

DISCIPLINE POLICY

Introduction – It is the position of the School Board of Independent School District 756 that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise that responsibility within the school setting. A consistent, continuous program dealing with the rights of people and a respect for individual differences must permeate the entire educational system. Students need to be taught the seriousness of actions that are degrading or hostile to other individuals and groups. The staff has the responsibility and authority to define intolerant physical threats or assaults, or any actions considered demeaning to others.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state law, State Board of Education regulations, and this policy. The school board recognizes its responsibility to meet the educational needs of students who do not respond well to traditional school programs. Such efforts may include utilizing special services personnel and outside referral agencies and adjusting normal school procedures. If a student does not respond to these efforts and exerts a disruptive influence on the educational environment of a school, the needs of the other students and staff must become a major factor in planning alternatives.

With due consideration to these obligations, it is the responsibility of the school board, administrators, and classroom teachers to make reasonable rules and regulations for the governing of student behavior and conduct. The following school board policies apply district wide.

SECTION 1 -- RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior which is disruptive to good order or which violates the rights of others. The following acts are unacceptable behavior at school, school-sponsored activities, or on school grounds, and are subject to disciplinary action in District 756 schools.

A. Truancy and Unauthorized Absences

1. As required by current statutes, regulations of the State Department of Education, and the School Board of District 756, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Following an absence, students will be expected to complete all missed assignments within a reasonable period of time.
2. For purposes of this policy, truancy is the absenting of one's self from school or class without the knowledge and approval of the school. Any truancy is considered an unexcused absence and will be cause for disciplinary action.
3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. School or Personal Property

1. Vandalism: Damage or vandalism to school property or to private property of others by students is vandalism. Students guilty of vandalism will be subject to disciplinary action.
2. Lockers: Lockers are provided by the School Board for student use as a depository of books, clothing, and other personal articles. At no time are students to use the lockers for storage of illegal items or items of hazardous nature. In grades 7-12 lockers are provided. All lockers are subject to search by the school administration whenever reasonable grounds are presented in which a dangerous or detrimental situation may exist, or contraband may be stored or hidden.
3. Theft: Theft is the act of intentionally and without proper or rightful claim taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property; or the finding of lost property and not making reasonable effort to find the owner. Students guilty of theft will be subject to disciplinary action.

C. Physical Assault: Physical assault is an act that intentionally inflicts or attempts to inflict bodily harm upon another. Physical assault by students against staff members or students is considered to be detrimental to a sound educational atmosphere and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members may be required to use reasonable physical restraint to prevent or minimize injury to students or staff.

D. Verbal Assaults: Verbal assault is the use of abusive, threatening, profane, or obscene language, either oral or written, by a student toward a staff member or another student, including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicap.

E. Threats and Disruptions:

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable.

2. School Disruptions: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.
- F. Dangerous, Harmful, and Nuisance Substances and Articles.
1. Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, school-sponsored activities, or on school grounds.
 2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
 3. Use of Tobacco/Nicotine: Tobacco/Nicotine use by students is prohibited at school, at school-sponsored activities, or on school grounds.
 "Smoking" means inhaling exhaling, burning or carrying any lighted or heated cigar, cigarette or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. "Smoking" also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
 4. Harmful and Nuisance Articles: The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school and at school-sponsored activities. (ie: Weapons, Guns, Knives, etc.)
- The principal and school staff members shall be alert for any possible student involvement with dangerous, harmful, and nuisance substances or articles. When the principal or a staff member has reasonable cause to suspect that a dangerous or illegal substance or article is present in a school building, on the school grounds, at a school activity, or in the possession of a student, he/she shall investigate and take immediate and necessary action to safeguard person and property.
- G. Failure to identify oneself. Failure to provide proper identification upon request of a staff member is unacceptable behavior.
- H. The violation of any state, local, or federal law is unacceptable behavior.
- I. The following constitute unacceptable behavior:
1. Willful conduct which materially and substantially disrupts the right of others to an education.
 2. Willful conduct which endangers school district employees, the student or other students, or the property of the school.
 3. Willful violation of any rule of conduct specified in this discipline policy.

SECTION 2 -- CORRECTIVE MEASURES

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior. Each incident must be considered on an individual basis by the teacher or administrator. These procedures may include but are not limited to: meeting with teacher, counselor, or principal; detention; loss of school privilege; removal from class; parent/guardian conference with school staff; modified school program; school probation; dismissal for one day; suspension; referral to superintendent; exclusion; expulsion; police referral; court referral; and home instruction.

- A. Removal from Class: Removal from class is defined as "any action taken by a teacher, principal, or other school district employee to prohibit a student from attending a class for a period of time not to exceed three class or activity periods". A class period or activity period is defined in secondary grades as "instruction for given course of study" and in elementary grades as "a period of time not to exceed one hour, regardless of the subject of instruction."
1. Removal from class is the short-term exclusion of a student from the classroom during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal/lawful designee and the teacher. The length of time of the removal from class, as defined in Minnesota Statute 127.41, subd. 2, shall be at the discretion of the principal after established procedures with the teacher have been followed, (see Section 3 Consequences).
 Grounds for removal of a student from class:
 - a. Willful conduct which materially and substantially disrupts the right of others to an education.
 - b. Willful conduct which endangers school district employees, the student or other students, or the property of the school.
 - c. Willful violation of any rule of conduct specified in this discipline policy.
 - d. Willful violation on the sound discretion of the teacher on disciplinary violations only (non-academic).
 2. Any student removed from class must report directly to the principal's office and meet with the principal/lawful designee. The teacher must notify the office immediately that the student has been

removed from class. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference.

