> <p><b>Gang Activity:</b> Engaging in conduct on behalf of a gang, perpetuating the existence of any gang, affecting the common purpose and design of any gang, or representing a gang affiliation in any way.</p> <p><b>Property Damage/Vandalism Major:</b> Participating in an activity that results in more than fifty dollars of destruction or disfigurement of property. Restitution may be required.</p> <p><b>Sexual Misconduct:</b> Engaging in sexual behavior, including but not limited to, sexual intercourse, viewing sexually explicit material, indecent exposure, sexting, and other sexual contact.</p> <p><b>Use/Possession of a Simulated Weapon:</b> Possessing, concealing, or displaying a simulated weapon including, but not limited to, toy guns and/or cap guns that would put a reasonable person in fear or apprehension of harm.</p> <p><b>Theft Major:</b> Unauthorized taking possessions of or receiving stolen property of another more than fifty dollars. Restitution may be required.</p> <p><b>Threats to Staff or Student:</b> Any oral, written, physical threat, sign, or act that conveys intent to cause harm or violence and in doing so creates a reasonable fear that such violence may occur.</p>	<p><b><u>1st Infraction</u></b></p> <ul style="list-style-type: none"> <li>• Guardian Contact by Assistant Principal</li> <li>• Restorative and/or Administrative Conference</li> <li>• Meet with counselor</li> <li>• Collaborative Student Plan</li> <li>• 1-day OSS</li> <li>• Return to 2-day ISS</li> <li>• Referral written on official record</li> </ul> <p><b><u>2nd Infraction</u></b> Above interventions plus:</p> <ul style="list-style-type: none"> <li>• 3-day OSS</li> <li>• Return to 2-day ISS</li> </ul> <p><b><u>3rd Infraction</u></b> Above interventions plus:</p> <ul style="list-style-type: none"> <li>• Care Team Referral Evaluation</li> <li>• 5-day OSS</li> </ul> <p><b><u>4th Infraction</u></b></p> <ul style="list-style-type: none"> <li>• Up to 10-day OSS</li> <li>• Guardian Meeting with Superintendent</li> </ul>

<p><b>Use/Possession of Combustibles:</b> Possessing substances/objects readily capable of causing bodily harm and/or property damage including, but not limited to, matches, lighters, firecrackers, gasoline, lighter fluid, or live ammunition.</p> <p><b>Bullying:</b> Continuous or potentially continuous intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. May consist of physical actions, including gestures, or oral, cyber-bullying, electronic, or written communication, and any threat of retaliation for reporting such acts.</p>	
<p><b>Property Damage/Vandalism (Major):</b> Participating in an activity that results in over fifty dollars of destruction or disfigurement of property.</p>	<ul style="list-style-type: none"> <li>• Processing Meeting</li> <li>• Restorative Conference</li> <li>• Community Service</li> <li>• Administrative conference with family</li> <li>• Logical Consequences</li> <li>• Restitution may be required</li> </ul>

#### LEVEL 4 BEHAVIORS AND INTERVENTIONS

Level 4 infractions will be addressed by the Administration. Level 4 infractions are more serious behaviors that have a serious impact on the safety of others in school. Possible disciplinary actions may include in-school suspension from 1-5 days, out-of-school suspension from 5-10 days, long-term out-of-school suspension, a referral to the Office of the Superintendent, and/or the notification of law enforcement.

<b>Student Infraction</b>	<b>Possible Administrative Interventions</b>
<p><b>Arson:</b> Planning and/or participating in malicious burning of property</p> <p><b>Assault:</b> An actual and intentional touching or striking of another student or staff member against his/her will with the intent of causing serious physical harm</p> <p><b>Conspiracy to Commit a level IV Offense:</b> An agreement, plan, and/or concerted effort by one or more persons to commit a Class IV offense.</p>	<ul style="list-style-type: none"> <li>• Administrative Conference</li> <li>• Restorative Conference</li> <li>• Meet with the counselor</li> <li>• 1-10 days ISS/OSS</li> <li>• Referral to the Office of Superintendent</li> </ul>

**Criminal Act Against a Staff Member:** Committing an act against staff member that would be a crime if committed by an adult.

**Robbery/Extortion:** The taking of, or attempting to take anything of value that is owned by another organization and/or individual, under confrontational circumstances, by force, threat of force, violence, or by putting victim in fear.

**Selling Controlled Substances:** Selling or distributing illegal drugs, synthetic drugs/imitations, alcohol, tobacco, or other controlled substances.

**Use/Possession of Controlled Substances:** Being under the influence of or possessing illegal drugs, synthetic drugs/imitations, alcohol, tobacco, or other controlled substances.

