

HOPE Community Academy Student Discipline Matrix

24-25



HOPE Community Academy

720 Payne Ave. St. Paul, MN 55130

Phone: 651-796-4500

Fax: 651-927-8481

www.hopecommunityacademy.org

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Student Behavior, Disciplinary Procedures & Consequences

Listed below are the incident types, procedures, and consequences that school personnel and administration follows involving student behavior. School personnel and administration may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case-by-case basis. For students with an Individualized Education Plan (IEPs), disciplinary action will consider the relationship of the behavior to the student’s disability and will involve the student’s case manager. Physical restraints may be used by trained school personnel in crisis situations where the student physically harms or attempts to harm him/herself or others. HOPE has a zero tolerance policy in regards to bullying, physical altercations, and drug/alcohol use at school. Students will receive one opportunity to correct this type of behavior before an expulsion may be recommended.

Student to Student Conflicts - Disciplinary Procedures & Consequences

Incident Type	1 st Offense Per Year	2 nd Offense Per Year	3 rd Offense Per Year
<p>Abuse- Verbal/Written/Social Media Using language that is disrespectful, discriminatory, abusive, or obscene. *May include technology</p>	<p>May include, but not limited to, the following: 1). Lunch Detention 2). Loss of special privileges (class events or celebrations, field trips, etc)</p> <p>Parent Contact</p>	<p>1-3 days of in-school suspension or out-of- school suspension</p> <p>Parent Contact and/or Parent Meeting Required</p>	<p>3-5 days of in-school suspension or out-of- school suspension</p> <p>Parent Contact and/or Parent Meeting Required</p>
<p>Bullying: Threatening/Intimidating Acts, verbally, or by gesture, threatening the well-being, health, or safety of any student on school property, or going to or from school.</p> <p>Harassment: Engaging in verbal acts that injure, degrade, intimidate, or disgrace other individuals, including words that negatively impact an individual or group based on their race, cultural, or sexual preference, or any disability they may have.</p>	<p>1-3 days of out-of-school suspension</p> <p>Parent Contact and/or Parent Meeting Required</p>	<p>Expulsion</p>	

<p>Sexual Harassment: To engage in acts that injure, degrade, intimidate or disgrace other individuals including, but not limited to the act of touching, grabbing, pulling at a person’s body or clothing. Also includes materials and/or pictures, which are sexually explicit or demeaning.</p>	<p>1-3 days of out-of-school suspension Parent Meeting Required</p>	<p>Expulsion</p>	<p style="background-color: black; color: black;">[REDACTED]</p>
<p>Fighting & Assault -Mutual (more than pushing/shoving) in which both parties are involved in verbal and/or physical abuse. - The act of physically assaulting, or attempting to injure. or intentionally inflicting bodily harm upon any student on school property or going to or from school.</p> <p>Referral to police when appropriate.</p>	<p>1-3 days out-of- school suspension *including encouraging, promoting Parent Contact and/or Parent Meeting Required</p>	<p>3-5 days out of school suspension *including encouraging, promoting Parent Contact and/or Parent Meeting Required</p>	<p>Expulsion</p>
<p>Criminal Sexual Conduct Sexual misconduct includes inappropriate touching, removal, or attempted removal of clothing; or sexual intercourse.</p> <p>Referral to police when appropriate.</p>	<p>1-3 days out-of-school suspension Consideration for expulsion Parent Contact and/or Parent Meeting Required</p>	<p>Expulsion</p>	<p></p>
<p>Theft Unauthorized taking of property of another person, or receiving or possessing such property.</p>	<p>May include, but not limited to, the following: 1). Lunch detention 2). Loss of special privileges (class events or celebrations, field trips, etc) 3). Restitution Parent Contact</p>	<p>1-3 days of in-school suspension or out-of-school suspension Restitution Parent Contact and/or Parent Meeting Required</p>	<p>3-5 days of in-school suspension or out-of- school suspension Restitution Parent Contact and/or Parent Meeting Required</p>

<p>Student Attire/Uniform -Manner of dress or personal grooming which the school authorities believe will, or actually does, present a clear danger to the student’s health and safety, cause an interference with work, or create a classroom or school disorder. -Students need to wear school uniforms to school each day.</p>	<p>Student Conference</p>	<p>May include, but not limited to, the following: 1). Lunch detention 2). Loss of special privilege 3). Notification of parent</p>	<p>May include, but not limited to, the following: 1). Lunch detention 2). Loss of special privilege 3). Notification of parent</p>
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Student & Staff Conflicts - Disciplinary Procedures & Consequences

