



DISCIPLINE REPORT

Discipline report must be completed and faxed to Hope Administration within 12 hours of the discipline problem. Fax# 303-872-6629. Attention Hope Online Attendance and Discipline Coordinator

Student Name (first and last)	Student's Age and Birth date	Parents/Guardians Name	Home Address	Contact Phone Number

Please provide involved student's information above. If multiple students are involved, complete a separate report for each student.

Learning Center _____	Learning Center Director _____
Learning Center Director Contact Phone Number _____	

INCIDENT INFORMATION	
Date of Contact with Attendance and Discipline Coordinator _____	Time _____
Nature of Incident/s _____	Duration _____
1st Time _____	2 nd Time _____
3 rd Time _____	Ongoing _____

Does Student have an IEP or other Behavioral Indicators on file? Yes _____ No _____	
Name of Special Education Coordinator/Teacher to be contacted: _____	
Method of contact: _____ Phone _____ In person _____ Other Method (explain) Details of Contact: _____	

Description of Inappropriate behavior	_____

Was the student spoken to concerning the discipline issue? Yes _____ No? _____ Was documentation taken? Yes _____ No _____	
Was the student dismissed for the day? Yes _____ No? _____ Where parents instructed to pick up their student? Yes? _____ No _____	
Time/Date of contact: _____	
Person contacting parent _____ (Learning Center Director unless otherwise directed)	
Name of Parent/Guardian contacted: _____	
Method of contact: _____ Phone _____ In person _____ Other Method (explain) Details of Contact: _____	

Other Youth Involved - First & Last Name/DOB

All Staff Involved/On Duty – First & last Name

What steps have been administered for corrective behavior? (Counseling, behavioral contracts, loss of privileges, exclusion from classroom activities, parent conference, detention).

Law Enforcement Notified? Yes _____ No _____ Police Officer Badge# _____
Case Number# _____ Police District _____
Social Service Contacted? Yes _____ No _____ Name of Case Worker/Investigator _____

*Additional
Comments*

******Note --Additional Documentation Records Needed (Discipline notices, student conferences, parent notifications, parent/teacher conferences, and behavior plans). Please attach all documents relevant to this student along with the Discipline Report when faxing to the Hope Online office. If discipline is an attendance issue, please send attendance rosters, Compass Student Report and/or A+ Class Assignment Detail Report along with any attendance contract/plans. The Hope Online fax number is 303-872-6629 Attention Hope Online Attendance and Discipline Coordinator.***

Grounds for Suspension, Expulsion from Hope Online Policy HS-013

(Please refer to page 15 of the Student Rights and Responsibilities and Code of Conduct and Discipline 2007-2008)

1. Continued willful disobedience or open and persistent defiance of proper authority including, but not limited to, a deliberate refusal to obey Hope Online or Learning Center employees, repeated violations of Hope Online policy and/or procedures and repeated instances of misconduct, no single occurrence of which might otherwise constitute grounds for suspension or expulsion.
2. Repeated interference with Hope Online or a Learning Center's ability to provide educational opportunities to other students.
3. Repeated disruptive conduct resulting in the student being declared an habitually disruptive student for which expulsion shall be mandatory.
4. Willful destruction or defacing of Hope Online or Learning Center property.
5. Behavior on or off Hope Online or Learning Center property which is detrimental to the welfare, health, or safety of that student, other students, or of school personnel including without limitation, behavior which creates a threat of physical harm to the student, other students, or Hope Online or Learning Center employees.
6. Incidents of assault upon, disorderly conduct toward, harassment of, the making of a knowingly false allegation of child abuse against, or any criminal act directed toward a Hope Online or Learning Center employee, or instances of damage occurring on Hope Online or Learning Center premises to the personal property of a Hope Online or Learning Center employee, for which a minimum of a three day suspension shall be mandatory.
7. Committing a serious violation in or on Hope Online or Learning Center property.
8. Committing a violation of Hope Online's policy on weapons in schools. Expulsion shall be mandatory for the carrying, bringing, using or possessing of a dangerous weapon as defined in Colo. Rev. Stat. 22-33-106(1)(d)(II) and Hope Online's policy regarding Weapons in Schools.
9. Committing a violation of Hope Online's policy on student involvement regarding drugs and alcohol. Expulsion shall be mandatory for any student involved in the gift, purchase, exchange, or sale of an illegal drug or alcohol on Hope Online or Learning Center property, at school-sanctioned activities, when being transported in vehicles dispatched by Hope Online, or at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of Hope Online.
10. Committing an act which, if committed by an adult, would constitute robbery or first or second degree assault, as defined by state law, for which expulsion shall be mandatory.
11. Committing a violation of Hope Online's policy regarding discrimination or harassment of students and employees.
12. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
13. Intentionally causing, attempting to cause, or threatening physical injury to another person.
14. Committing a violation of Hope Online's smoking and use of tobacco policy.
15. Violating any criminal law which has an effect on the school or on the general safety or welfare of students or employees.
16. Violating any Hope Online or Learning Center policy, rule, or regulation.
17. Engaging in scholastic dishonesty which includes, but is not limited to, cheating on a test or plagiarism.
18. Disrupting the school program by intentionally causing a false fire alarm or bomb threat.
19. Throwing objects, with the exception of supervised school activities, that cause bodily injury or property damage.
20. Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the Learning Center.
21. Engaging in verbal abuse, such as name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the Hope Online program or incite violence.
22. Committing extortion, coercion, or blackmail, including, without limitation, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
23. Lying or giving false information, either verbally or in writing, to a Hope Online or Learning Center employee.
24. Violating Hope Online's policy regarding sexual harassment.
25. Engaging in sexual misconduct including without limitation displays or other inappropriate sexual conduct.
26. Violating Hope Online's policy regarding student use of Hope Online information technology.
27. Failure to comply with the immunization requirements of C.R.S. 25-4-901 et seq., except that any suspension or expulsion for such failure to comply shall not be recorded as a disciplinary action, but rather, shall be recorded with the student's immunization records with an appropriate explanation.

CONFERENCE DOCUMENTATION

Date: _____ Time: _____ Location: _____

<i>PERSONS IN ATTENDANCE</i>	<i>TITLE</i>

Issues Discussed: _____

<i>ACTIONS TAKEN</i>	<i>PERSON(S) RESPONSIBLE</i>

Additional Comments: _____

Signature of Hope On Line Staff _____ *Date* _____

*This is an internal document. Do not distribute outside the organization. Please refer requests to the Hope Discipline Coordinator
Disburse Copies of Report As Follows: LC Director ____ Hope Admin Office ____*