

ADMINISTRATIVE PROCEDURES

POLICY TITLE	POLICY NUMBER	REVISION DATE	EFFECTIVE DATE
Discipline	506	Updated: August 10, 2018	July 1, 2017

- 1. The consequences for misbehavior described in this Procedure are designed to be fair, firm, and consistent for all students in the District. The consequences apply to all students, preschool through grade 12+, regardless of whether the misbehavior took place in school, on district property, in a district vehicle, at a school or district activity, at a school bus stop, or on a pathway to or from school. Consequences also apply to misbehaviors carried out through the use of electronic communication.
 - 1.1. The consequences may also apply for misbehaviors which take place at other locations but directly affect school programs or activities.
 - 1.2. Students participating in co-curricular activities will also be expected to abide by the bylaws of the Minnesota State High School League, regardless of whether the particular activity is sponsored by the League.
- 2. Because it is not possible to list every misbehavior that occurs, misbehaviors not included in this Procedure will be responded to as necessary by staff. This Procedure is based on the assumption that minor behaviors are dealt with by bus drivers, chaperone, classroom teachers, administrators, and other appropriate District staff.
- 3. Consequences
 - 3.1. For each misbehavior described in this Procedure, consequences increase progressively from the first, second, third, and fourth violations; however, administrators' use professional judgement when deciding on consequences after considering intent/impact and other extenuating circumstances. Consequences that are left to the administrator's full discretion are denoted with a "*".
 - 3.1.1. "*" (Elementary schools) Student conference and parent/guardian notification; may include, but is not limited to, parent conference, restitution, peer mediation, adult-facilitated mediation, detention, in-school suspension and up to one-day, out-of-school suspension.
 - 3.1.2. "*" (Middle schools) Student conference and parent/guardian notification; may include but is not limited to parent conference, parent shadow, restitution, detention, and up to one-day, out-of-school suspension.

- 3.1.3. "*" (High school) Student conference and parent/guardian notification; may include but is not limited to parent conference, restitution, detention, one-day suspension from bus and up to one-day, out-of-school suspension.
- 3.1.4. All elementary schools will incorporate the use of a "Green Room" as part of the MTSS behavior system.
- 3.1.5. All schools will implement, monitor and document the use of pre-exclusionary processes.
- 3.1.6. It is expected that parents/guardians of ALL students involved in behavior situations will be communicated with by the appropriate building level staff.
- 3.1.7. There are optional consequences available in certain circumstances for students, including:
 - 3.1.7.1. Parent shadow (elementary and middle school)
 - 3.1.7.2. Chemical Assessment Secondary students who violate certain rules regarding alcohol and chemicals may opt to have a lesser consequence if the student obtains a chemical assessment and adheres to the assessment recommendations. Assessment will be at the expense of the student's parent(s) or guardian(s) (or the adult student, if age 18 or older.) A release form must be signed by the student and the student's parent(s) or guardian(s) to share appropriate information with the school district.
 - 3.1.7.3. Mental Health Referral Secondary students may be referred to community mental health resources on a case-bycase basis as appropriate. Assessment will be at the expense of the student's parent(s) or guardian(s) or the adult student, if age 18 or older.
 - 3.1.7.4. The Alternate to Suspension Program (YCAPP) may be used for grades six through 12 as part of or in place of inschool and/or out-of-school suspension.
 - 3.1.7.5. Restorative measures, such as symbolic restitution, circles, mediation, counseling, or prevention classes may be a part of any of the disciplinary consequence(s).
- 3.1.8. In this Procedure, unless otherwise stated, suspension is defined as out-of-school suspension (OSS) action taken by the school administration to prohibit a student from attending school for no more than ten school days. A student who is on out-of-school suspension may not be in the school, on school or district property, or attend school or district activities during the period of suspension.
 - 3.1.8.1. A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended up until noon on the following school day.

- 3.1.8.2. If a suspension is longer than five days, the suspending administrator shall provide the superintendent or designee with a reason for the suspension.
- 3.1.8.3. If a student's total days of removal from school exceeds 10 cumulative days in a school year, the District shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian prior to removing the student from school, and with the permission of the parent or guardian, arrange for a mental health screening of the student. The school district will not pay for the assessment unless it is part of an assessment for special education purposes. The purpose of the meeting shall be to attempt to determine the student's need for assessment, other services, or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
- 3.1.8.4. At the elementary school level, the principal may substitute in-school suspension (ISS) for out-of-school suspension on a case-by-case basis, with approval from the Executive Director of Learning and Innovation.
- 3.1.9. Violent Student Behavior (VSB) A student who engages in violent behavior as defined in Section 4 below will be identified as "(VSB)" in the consequences chart.
- 3.1.10. Expulsion is action taken by the School Board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.
- 3.1.11. Exclusion is an action taken by the School Board to prevent a student from enrolling or re-enrolling for a period of time that shall not extend beyond the school year.
- 3.2. In addition to the consequences detailed in this Procedure, a school or the Transportation Department may respond to student misbehavior in a variety of ways that include, but are not limited to, dismissal from school, removal from class, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges (at the high school level), and chemical evaluation.
- 3.3. Administrators may involve law enforcement authorities as necessary. If a student violates a district policy or procedure that is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this procedure. In accordance with state law, administrators will refer to the juvenile delinquency or criminal justice system any student who brings a firearm to school unlawfully. School staff members shall not interfere with a law enforcement decision to remove a student from school for law enforcement purposes; however, reasonable efforts shall be made to inform a student's parent or guardian of the involvement of law enforcement. Law enforcement officers shall not be involved in an educational decision to remove a student from a school as a disciplinary consequence.
- 3.4. The school district makes every effort to apply disciplinary consequences consistently, but the administrator may recommend longer or shorter suspensions, expulsion, denial of transportation privileges, other discipline, or interventions such as mental health referrals

on a case-by-case basis. This may include more severe consequences for students with multiple offenses in different categories of misbehavior or when a single behavior is particularly severe.