Incident Type	1 st Offense Per Year	2 nd Offense Per Year	3 rd Offense Per Year
<p>Abuse-Verbal or Written -Using language that is disrespectful, discriminatory, abusive, or obscene.</p>	<p>May include, but not limited to, the following: 1). Lunch Detention 2). Loss of special privileges (class events or celebrations, field trips, etc) Parent Contact</p>	<p>1-3 days of in-school suspension or out-of- school suspension Parent Contact and/or Parent Meeting Required</p>	<p>3-5 days of in-school suspension or out-of- school suspension Parent Contact and/or Parent Meeting Required</p>
<p>Disruptive/Disorderly/Insubordination -Willful failure or refusal to respond or carry out a reasonable request by authorized school personnel. - Interference, Disruption, or Obstruction: Any action that disrupts the teaching and learning environment for students and staff.</p>	<p>May include, but not limited to, the following: 1). Lunch Detention 2). Loss of special privileges (class events or celebrations, field trips, etc) Parent Contact</p>	<p>1-3 days of in-school suspension or out-of- school suspension Parent Contact and/or Parent Meeting Required</p>	<p>3-5 days of in-school suspension or out-of- school suspension Parent Contact and/or Parent Meeting Required</p>
<p>Academic Dishonesty -Cheating on assignments and tests. - Forgery: Written or spoken misrepresentation of the truth, including</p>	<p>May include, but not limited to, the following: 1). Lunch Detention 2). Loss of special privileges (class events or celebrations, field trips, etc)</p>	<p>1-3 days of in-school suspension or out-of- school suspension Parent Contact and/or Parent Meeting Required</p>	<p>3-5 days of in-school suspension or out-of- school suspension Parent Contact and/or Parent Meeting Required</p>

<p>forged parental signatures and false phone calls.</p>	<p>Parent Contact</p>		
<p>Physical Assault of a Staff Member/ Threatening or Intimidating Acts -The act of physically assaulting, or attempting to injure, any member of the school staff, either on school property or at any activity under school sponsorship. - Threatening or Intimidating Acts: Threatening, directly or indirectly, the well-being, health, or safety of any member of the school staff.</p> <p>Notification of police when necessary.</p>	<p>3-5 days out-of-school suspension</p> <p>Parent Contact and/or Parent Meeting Required</p>	<p>Expulsion</p>	

Misuse of School Property - Disciplinary Procedures & Consequences:

Incident Type	1 st Offense Per Year	2 nd Offense Per Year	3 rd Offense Per Year
<p>Unauthorized Use of School Property/Trespassing -The unauthorized or illegal use of school property for non-school sponsored activities. Trespassing and misuse of technology.</p>	<p>May include, but not limited to, the following: 1). Lunch Detention 2). Loss of special privileges (class events or celebrations, field trips, etc)</p> <p>Parent Contact</p>	<p>1-3 days of in-school suspension or out-of- school suspension</p> <p>Parent Contact and/or Parent Meeting Required</p>	<p>3-5 days of in-school suspension or out-of- school suspension</p> <p>Parent Contact and/or Parent Meeting Required</p>
<p>Damage to Property to School: -Littering, defacing, cutting, or otherwise damaging school property in any way. The parent or guardian shall be liable for all damages caused by the student.</p> <p>Referral to police when necessary</p>	<p>May include, but not limited to, the following: 1). Lunch Detention 2). Loss of special privileges (class events or celebrations, field trips, etc)</p> <p>Restitution</p>	<p>1-3 days of in-school suspension or out-of- school suspension</p> <p>Restitution</p> <p>Parent Contact and/or Parent Meeting Required</p>	<p>3-5 days of in-school suspension or out-of- school suspension</p> <p>Restitution</p> <p>Parent Contact and/or Parent Meeting Required</p>

	Parent Contact		
Truancy/Attendance -Leaving class without adult permission during school hours. -Leaving school grounds without adult permission during school hours or at any other school related event.	May include, but not limited to, the following: 1). Lunch Detention 2). Loss of special privileges (class events or celebrations, field trips, etc)	1-3 days of in-school suspension or out-of- school suspension Parent Contact and/or Parent Meeting Required	3-5 days of in-school suspension or out-of- school suspension Parent Contact and/or Parent Meeting Required
Notification of police when necessary.	Parent Contact	Parent Contact and/or Parent Meeting Required	Parent Contact and/or Parent Meeting Required
Theft Unauthorized taking of property of another person, or receiving or possessing such property.	May include, but not limited to, the following: 1). Lunch Detention 2). Loss of special privileges (class events or celebrations, field trips, etc) Restitution Parent Contact	1-3 days of in-school suspension or out-of- school suspension Restitution Parent Contact and/or Parent Meeting Required	3-5 days of in-school suspension or out-of- school suspension Restitution Parent Contact and/or Parent Meeting Required
Misuse of Technology: Tampering with hardware or software or inappropriate use of available technology in a school setting, including the inappropriate use of the social media/internet.	Loss of school technology privileges for the day Parent Contact	Loss of school technology privileges for the week OR 1-3 days out-of- school suspension Parent Contact and/or Parent Meeting Required	Loss of technology privileges for the semester/remainder of the school year OR 3-5 days out-of-school suspension Parent Contact and/or Parent Meeting Required