3. Suspension: is the short-term exclusion of a student from school, school property, and school-sponsored events for a period exceeding one school day. During the term of suspension, the parent/guardian assumes custody of the student during school hours. Suspension may be for a period of up to five (5) days. Students will not normally be suspended without an informal administrative conference. Students will also be served with a written notice containing grounds for suspension and other pertinent information. Parents/guardians will be notified of suspension by certified mail. Ordinarily students will not be released from the building until parents/guardians have been notified by verbal communication. All provisions will be adhered to. If a student returns to school during a suspension, the action can be considered a violation of the suspension and may be cause for further disciplinary action. In certain circumstances, a parent/guardian may be expected to accompany the student for a reinstatement conference when a suspension is completed.
 4. Modified Student Program. After consultation with parent/guardian and staff, the principal may alter the student's class schedule by transfer or exclusion.
 5. Alternative Program. The principal may, upon approval of the superintendent, prescribe a specific alternative educational program that he/she believes will best serve the interests of the students and the school.
 6. Police and Court Referral. The principal may refer a student to the court for incorrigibility or truancy. The principal may ask for the assistance of local law enforcement when appropriate.
- B. Copies of this policy together with the Pupil Fair Dismissal Act of 1974 shall be published and made available on the school website during the first month of the school year, a printed copy can be obtained in the office. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974.
- C. Parents/guardians shall be notified in writing of any violation of the rules of conduct, which result in disciplinary actions by first-class mail except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of conduct and resulting disciplinary action verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974.
- D. Superintendent Level Measures. The principal may refer a student to the superintendent for disciplinary action. The referral will be in writing and be accompanied by a complete and up-to-date disciplinary record. If the superintendent accepts the referral, a hearing will be conducted before taking any disciplinary action. The student and parents/guardians will be notified of the hearing and will receive a copy of the referral letter. At the hearing, the student may be accompanied by his/her parents or counsel. The principal and other school personnel may be present. The superintendent may take one or more of the following actions:
1. Defer Action.
 2. Place the Student on Superintendent's Probation.
 3. Place the Student on Home Instruction.
 4. Place the Student in a Modified or Alternative Program.
 5. Attempt to Seek Placement in a School Outside the District.
 6. Refer the Student to the School Board for Expulsion in accordance with State Law.
- The superintendent will communicate the decision in writing to the principal, student, and the parent/guardian. The decision of the superintendent may be appealed to the school board.
- E. Expulsion: shall be defined as an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. Only the school board can expel a student and shall do so in accordance with the provisions of the Pupil Fair Dismissal Act of 1974 as amended. Upon notification of a hearing for expulsion, a student will be provided with a copy of the law. Copies of the law are available in each school office and may be examined by interested students.
- F. Assault, restraint, and corporal punishment: Staff is forbidden from using physical force on students or administering corporal punishment except as follows:
1. Staff may use reasonable physical force for the purpose of restraining students to prevent or minimize damage to property or injury to persons.
 2. Any staff member may request any student to provide proper identification and, upon the refusal of a student to provide same, may use reasonable force to transport the student to the office or other place where the staff member may secure assistance.
- G. Handicapped Students: In the event a handicapped student becomes subject to disciplinary action due to violation of these policies, the Child Study Committee will conduct a thorough review of the Individual Education Plan (I.E.P.) for adequacy as mandated by M.R. 3525.2470 Subd. 1.
- Suspension: An I.E.P. meeting shall be held within five (5) school days of a learner's suspension. If a learner is placed on in-school-suspension status, according to the district policy established for all learners, for all or part of the day for two or more consecutive days or three times in one month, a TEAM meeting must be held. The TEAM and involved teachers shall:
1. Determine whether the misconduct is related to the handicapping condition(s);

2. Review any assessments and determine the need for further assessments; and
3. Review the I.E.P. plan and amend goals and objectives or develop an alternative I.E.P. plan.

SECTION 3 -- BLOOMING PRAIRIE HIGH SCHOOL CONSEQUENCES

Among the duties of the principal is to promote a positive and safe learning environment for students and to improve consequences for those students who have not developed self-discipline and who misbehave in school. The consequences will be assigned according to how serious the misbehavior of the student is and how much trouble the student has been in previously. A student who has violated a rule will receive a consequence that corresponds to the step for that rule violation. Before a student is referred to the principal for minor violations and classroom disruptions, these steps should be followed:

1. Verbal warning;
2. Student-teacher conference;
3. Teacher email/call to parent/guardian;
4. Removal from class and referral form completed.

CONSEQUENCES FOR OFFICE REFERRALS – Every office referral is an automatic one-half hour of detention. Depending upon the severity of the referral, more detention may be given. Some offenses are an automatic suspension. These include but are not limited to:

Offense	Consequence
Physical assault (fighting)	At least two (2) days of Suspension
Tobacco/alcohol/drugs on campus	At least two (2) days of Suspension
Verbal abuse of staff	At least one (1) day of Suspension
Willful vandalism	At least one (1) day of Suspension
Possession of dangerous substance/weapon	At least three (3) days of Suspension/Possible Expulsion
Violation of local/state/federal laws	Suspension/Expulsion