- 4. Staff Notification of Violent Behavior by Students
 - 4.1. A classroom teacher has a legitimate educational interest in knowing which students placed in the teacher's classroom have a history of violent behavior. Teachers must be notified before such students are placed in the teacher's classroom. Students who become identified as having a history of violent behavior as the year progresses will constitute the need for teacher notification.
 - 4.2. Identification of Students with a History of Violent Behavior
 - 4.2.1. A student who engages in behavior identified as "VSB" (violent student behavior) in the consequences matrix will be identified as a student with a history of violent behavior.
 - 4.3. Written notification shall be provided to all of the student's classroom teachers with a copy placed in the student's educational record and retained pursuant to the District's records retention schedule.
 - 4.4. Building principals have discretion to provide notice to other staff members who also interact with the student.
 - 4.5. Whenever possible, written notification to the teacher will occur prior to the placement of a student in the teacher's classroom.
 - 4.6. Once a student has been identified as a student with a history of violent behavior, notification will occur for the remainder of the school year and the following school year. The period of notification will be extended accordingly for each new incident of violent behavior that occurs.
- 5. Notification to the Parent of a Student Identified as Having a History of Violent Behavior
 - 5.1. Parental notification of a student having a history of violent behavior will be consistent with the notification practices in this Procedure and the consequences matrix
- 6. Notice to Other School Districts
 - 6.1. This notice is an educational record and will be transferred to an enrolling school district.
- 7. Written Notification from Law Enforcement

- 7.1. A school that receives formal notification from law enforcement or the court system about a student's delinquent conduct in the community shall process that notification as required by Minnesota Statute 121A.75, Receipt of Records; Sharing. This may include notification of appropriate staff person if necessary to protect others from needless vulnerability and to allow staff members to work with the student in an appropriate manner. Notification shall be in accordance with the law and shall not be governed by the district's procedures for staff notification of students with a history of violent behavior. The handling and retention of records received pursuant to Minnesota Statute 121A.75 shall be according to the requirements of that statute and Minnesota Statute 120A.22, Subd. 7, Educational Records.
- 7.2. Record of Notice
 - 7.2.1. The administration must keep a copy of the notification of violent behavior by a student on file to provide a record of those staff members notified under this Section.
- 7.3. Misbehaviors
 - 7.3.1. Students are expected not to engage in the following activities defined in the behavior matrix below:

NOTE: Information specific to misbehavior on the school bus/district transportation, are listed in the "Transportation" Section at the end of this Procedure.

MISBEHAVIOR MATRIX

	MISBEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
1.	Abuse: Verbal, Written or Otherwise Expressed – Arousing				
	alarm in others through the use of language that is				
	discriminatory, abusive, bullying, threatening or obscene,				
	including through the use of electronic communication.				
	REPORTING CODE: 210				
	Involving student or staff (Pre K-gr 2 or School Aged Care)	*	*	¹ / ₂ day in-school susp.	1 day in-school susp.
	Involving student or staff (grades 3-5)	*	*	1 day in-school susp.	1 day suspension
	Involving student (grades 6-12)	*	1 day suspension	3 day suspension	5 day suspension
	Involving self-harm (grades 6-12)	Referral for mental health assessment			
	Involving staff (grades 6-8)	1 day suspension	3 day suspension	5 day suspension	Expulsion
	Involving staff (grades 9-12)	3 day suspension	5 day suspension	Expulsion	
2.	Academic Dishonesty – Cheating, plagiarism, or collusion, including the use of technology to accomplish this end. REPORTING CODE: 131				
	(PreK-grade 2 or School Aged Care)	*	*	*	*
	(grades 3-5)	*	*	1 day in-school susp.	1 day suspension
	(grades 6-12)	*	1 day suspension	3 day suspension	5 day suspension
3.	Alarm, False – Alarm, False – Intentionally giving a false alarm of a fire or other emergency, including making a false report to 911, or tampering or, interfering with any alarm or alarm sensor. REPORTING CODE: 600				
	(PreK or School Aged Care)	*	1 day in-school susp. or parent shadow	3 day in-school susp. and parent shadow	3 day suspension
	(grades k-5)	*	1 day in-school susp. or parent shadow	3 day in-school susp. and parent shadow	2 day suspension
	(grades 6-12)	3 day suspension	5 day suspension	Expulsion	
4.	Alcohol*, Intent to Sell, Give or Share – Selling, giving or sharing or intending to sell, give or share alcohol, including through the use of electronic communication, where selling, giving or sharing is prohibited by Minnesota or federal law. REPORTING CODE: 423		2 day avanasis	Evention	
	(PreK-grade 2 or School Aged Care)	2 day suspension and Washington Cty. Referral		Expulsion	
	(grades 3-5)	3 day suspension and Washington Cty. Referral	5 day suspension	Expulsion	