Protection of Public Safety - Disciplinary Procedures & Consequences:

Incident Type	1 st Offense Per Year	2 nd Offense Per Year	3 rd Offense Per Year
Possession of Weapons -Possessing any firearm, whether loaded or unloaded, or any device or instrument designed as a weapon and capable of producing severe	3-5 days out-of-school suspension	Expulsion	

<p>bodily harm, or intended to look like a device or instrument capable of producing bodily harm. Weapons include, but are 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, nunchucks, throwing stars, explosives, stun guns, ammunition, and mace. A student who finds a weapon on school grounds or the bus and takes the weapon immediately to the office shall not be considered in possession of a weapon and including matches/lighter.</p> <p>Police notification when necessary.</p>	<p>Parent Contact and/or Parent Meeting Required</p>		
<p>Terrorist Threat -Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person and including a bomb threat.</p>	<p>5-10 days out-of-school suspension</p> <p>Parent Contact and/or Parent Meeting Required</p>	<p>Expulsion</p>	
<p>Arson -The willful and malicious burning of, or attempting to burn, any part of any building or property of the school and including matches/fire.</p> <p>Referral to the police and fire departments.</p>	<p>Immediate notification of police</p> <p>5 days out-of-school suspension</p> <p>Consideration for recommendation for expulsion.</p> <p>Parent Contact and/or Parent Meeting Required</p>	<p>Expulsion</p>	
<p>False Fire Alarm The giving of a false alarm of fire or tampering or interference with any fire alarm system.</p>	<p>1-3 days of in-school suspension or out-of- school suspension</p> <p>Parent Contact and/or Parent Meeting Required</p>	<p>3-5 days of in-school suspension or out-of- school suspension</p>	<p>Expulsion</p>

Referral to police when appropriate.		Parent Contact and/or Parent Meeting Required Parent Conference	
Gang or Cult Activity There will be zero tolerance of gang or cult activity.	1-3 days of in-school suspension or out-of- school suspension	3-5 days of in-school suspension or out-of- school suspension	Expulsion
Referral to police when appropriate.	Parent Contact and/or Parent Meeting Required	Parent Contact and/or Parent Meeting Required	
Dangerous Drugs/Controlled Substances Alcohol, Cannabis, Tobacco, Controlled Substances, and Illegal Drugs Possession, sale, distribution, or use, on or off school premises, or any controlled substances (as defined in MN Statute 142.02), or that are presented as controlled substances, while on school grounds or at school sponsored activities and including alcohol/tobacco . Referral to police. Referral to chemical health specialist.	1-3 day out-of-school suspension. Parent Contact and/or Parent Meeting Required	3-5 days out-of-school suspension Parent Contact and/or Parent Meeting Required	Expulsion

HOPE STUDENT TRANSPORTATION DISCIPLINARY MATRIX

Level	Behavior	Consequences
Level 1 Offenses	<ul style="list-style-type: none"> ● Failure to follow driver’s directions ● Standing, not sitting and facing forward while the bus is in motion ● Excessive noise ● Horseplay ● Food or drink on the bus 	<p><u>1st Offense</u> - Written warning</p> <p><u>2nd Offense</u> - Written warning and up to a 3-day bus suspension</p> <p><u>3rd Offense</u> - Written warning and up to a 5-day bus suspension</p> <p><u>4th Offense</u> - Written warning and up to a 10-day bus suspension</p>

		<u>5th Offense</u> - Written warning and up to a 15-day bus suspension or expulsion from riding the bus
Level 2 Offenses	<ul style="list-style-type: none"> ● Threatening comments (intimidation) ● Disrespecting others ● Distracting the driver ● Use of obscene or profane actions/language ● Body parts out the window ● Throwing objects ● Inappropriate use of electronics ● Harassing others ● Stealing 	<p><u>1st Offense</u> - Written warning</p> <p><u>2nd Offense</u> - Written warning and up to a 5-day bus suspension</p> <p><u>3rd Offense</u> - Written warning and up to a 10-day bus suspension</p> <p><u>4th Offense</u>- Written warning and up to a 15-day bus suspension or expulsion from riding the bus</p> <p><u>5th Offense</u>- Written warning and up to a 20-day bus suspension or expulsion from riding the bus</p>
Level 3 Offenses	<ul style="list-style-type: none"> ● Possession of tobacco, drugs or alcohol ● Possession of a weapon (including look alike toys) ● Assault, violent towards driver or other students ● Confirmed cases of bullying ● Vandalism 	<p><u>1st Offense</u> - Written warning and up to a 5-day bus suspension, possible expulsion from riding bus and, if possible, local law enforcement officials will be informed</p> <p><u>2nd Offense</u> - Written warning and up to a 10-day bus suspension, possible expulsion from riding bus and, if possible, local law enforcement officials will be informed</p> <p><u>3rd Offense</u> - Written warning and up to a 30-day bus suspension, possible expulsion from riding bus and, if possible, local law enforcement officials will be informed</p>