**Use/Possession of Paraphernalia:** Possessing items used to pack, weigh, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the body a controlled substance.

**Use/Possession of Toxic Substance:** Using intoxicants that cause a loss of control or inebriation including, but not limited to, glue, solvent, ammonia, and similar substances.

**Sexual Assault:** Engaging in forced sexual contact, sexual activity, or behavior.

**Terroristic Threats:** Threatening to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or vehicle.

**Weapon and/or Firearm:** Possessing and/or using an instrument, firearm, device or projectile that could be used for attack, defense against another person, to threaten/intimidate another person, or inflict physical injury or harm to another person

- Possible referral to law enforcement
- Expulsion from school by the Board of Directors
- Long-term out of school suspension up to 180 days by the Office of Superintendent

***No discipline policy can specifically address all discipline situations that can occur. Incidents not described in this discipline policy will be evaluated on an individual basis by the Administration.***

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Note: Students with special needs (i.e., disabilities, IEPs or Section 504 Plans) will be disciplined in accordance with federal and state law, as well as School policy.

**Removal from Current Educational Placement for Not More Than Ten Consecutive School Days; Not More Than Ten Cumulative Days Removal for the Current School Year.**

A student with a disability who violates Brookside Charter School's discipline policy who has not been removed from the current educational placement for more than ten (10) cumulative days for the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students.

Services will not be provided to the student when the total number of days the students has been removed from the current educational placement is not more than ten (10) days, unless services are provided to children without disabilities who have been similarly removed.

**Removal from Current Educational Placement for More than Ten Cumulative School Days**

A student with a disability who violates Brookside Charter School's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short term exclusions totaling more than ten (10) cumulative days does not constitute a change of placement. If more than 10 days pass before the child returns to class, the IEP student will receive services.

On the eleventh day of removal in a school year, Brookside Charter School will provide educational services. If the cumulative removals do not constitute a change of placement, the services to be provided will be determined by school personnel in consultation with the student's special education teacher.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a change of placement or when considering a removal of greater than ten (10) consecutive school days, the School will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement or for consideration of a removal of more than ten (10) consecutive school days, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action.

If a determination is made that the student's behavior was not a manifestation of the student's disability, disciplinary rules will be applied to the student in the same manner

they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.

### **Long-Term Changes in Placement (Drugs, Weapons, and Bodily Injury)**

In addition to any other actions consistent with this regulation, School administrators may assign a student to an interim alternative educational setting for a period of time not to exceed forty-five (45) calendar days, when a student with a disability is involved in a disciplinary action involving:

1. Possession of a weapon at school or at a school function; or
2. Possession or use of illegal drugs or sale or solicitation for sale of a controlled substance while at school or at a school function; or
3. A serious bodily injury.

On the date a decision to make such a removal is made, the parents/guardians will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing such a removal, the School will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

Not later than ten (10) days after the date of the decision to assign a student to an interim alternative educational setting, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to the disciplinary action and to determine the interim alternative educational placement.

The IEP team will decide on an interim alternative educational setting that will allow the student to continue to progress in the general curriculum, to receive the services and modifications that will enable the child to meet the goals set out in the student's IEP, and to receive services and modifications to attempt to prevent the student's behavior from recurring.

### **STUDENT DUE PROCESS**

Students have the right to appeal disciplinary actions taken against them by an official of Brookside Charter School. In-School Suspensions and Out-of-School Suspensions not exceeding ten (10) days are not open to appeal beyond the building principal.

Before any student is suspended:

- The student shall be given oral notice of the charges which form the basis of the proposed suspension.
- The student shall be given the opportunity to present their version of the incident.
- If a student denies the charges, the student will be given an explanation of the facts that form the basis of the charges.

Students with disabilities may not be excluded from special education services for more than ten (10) school days in a school year. For more information, see previous Section titled "Discipline of Students With Disabilities."

### **Appeal Process**

Any suspension of more than ten (10) days entitles the student to appeal the action to the Superintendent. If the student or parent gives notice of his or her intent to appeal the suspension, the suspension shall be stayed until the Superintendent renders its decision. However, if, in the judgment of the Superintendent, the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student will be immediately removed from school and the hearing will follow as soon as practical.

### **Parents/Legal guardians may pursue an appeal of suspension by:**

- Returning the appeal form to the building level administrator, within ten (10) school days from the notification of suspension.
- Appeals should be restricted to statements of fact directly pertaining to the infraction that resulted in imposition of the long-term suspension. Notification of the status of the appeal will be sent to the guardian within seven (7) school days of receipt of the written appeal.