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
	Alcohol*, Intent to Sell, Give or Share (Cont'd)				
	(grades 6-12)	5 day susp. with chemical health assessment or 10 day suspension	Expulsion		
5.	Alcohol, Possession or Use – Possessing, influenced by the use of, or using alcohol. REPORTING CODE: Possession – 421 Use – 422				
	(PreK-grade 2 or School Aged Care)	*	1 day suspension or parent shadow	3 day suspension	5 day suspension
	(grades 3-5)	*	1 day suspension	5 day suspension with chemical health assessment and agreement to follow assess recommend or 10 day suspension	5 day suspension with chemical health assessment and agreement to follow assess recommend or expulsion
	(grades 6-12)	5 day suspension with chemical health assessment and agreement to follow assessment recommendations or 10 day suspension	5 day suspension with chemical health assessment and agreement to follow assessment recommendations or expulsion	10 day suspension with chemical health assessment and agreement to follow assessment recommendations or expulsion	* to expulsion
6.	Ammunition, Mace or Pepper Gas Possession – Possession of bullets, other projectiles designed to be used in a weapon or other material designed to cause pain or injury. REPORTING CODE: 811				
	(PreK-grade 2 or School Aged Care)	*	1 day suspension	3 day suspension	5 day suspension up to recommendation for expulsion
	(grades 3-5)	*	1 day suspension	3 day suspension	5 day suspension up to recommendation for expulsion
	(grades 6-8)	3 day suspension	5 day suspension	5 day suspension up to recommendation for expulsion	10 day suspension up to recommendation for expulsion
	(grades 9-12)	5 day suspension	5 day suspension up to recommendation for expulsion	10 day suspension up to recommendation for expulsion	

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
7.	Arson – Intentional destruction or damage to school or district buildings or property by means of fire. REPORTING CODE: 841 Arson - Gas: 842				
	(PreK or School Aged Care)	*	Expulsion and restitution		
	(grades k-12)	Expulsion and restitution	1		
8.	Assault: Aggravated – Committing an assault upon another person with a weapon or a device used as a weapon, or an assault which inflicts great bodily harm upon another person. REPORTING CODE: Weapon -742 Gun – 743 Weapon Upon Staff – 752 Gun Upon Staff - 753				
	(PreK or School Aged Care)	5 day suspension and VSB	10 day suspension and VSB	Expulsion and VSB	
	(grades k-12)	10 day suspension and VSB	Expulsion and VSB		
9.	Assault: Physical – Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. REPORTING CODE: 741 Upon Staff - 751				
	Upon a student or staff member (PreK- grade 5 and School Aged Care)	*	3 day suspension, VSB, and referral to Student Advocate	5 day suspension, VSB, and referral to Student Advocate	10 day suspension and VSB
	Upon a student (grades 6-12)	5-10 day suspension and VSB	Expulsion		
	Upon a staff member, including agents, volunteers and School Resource Officers (grades 6-12)	Expulsion			
	Refusing to obey an order to cease striking, hitting, or attacking another student with the intent to cause physical harm (grades 6-12)	5-10 day suspension and VSB	Expulsion		
10.	Assault: Verbal, Written or Otherwise Expressed – Confrontation with a student or staff member through statements or actions which bullies, intimidates, threatens or causes fear of bodily harm or death, including through the use of electronic communication. REPORTING CODE: General - 721	4			
	Upon a student or staff member (PreK-grade 5 or School Aged Care)	*	1 day susp. and referral to Student Advocate	3 day suspension	5 day suspension and VSB

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
	Assault: Verbal, Written or Otherwise Expressed (Cont'd)				
	Upon a student (grades 6-8)	1 day suspension	3 day suspension	5 day suspension	Expulsion
	Upon a student (grades 9-12)	3 day suspension	5 day suspension	Expulsion	
	Upon a staff member (grades 6-12)	5 day suspension	Expulsion		
11.	Attendance issues - Truancy, excessive absenteeism, tardiness, skipping classes, exiting the school building or leaving school grounds without permission; REPORTING CODE: 110				
	(PreK or School Aged Care)	*	*	*	*
	(grades k-5)	*	1 day in-school susp.	3 day in-school susp.	5 day in-school susp.
	(grades 6–8)	*	3 day in-school susp.	5 day in-school susp.	5 day in-school susp.
	(grades 9-12)	*	3 day in-school susp.	5 day in-school susp.	5 day in-school susp.
12.	Attire – lack of attire, or personal grooming or attire, which creates a danger to health or safety or a disruption to the educational process, including, but not limited to, bearing a lewd, vulgar, or obscene message, promoting products or activities that are illegal for use by minors, or displaying objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group. REPORTING CODE: 113				
	(PreK-grade 2 or School Aged Care)	*	* and referral to Student Advocate	1 day suspension	3 day suspension
	(grades 3-5)	*	* and referral to Student Advocate	1 day suspension	3 day suspension
	(grades 6-12)	*	1 day suspension	3 day suspension	5 day suspension
13.	Bodily Harm, Inflicting – Committing a reckless or negligent act that inflicts bodily harm upon another person. REPORTING CODE: 715				
	(PreK-grade 2 or School Aged Care)	*	¹ / ₂ day in-school susp.	1 day in-school susp.	1 day suspension
	(grades 3-5)	*	1 day in-school suspension or parent shadow	1 day suspension	5 day suspension
	(grades 6-12)	*	3 day suspension	5 day suspension	10 day susp. to expulsion
14.	Bullying – Bullying is subject to discipline under other categories including, but not limited to, abuse, assault, harassment and cyberbullying, including through the use of other electronic communication. (See Policy SR 1.23, Bullying Prohibition.) REPORTING CODE: 501				
	(PreK-grade 2 or School Aged Care)	*	1 day susp. and referral to Student Advocate	1-3 day suspension	3-10 day suspension
	(grades 3-5)	*	3 day suspension	5 day suspension	10 day susp. to expulsion
	(grades 6-12)	1 day suspension	3 day suspension	5-10 day suspension	Expulsion

MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
building without co	ag a building or a specific area of a consent and with intent to commit a crime, ng without consent and committing a REPORTING CODE: 370				
(PreK or School Ag	ged Care)	3 day suspension and restitution	5 day suspension to expulsion, and restitution	10 day suspension to expulsion, and restitution	Expulsion
(grades k-5)		3 day suspension and restitution	-	10 day suspension to expulsion, and restitution	Expulsion
(grades 6-12)		5-10 day suspension and restitution	Expulsion and restitution		
or sharing chemical sell, give, or share of including through ef- purposes of this sec controlled substance narcotics or control over-the-counter me mood alteration, me and any related der be used for the purp this section, drug pur Minnesota or feder manufacturing of d	REPORTING CODE: OTC – 433 Rx – 443 Illegal – 453				
(PreK-grade 5 or S	chool Aged Care)	3 day suspension	5 day suspension	Expulsion	
(grades 6-12)		5-10 day suspension	Expulsion		

]	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
17.	Chemicals: Possession, Under the Influence, Attempted Possession or Use – Possessing, being influenced by the use of, attempting to possess or using any chemical or possessing or using drug paraphernalia, including through electronic communication. For purposes of this section, chemicals include: narcotics or controlled substances, or items purported or believed to be a narcotic or controlled substance, prescription drugs or over-the-counter medications to be used for the purpose of mood alteration, medical cannabis and synthetic marijuana and any related derivatives or other synthetic drugs that can be used for the purpose of mood alteration. For the purpose of this section, drug paraphernalia means items prohibited by Minnesota or federal law that are used for consumption or manufacturing of drugs. (Any prescription or over-the-counter medication a student is required to take, with the exception of inhalers, EpiPens and insulin, must be left with and administered by the school nurse, in accordance with applicable policies, however, medical cannabis may not be possessed or used on school district property or in school district vehicles.) Students in grades 7-12 may self- administer standard doses of non- prescription pain relievers with written parent permission. REPORTING CODE: OTC – 430 Rx – 440 Illegal – 450				
	(PreK–grade 5 or School Aged Care)	* and referral to Student Advocate	1 day suspension or parent shadow	3 day suspension	5 day suspension
	(grades 6-12) – Drugs other than those listed below will result in the following consequences.	5 day suspension with chemical health assessment or 10 day suspension	10 day suspension with chemical health assessment and agreement to follow assessment	Expulsion	
	(grades 6-12) – Certain felony-level drugs, specifically cocaine, ecstasy (MDMA), heroin, nonmedical methamphetamine (meth) and psilocybin (magic mushroom), will result in expulsion.	10 day suspension with chemical health assessment to expulsion	Expulsion		

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
18.	Communication Devices - Unauthorized illegal use of, or possession of, including, but not limited to, an instrument, apparatus, equipment, mechanism, operating procedure, or code designed or adapted for a particular use that is intended or can be used in violation of Minn. Stat. § 609.893. The term communication devices includes, but is not limited to, computer hardware, software, programs, electronic mail system, voice mail system, identification validation system, private branch exchange, district provided internet access, or any other means of facilitating communication service; REPORTING CODE: 320				
	(PreK-grade 2 or School Aged Care)	*	1 day in-school suspension or parent shadow	1 day suspension	3 day suspension
	(grades 3-5)	1 day in-school susp. or parent shadow	1 day suspension	3 day suspension	5-10 day suspension
	(grades 6-8)	1 day suspension	3 day suspension	5-10 day suspension	Expulsion
	(grades 9-12)	3 day suspension	5-10 day suspension	Expulsion	
19.	Cyber-bullying – Inappropriate use of technology or other electronic communication including, but not limited to, a transfer of a sign, signal, writing, image, sound or date, including a post on a social network Internet website or forum, transmitted through a computer, cell phone or other electronic device to bully another. See Policy SR 1.23, Bullying Prohibition. REPORTING CODE: 502				
	(PreK- grade 2 or School Aged Care)	*	1 day susp. and referral to Student Advocate	1-3 day suspension	3-10 day suspension
	(grades 3-5)	*	1 day susp. and referral to Student Advocate	1-3 day suspension	3-10 day suspension
	(grades 6-8)	*	3 day suspension	5-10 day suspension	10 day susp. to expulsion
	(grades 9-12)	1 day suspension	3 day suspension	5-10 day suspension	10 day susp. to expulsion

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
20.	Damage of or Tampering with Property (Vandalism) – Intentionally damaging or tampering with property that belongs to the school, district, other students, employees or others. (Note: Damaging or tampering with safety and security equipment [e.g., fire extinguishers, Automated External Defibrillators (AEDs), surveillance cameras/equipment, fire alarm sensors, sprinkler systems] will automatically result in consequences beginning at the 2nd offense level.) REPORTING CODE: 310				
	(PreK-grade 2 or School Aged Care)	* and restitution	1 day suspension and restitution	3 day suspension and restitution	5 day suspension and restitution
	(grades 3-5)	* and restitution	1 day suspension, or parent shadow, and restitution	3 day suspension, or parent shadow, and restitution	5 day suspension, or parent shadow, and restitution
	(grades 6-8)	1 day suspension and restitution	3 day suspension and restitution	5 day suspension and restitution	10 day suspension and restitution
	(grades 9-12)	3 day suspension and restitution	5 day suspension and restitution	10 day suspension and restitution	Expulsion
	(grades 9-12) Damage of Property (Vandalism) – Greater than \$500 damage	5 day suspension, or parent shadow, and restitution	10 day suspension and restitution	Expulsion	
	(grades 9-12) Damage of Property (Vandalism) - Greater than \$1,000 damage	10 day suspension and restitution	Expulsion		
21.	Distribution or possession of literature, video, pictures, or otherwise unauthorized materials REPORTING CODE: 230				
	(PreK-grade 2 or School Aged Care)	*	1 day suspension	1-3 day suspension	3-10 day suspension
	(grades 3-5)	*	1 day suspension	1-3 day suspension	3-10 day suspension
	(grades 6-8)	*	1 day suspension	1-3 day suspension	3-10 day suspension
	(grades 9-12)	1 day suspension	1-3 day suspension	3-10 day suspension	10 day suspension to expulsion
22.	Driving, Careless or Reckless – Driving on school property in such a manner as to endanger persons or property. REPORTING CODE: 122				
	(grades 9-12)	* and may include loss of parking permit for remainder of school year	1-5 suspension and may include loss of parking permit for remainder of school year	3-10 day suspension and loss of parking permit for remainder of school year	10 day suspension up to expulsion and police referral