### **PROHIBITION AGAINST BULLYING**

Missouri law provides as follows:

1. Every district shall adopt an antibullying policy by September 1, 2007.
2. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyber-bullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.
3. Each district's anti-bullying policy shall be founded on the assumption that all students need a safe learning environment. Policies shall treat students equally and shall not contain specific lists of protected classes of students who are to receive special treatment. Policies may include age-appropriate differences for schools based on the grade levels at the school. Each such policy shall contain a statement of the consequences of bullying.
4. Each district's antibullying policy shall require district employees to report any instance of bullying of which the employee has firsthand knowledge. The district policy shall address training of employees in the requirements of the district policy.

R.S.Mo. § 160.775.

Brookside Charter expressly adopts the foregoing. Brookside Charter strictly prohibits any form of bullying or intimidation by students toward School personnel or students on school grounds, at a school sponsored activity, on a school bus, or in any school-related context. Consistent with the foregoing, Brookside Charter considers bullying

to be any intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

### **PROHIBITION AGAINST DRUGS AND ALCOHOL**

The use of controlled substances, alcohol, and substances represented to be such, as well as the possession of drug paraphernalia, is prohibited at all times and is subject to disciplinary action. (For medication, families are required to follow “Medication: Policy and Procedures for Dispensing.”)

### **PROHIBITION AGAINST FIREARMS AND WEAPONS**

Brookside Charter prohibits the possession of firearms and weapons on school premises at all times, except for possession by duly-authorized law enforcement officials acting in their official capacity.

For purposes of school policy, “school premises” includes all Brookside Charter buildings, grounds, vehicles, and parking areas. This prohibition also extends to the sites of on-site and off-site school activities, whether or not those school activities occur on Brookside Charter property.

Brookside Charter will notify law enforcement officials and the individual violating this policy must leave the premises. Suspensions of students are for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent (or his or her designee) may modify such suspension or recommendation for expulsion on a case-by-case basis. Brookside Charter policy bars non-students from all school premises and school activities for a period of one (1) Year. Subsequent violations by the same individual will result in additional school-related restrictions.

A “weapon” may include any of the following: weapons listed under Notice Provision Missouri Safe Schools Act, Section II; knife (see statutory definition under Missouri Safe Schools Act, Section II; ordinary pocket knife or an instrument with a blade measuring four inches or less in length; pen knives; projectile weapon (e.g., pellet gun, BB gun, slingshot, bow, crossbow, etc.); blackjack; knuckles; pepper spray; mace; “tasers”; and normal school supplies, household items, or other materials (examples include, but are not limited to, scissors, nail files, chains, laser beam pointers, razor blades, box cutters, combination and/or pad locks, etc.), which are used for attack, to threaten, intimidate, or inflict physical injury or harm on another person, when such items are actually used as a weapon.

### **PROHIBITION AGAINST SMOKING**

Brookside Charter strictly prohibits the use, sale, transfer, and possession of tobacco products at school and at school-sponsored activities. Brookside Charter is a smoke-free campus. This includes vehicles parked on the premises.

### **MISSOURI SAFE SCHOOLS ACT COMPLIANCE**

Brookside Charter School operates in compliance with the Missouri Safe School Act. The Missouri Safe School Act includes the following areas:

#### **Corporal Punishment**

Brookside Charter School employees are strictly prohibited from using corporal punishment with children. Corporal punishment is defined as any penalty involving bodily contact or humiliation including spanking, hitting, slapping, taping the mouth, putting

stickers on mouths, yelling, screaming, or ridiculing children, or any other form of punishment which the Brookside Charter School Administration deems unnecessarily forceful, inappropriate, and/or harmful to children. The Brookside Charter School Administration retains the right to determine the severity of such actions.

### **Violence**

“Violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person’s body, feelings, or possessions.” (Hazelden/Johnson Institute.) Brookside Charter School defines “**acts of school violence**” or “**violent behavior**” as “the exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the school or while involved in school activities.” “Serious physical injury” is physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body, to another person while on school property, including a school bus in service on behalf of the school, or while involved in school activities. The Administration must report acts of school violence to “need to know” employees (school personnel who are directly responsible for the student’s education or who interact with the student while acting within the scope of their assigned duties).

The Administration is also required by law to report to law enforcement authorities any of the following criminal acts, committed by adults or children, occurring on school property: first and second degree murder, kidnapping, first and second and third degree assault, forcible rape, forcible sodomy, first and second degree burglary, first degree robbery, distribution of drugs, arson, voluntary and involuntary manslaughter, sexual assault, felonious restraint, property damage, possession of a weapon, child molestation in the first degree, deviant sexual assault, sexual misconduct involving a child, sexual abuse, harassment, and stalking.