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
23.	Explosives, Possession and/or Use – Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat. REPORTING CODE: 813				
	(PreK-grade 2 or School Aged Care)	* to expulsion	* to expulsion	* to expulsion	* to expulsion
	(grades 3-12)	* to expulsion	* to expulsion	* to expulsion	* to expulsion
24.	False Threat, Bomb or Other Act of Violence – Intentionally giving a false alarm of a bomb or other act of violence against the school or another individual including through the use of electronic communication. REPORTING CODE: 620				
	(PreK-grade 2 or School Aged Care)	*	3-10 day suspension	10 day susp. to expulsion	10 day susp. to expulsion
	(grades 3-5)	5-10 day suspension to expulsion	10 day susp. to expulsion	Expulsion	
	(grades 6-12)	10 day suspension	10 day susp. to expulsion	Expulsion	
25.	False Fire Alarm or Tampering or Interference with AnyFire Alarm SystemREPORTING CODE: 610				
	(PreK or School Aged Care)	*	1 day suspension	3-10 day suspension	10 day susp. to expulsion
	(grades k-5)	*	1 day suspension	3-10 day suspension	10 day susp. to expulsion
	(grades 6-8)	5-10 day suspension to expulsion	Expulsion		
	(grades 9-12)	10 day suspension	Expulsion		
26.	Falsifying, Altering, or Tampering with Any Records REPORTING CODE: 134				
	(PreK-grade 2 or School Aged Care)	*	*	1 day suspension	3 day suspension
	(grades 3-5)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 6-8)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 9-12)	*	1 day suspension	3 day suspension	5 day suspension
27.	Fighting – Adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or both of the parties contributed to the situation by verbally instigating a fight and/or physical action. REPORTING CODE: 710				
	(Preschool-grade 2 or School Aged Care)	*	*	*	*
	(grades 3-5)	*	*	1 day suspension	3 day suspension
	(grades 6-8)	1 day suspension	1-3 day suspension	3-10 day suspension	10 day susp. to expulsion
	(grades 9-12)	1-3 day suspension	3-10 day suspension	5-10 day suspension to expulsion	10 day susp. to expulsion

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
28.	Fighting, Promoting/Instigating a Fight – Contributing to a fight verbally or through behavior, including through the use of electronic communication. REPORTING CODE: 705				
	(PreK or School Aged Care – grade 5)	*	1 day in-school susp.	1 day in-school susp.	3 day in-school susp.
	(grades 6-8)	1-3 day suspension	3-10 day suspension	5-10 day suspension to expulsion	10 day susp. to expulsion
	(grades 9-12)	1-3 day suspension	3-10 day suspension	5-10 day suspension to expulsion	10 day susp. to expulsion
29.	Fire Extinguisher, Unauthorized Use – Unauthorized handling of a fire extinguisher or fire alarm sensors. REPORTING CODE: 311				
	(PreK-grade 2 or School Aged Care)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 3-5)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 6-12)	1 day suspension	3 day suspension	5 day suspension	10 day susp. to expulsion
30.	Fireworks, Possession – Possessing or offering for sale any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation. REPORTING CODE: 831				
	(PreK-grade 2 or School Aged Care)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 3-5)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 6-12)	1 day suspension	3 day suspension	5 day suspension	Expulsion
31.	Fireworks, Use – Using any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation. REPORTING CODE: 832				
	(PreK-grade 2 or School Aged Care)	*	3 day suspension	5 day suspension	Expulsion
	(grades 3-5)	*	3 day suspension	5 day suspension	Expulsion
	(grades 6-8)	3 day suspension	5 day suspension	Expulsion	
	(grades 9-12)	5 day suspension	Expulsion		
32.	Gambling – Playing a game of chance for stakes. REPORTING CODE: 260				
	(PreK-grade 2 or School Aged Care)	*	*	*	1 day suspension or parent shadow
	(grades 3-5)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 6-8)	*	3 day suspension	5 day suspension	Expulsion
	(grades 9-12)	1 day suspension	3 day suspension	5 day suspension	Expulsion

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
33.	Gang or cult activity - attire and/or exhibiting personal grooming which has the effect of harassment, and any apparel, jewelry, accessories, tattoos, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in a cult, or an organized gang; also includes gang related graffiti; REPORTING CODE: 220				
	(PreK- grade 2 or School Aged Care)	*	*	1 day suspension	3 day suspension
	(grades 3-5)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 6-8)	*	1 day suspension	5 day suspension	Expulsion
	(grades 9-12)	1 day suspension	3 day suspension	5 day suspension	Expulsion
34.	Harassment – Participating in or conspiring with others to engage in acts that injure, bully, degrade, intimidate or disgrace other individuals, including indecent exposure, displaying pornography, and harassing words or actions that negatively impact on an individual or group because of their characteristics, including through the use of electronic communication. Hazing, or harassment based upon an individual or group's sex, race, color, creed, religion, disability, national origin, marital status, familial status, age, sexual orientation, genetic information or public assistance status shall be handled in accordance with SR 1.10, Racial, Religious, Sexual Harassment, Violence and Hazing Policy and Procedures. REPORTING CODE: Sexual – 550 Gender – 561 Orient – 562 Race – 563 Disability – 564 Religion - 565				
	(PreK-grade 2 or School Aged Care)	*	*	1 day suspension	3 day suspension
	(grades 3-5)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 6-8)	*	1 day suspension	5 day suspension	Expulsion
	(grades 9-12)	1 day suspension	3 day suspension	5 day suspension	Expulsion
35.	Hazing – Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group or club, including through the use of electronic communication. Hazing shall also be handled in accordance with SR 1.10, Racial, Religion, Sexual Harassment, Violence and Hazing Policy and Procedures REPORTING CODE: 540				
	(PreK-grade 5 or School Aged Care)	*	1 day suspension	3 day suspension	5 day suspension

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
	Hazing (Cont'd)				
	(grades 6-8)	*	1 day suspension	5 day suspension	Expulsion
	(grades 9-12)	1 day suspension	3 day suspension	5 day suspension	Expulsion
36.	Incendiary/Ignition Device Use or Fire - Butane or disposable lighters, matches or possession and/or detonation of pyrotechnic/incendiary devices in school buildings or on school grounds under circumstances where there is a risk of fire or harm to self or others, except where the device is used in a manner authorized by the school personnel; REPORTING CODE: 820				
	(PreK-grade 2 or School Aged Care)	*	*	*	*
	(grades 3-5)	*	1-10 day suspension	3-10 day suspension	5-10 day suspension
	(grades 6-8)	1-10 day suspension	3-10 day suspension	5-10 day suspension	10 day susp. to expulsion
	(grades 9-12)	1-10 day suspension	5-10 day suspension	10 day susp. to expulsion	* to expulsion
37.	Insubordination – Willful refusal to follow an appropriate direction given by a staff member. REPORTING CODE: 299				
	(PreK-grade 2 or School Aged Care)	*	*	*	*
	(grades 3-5)	*	*	1 day suspension	3 day suspension
	(grades 6-8)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 9-12)	*	3 day suspension	5 day suspension	10 day susp. to expulsion
38.	Interference, Disruption or Obstruction – Any action taken to attempt to prevent one or more staff members or students from exercising their assigned duties, including loud speech, shouting, screaming or through the use of electronic communication. REPORTING CODE: 200				
	(PreK-grade 2 or School Aged Care)	*	*	*	*
	(grades 3-5)	*	*	1 day suspension	3 day suspension
	(grades 6-8)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 9-12)	*	3 day suspension	5 day suspension	10 day susp. to expulsion
39.	Lewd Behavior – Sexual conduct that is considered indecent or offensive. REPORTING CODE: 250				
	(PreK or School Aged Care)	*	*	*	*
	(grades k-2)	*	*	1 day suspension	3 day suspension
	(grades 3-5)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 6-8)	*	3 day suspension	5 day suspension	10 day susp. to expulsion
	(grades 9-12)	1 day suspension	5 day suspension	10 day susp. to expulsion	Expulsion

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
40.	Nuisance and/or Recording Devices – Causing a nuisance with objects that cause distractions, such as MP3 players (iPods), radios, pagers, headsets, cellular phones, universal remote controls, laser pointers, look-alike or electronic cigarettes, handheld video games and music devices, etc. Causing a nuisance through the non-curricular use of cameras, cell phones or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without staff permission is prohibited.				
	REPORTING CODE: 128				
	(PreK-grade 2 or School Aged Care)	*	*	*	*
	(grades 3-5)	*	*	1 day suspension	3 day suspension
	(grades 6-12)	*	1 day suspension	3 day suspension	5 day suspension
	Involving staff (grades 6-12)	1 day suspension	3 day suspension	5 day suspension	10 day suspension
41.	Parking - Refusal to comply with regulations. REPORTING CODE: 116				
	(grades 9-12)	* and may include loss of parking permit for remainder of school year	1-5 suspension and may include loss of parking permit for remainder of school year	3-10 day suspension and loss of parking permit for remainder of school year	permanent loss of parking
42.	Pornography – Possessing, creating or accessing sexually explicit material, including through the use of electronic communications or materials, such as sexting. REPORTING CODE: 240				
	(PreK-grade 5 or School Aged Care)	* and Student Advocate referral	1 day suspension	3 day suspension	5 day suspension
	(grades 6-8)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 9-12)	3 day suspension	5 day suspension	* to expulsion	* to expulsion
43.	Propping, Rigging or Disabling a Secure Door – Any action which causes a door to be unsecured in order to facilitate subsequent re-entry. REPORTING CODE: 340				-
	(PreK, School Aged Care, and grades k-12)	*	1 day suspension	3 day suspension	5 day suspension
44.	Pushing, Shoving, and Scuffling (resulting in injury) REPORTING CODE: 700				
	(PreK or School Aged Care)	*	*	1 day in-school susp.	3 day in-school susp.
	(grades k-2)	*	*	1 day in-school susp.	1 day in-school susp.
	(grades 3-5)	*	*	1 day in-school susp.	3 day in-school susp.
	(grades 6-12)	*	1 day suspension	3-5 day suspension	5-10 day suspension