This explanation of violence is required by law and is important for implementing a safe school environment. Brookside Charter School, however, has a strong reputation as a caring community with a positive learning environment. Our compliance with the law is intended to ensure this continued reputation.

Additionally, school administrators are required to report acts of school violence to the proper authorities. When a pupil allegedly commits an assault or possesses controlled substances or weapons, the incident must immediately be reported to the police. “Assault,” “controlled substances,” and “weapons” are defined in this handbook.

In addition, if the school is notified by a juvenile officer that a petition has been filed alleging that a pupil has committed a serious offense against persons or property, teachers and other school employees with a need to know shall be notified of the information. Any information regarding serious offenses shall be kept confidential and may only be used for the limited purposes of assuring that good order and discipline are maintained in the school. This information may not be used as the sole basis for not providing educational services to a pupil. If a student’s IEP includes an indication that the student’s condition includes violent behavior, this information will be provided to teachers and other school employees with a need to know.

The Administration shall report, as soon as possible, to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following felonies, committed on school property or while involved in school activities: 1. first degree murder; 2. second degree murder; 3. kidnapping; 4. first degree assault; 5. forcible rape; 6. forcible sodomy; 7. burglary in the first degree; 8.

burglary in the second degree; 9. distribution of drugs; 10. distribution of drugs to a minor; 11. arson in the first degree; 12. voluntary manslaughter; 13. involuntary manslaughter; 14. second degree assault; 15. sexual assault; 16. felonious restraint; 17. property damage; and 18. Possession of a weapon.

The Board of Directors is authorized to remove immediately through suspension or expulsion a pupil upon finding by the Administration or the Board that such pupil poses a threat of harm to self or others, based upon the child's prior conduct.

No school board is permitted to readmit or enroll a pupil suspended or expelled for having committed certain felonies.

## **DEFINITIONS**

For purposes of this section, the following definitions apply:

**Administrative Conference:** A meeting with an administrator.

**Buddy Room:** Designated area (desk and/ or study carrel) in another teacher's room.

**Behavior Plan:** A more comprehensive individualized student driven plan designed to address multiple skills or behaviors in order to help that student be successful at school. These plans consist of multiple interventions or support strategies.

**Care Team Referral:** The student's behavior is documented and sent to the Care Team for consultation, review, or further action.

**Collaborative Student Plan:** An individualized student plan created by the student, teacher, parent/guardian, counselor, and/or administration to address multiple missing skills or unwanted behaviors that are hindering the student from being successful in the classroom. This plan may consist of multiple interventions or support strategies.

**Community service:** Work that is done to improve the Brookside community.

**Contraband:** Drugs, weapons, alcohol and/or other materials deemed illegal or unauthorized under Missouri and Federal law, Board policy or the Discipline Handbook.

**Expulsion:** Expulsion is the exclusion from school for a period exceeding one hundred eighty (180) days. The School Board is the only governing body that may expel a student.

**In-School Suspension:** ISS is a suspension lasting one (1) to ten (10) days as determined by the Administration and in accordance with the discipline Handbook and is served within the Support Room within school.

**Logical Consequences:** Outcomes to educate students that are connected to choices that students make.

**Long-term Suspension:** Long-term suspension is the exclusion from school for a period of eleven (11) to one hundred eighty (180) school days and is determined only by the Office of the Superintendent.

**Out-of-School Suspension:** OSS is a suspension lasting from one (1) to ten (10) days as determined by Administration and in accordance with the Discipline Handbook and is served outside the school building.

**Processing Meeting:** Questions that the adult asks the student so that he/she may take ownership, practice skills and create a plan to make better choices.

**Redirection:** After basic classroom management, this signals the final warning given to student prior to asking student to move to the safe seat.

**Restitution:** After notice to, or a conference with the student and parents/guardians, a student may be required to repair, restore, replace, or pay for damaged, vandalized, lost, or stolen school property.

**Safe Seat:** A designated seat within the classroom, away from peers.

**Support Room:** A room specifically available for students who need a time out / safe area with an adult who can help them calm down, partner and plan.

**Think Sheet:** A written reflection completed in a safe seat or buddy room designed to help a student record his/her feelings, revisit the reasons for the choices that were made, and decide on behaviors that will help ensure success in the classroom.

**Triage:** A systematic way to provide early intervention and support for students that helps the student focus on accepting responsibility for the outcome of his/her day.