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3 rd Offense	4 th Offense
45.	Records or Identification Falsification – Falsifying signatures, data, or school documents, or refusing to give proper identification or giving false information to a staff member. REPORTING CODE: 134				
	(PreK-grade 2 or School Aged Care)	*	*	1 day suspension	3 day suspension
	(grades 3-5)	*	*	1 day suspension	3 day suspension
	(grades 6-8)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 9-12)	*	3 day suspension	5 day suspension	5 day suspension
46.	Robbery or Extortion – Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses, including through the use of electronic communication. REPORTING CODE: Robbery – 761 Weapon – 762 Gun – 763 Extortion – 765				
	(PreK-grade 2 or School Aged Care)	* and restitution	1 day suspension and restitution	3 day suspension and restitution	5 day suspension and restitution
	(grades 3-5)	* and restitution	1 day suspension and restitution	3 day suspension and restitution	5 day suspension and restitution
	(grades 6-8)	3 day suspension and restitution	5 day suspension and restitution	Expulsion and restitution	
	(grades 9-12)	10 day suspension to expulsion and restitution	Expulsion		
47.	Sexual Violence – A physical act of aggression or force, or the threat of aggression or force, which involves non- consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person's intimate parts, intentional touching of a person's intimate parts, forcing a person to touch any person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate parts or undergarments. (For more information, refer to SR 1.10, Racial, Religion, Sexual Harassment, Violence and Hazing Policy and Procedures.) REPORTING CODE: 781 Rape – 782				
	(PreK-grade 5 or School Aged Care)	5 day suspension and VSB	10 day suspension with VSB, to expulsion	Expulsion	
	(grades 6-8)	* To expulsion	* To expulsion	* To expulsion	* To expulsion
	(grades 9-12)	* To expulsion	* To expulsion	* To expulsion	* To expulsion

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
48.	Technology-Related REPORTING CODE: 125				
	Non-school use of technology (grades 6-12)	*	*	1 day suspension and 1 month loss of usage	3 day suspension and loss of usage
	Unauthorized adding or altering of hardware/software on a workstation or server (damage of property) (grades 6-12)	3 day suspension loss of usage	5-10 day suspension loss of usage	Expulsion	
	Unauthorized access or activity in a secured area of computer or network (trespassing) (grades k-5)	*	*	1 day suspension and loss of usage	3 day suspension and loss of usage
	Unauthorized access or activity in a secured area of computer or network through the use of any electronic communication or device (trespassing) (grades 6-12)	v 1	5 day suspension and loss of usage	Expulsion	
	Other violations of SR 1.24, Technology Access and Acceptable Use Policy (grades 6-12)	*	*	1 day suspension and loss of usage	5 day suspension and loss of usage
49.	Terroristic Threat – Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another, or to cause evacuation of a building, place of assembly, vehicle or to otherwise cause serious public inconvenience or disruption; or including through the use of electronic communication. REPORTING CODE: 630				
	(PreK-grade 2 or School Aged Care)	*	3 day suspension	5 day suspension	10 day susp. to expulsion
	(grades 3-5)	*	3 day suspension	5 day suspension	10 day susp. to expulsion
	Terroristic Threat (Cont'd)				
	(grades 6-8)	5 day suspension	10 day susp. to expulsion	Expulsion	
	(grades 9-12)	5 day suspension	10 day susp. to expulsion	Expulsion	
50.	Theft, or Knowingly Receiving or Possessing Stolen Property – Unauthorized taking of the property of another person or receiving or possessing such property. (For more information about theft related to the use of information technology, refer to SR 1.24, Technology Access and Acceptable Use Policy) REPORTING CODE: 330				
	(PreK-grade 2 or School Aged Care)	* and restitution	* and restitution	1 day suspension and restitution	3 day suspension and restitution
	(grades 3-5)	* and restitution	* and restitution	1 day suspension and restitution	3 day suspension and restitution
	(grades 6-12)	1 day suspension and restitution	3 day suspension and restitution	5 day suspension and restitution	10 day suspension and restitution
	Theft, or Knowingly Receiving or Possessing Stolen Property – with a value over \$50 (grades 6-12)	3 day suspension	5 day suspension	Expulsion	

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
	Theft, or Knowingly Receiving or Possessing Stolen Property (Cont'd)				
	Theft or Knowingly Receiving or Possessing Stolen Property – with a value over \$500 (grades 6-12)	5 day suspension	10 day suspension	Expulsion	
	Theft or Knowingly Receiving or Possessing Stolen Property – with a value over \$1,000 (grades 6-12)	10 day suspension	Expulsion		
51.	Tobacco – Possessing, using, selling, giving or sharing tobacco, liquid or electronic cigarettes or electronic hookah pens in district buildings, on district grounds, in district vehicles or at district events in violation of SR 1.7, Violation Of District Drugs, Tobacco, Alcohol Use/Violation Policy and Procedures. REPORTING CODE: 410				
	(PreK-grade 2 or School Aged Care)	* and Student Advocate referral	1 day suspension	3 day suspension	5 day suspension
	(grades 3-5)	* and Student Advocate referral	1 day suspension	3 day suspension	5 day suspension
	(grades 6-12)	1 day suspension	3 day suspension	5 day suspension	10 day suspension
52.	Trespassing – Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a district vehicle. REPORTING CODE: 345				
	(PreK-grade 2 or School Aged Care)	*	*	1 day suspension	3 day suspension
	(grades 3-5)	*	*	1 day suspension	3 day suspension
	(grades 6-8)	1 day suspension	3 day suspension	5 day suspension	10 day suspension
	(grades 9-12)	3 day suspension	5 day suspension	10 day suspension	??
53.	Vehicle, Unauthorized Use – Occupying or using vehicles during school hours without school authorization. (grades 9-12) REPORTING CODE: 119	* and may include loss of parking permit for remainder of school year	1-5 suspension and may include loss of parking permit for remainder of school year	3-10 day suspension and loss of parking permit for remainder of school year	10 day suspension to expulsion and police referral

	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
54.	Weapon or Look-alike Weapon, Possession – Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any knife; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable or producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. (See Policy SR 1.19, School Weapons Policy) REPORTING CODE: 812	f			
	(PreK or School Aged Care)	*	1 day suspension	3 day suspension	5 day suspension
	Look-alike weapon possession (grades k-5)	*	1 day suspension	3 day suspension	5 day suspension
	Weapon, possession (grades k-5) (NOTE: State law requires expulsion if the weapon is a firearm.)	* to expulsion	* to expulsion	* to expulsion	* to expulsion
	Weapon or look-alike weapon, possession (grades 6-12)	* to expulsion	* to expulsion	* to expulsion	* to expulsion

Bussing/Transportation Related Misbehavior

Riding a school bus is a privilege, not a right. To help ensure the safety of students, transportation employees and other motorists, students are expected to abide by all student behavior rules outlined in board policy, and by the additional transportation safety rules reviewed in the following chart. Video cameras are used on some school buses, and students' conversations and actions may be recorded on video/audio tape. The use of video cameras is intended to decrease student misbehavior and allow safe bus operation for students, drivers and other motorists.

While riding in a district vehicle, in accordance with state law, students shall not transport gasoline, animals or any other dangerous or objectionable objects, except for animals specifically trained to assist people who are blind or have other disabilities. Students are allowed to bring other items on the bus that can be held on the student's lap or at his/her seat in a safe manner as long as it does not displace another student. Items such as skateboards, roller blades, ice skates, bats, etc. are allowed on the bus when stored in an appropriate bag/container so as to prevent injury to bus passengers. Items that are longer than 39 inches (the height of the bus seat back) are prohibited without approval from the Transportation Department. Students who violate these or other district policies and regulations while riding in a district vehicle or at a school bus stop will be subject to consequences in accordance with these Procedures and may be denied transportation privileges in addition to the consequences listed.

To ensure on-time arrival at schools, students are expected to be present at the bus stop five minutes prior to the scheduled pick-up time. The bus driver is responsible for maintaining appropriate student behavior on the bus and is authorized to assign students to specific seats. Once students board the bus they must remain on the bus until they have reached their school or designated stop. The driver will report students who violate the rules to the student's school principal.

If a student's transportation privileges are denied because of the student's misbehavior, the student's parent(s) or guardian(s) will be responsible for transporting the student to and from school. Any student who is issued a citation trespassing them from a school property will lose their bus riding privileges to/from that property. (Student behavior policies will be adjusted – as required by federal and state laws and regulations – for special education students who have individual education plans [IEPs].)

Students are expected not to engage in the following activities in district vehicles:

MISBEHAVIOR MATRIX - TRANSPORTATION RELATED

	MISBEHAVIORS IN DISTRICT VEHICLES	1st Offense	2nd Offense	3rd Offense	4th Offense
55.	Eating/Drinking on the Bus – Due to the dangers of choking and of allergic reactions to food, eating and drinking are not allowed on the bus.				
	REPORTING CODE: 151				
	(PreK-grade 2 or School Aged Care)	*	*	1 day bus suspension	3 day bus suspension
	(grades 3-5)	*	*	1 day bus suspension	3 day bus suspension
	(grades 6-12)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
56.	Improper Boarding or Departing – Getting on or off the bus in a manner which could cause injury to self or others. REPORTING CODE: 152				
	(PreK-grade 2 or School Aged Care)	*	*	1 day bus suspension	3 day bus suspension
	(grades 3-5)	*	*	1 day bus suspension	3 day bus suspension
	(grades 6-12)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
57.	Not Remaining Seated when the bus is in motion (as required by Minnesota Statute 169.447), including not keeping hands, arms, legs and head inside the bus. REPORTING CODE: 153				
	(PreK-grade 2 or School Aged Care)	*	*	1 day bus suspension	3 day bus suspension
	(grades 3-5)	*	*	1 day bus suspension	3 day bus suspension
	(grades 6-12)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
	MISBEHAVIORS IN DISTRICT VEHICLES (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
58.	Tampering With Emergency or Safety Equipment – Unauthorized handling of emergency or safety equipment on the bus, including first aid kits, fire extinguishers, and emergency doors, windows or hatches, or crossing/patrol flags. REPORTING CODE: 156				
	(PreK-grade 2 or School Aged Care)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
	(grades 3-5)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
	(grades 6-12)	1 day bus suspension	3 day bus suspension	5 day bus suspension	Expulsion from bus
59.	Throwing, Shooting or Spraying of Objects or Propellants – Throwing or shooting any items inside a bus, from outside to inside or from inside to outside a bus. Any spraying of propellants such as cologne, paint, etc. while on the bus. REPORTING CODE: 157				
	(PreK-grade 2 or School Aged Care)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
	(grades 3-5)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension

60.	Use of Nuisance Devices on a School Bus – Using nuisance devices including, but not limited to, laser pointers, cellular phones, cameras or electronic devices on a school bus in a way that disrupts the safe transportation of students and/or endangers students or employees. REPORTING CODE: 158				
	(PreK-grade 2 or School Aged Care)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
	(grades 3-5)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
	(grades 6-12)	3 day bus suspension	5 day bus suspension	Expulsion from bus	

Minnesota Statute 121A.59 states: "Transportation by school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under the Individuals with Disabilities Education Act, United States Code, title 20, section 1400 et seq., section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section 794, and the Americans with Disabilities Act, Public Law Number 101-336, are governed by these provisions."