

The Willmar School Board has approved this handbook. Please note that yellow high-lighted sections are not applicable while in the Hybrid or Distance Learning Models.

WELCOME TO WILLMAR MIDDLE SCHOOL

The entire staff of Willmar Middle School welcomes all students and parents as members of our learning community. Students attending WMS will share in the tradition of outstanding achievement, positive school spirit, and good conduct.

Using this planner will help you organize your life as a student at WMS. It also includes information about the major components and expectations of student life at WMS.

Your teachers and all staff members are here to give you the best education possible. If we all work together, we can ensure that your learning experience here will be a positive one.

Have a great year!

Mark Miley, Principal
Amy Sack, Assistant Principal
Jennifer Sabol, Assistant Principal

Students and parents or guardians should review the information in this handbook together to become familiar with the procedures, policies, and opportunities at Willmar Middle School.

WILLMAR MIDDLE SCHOOL BELIEF STATEMENTS

1. We believe that a high quality of instruction will improve student learning.
2. We should constantly seek to increase our capacity to accommodate the needs of all

learners, whether gifted or handicapped, in the regular classroom.

3. We believe that successful learning is possible for all students.
4. We believe professional decisions should be based on both past practice and valid research data.
5. We believe that students should face the natural and logical consequences of their actions.

All of the above are possible under the conditions created by a three-way partnership between the school, the parents, and the students.

ANNOUNCEMENTS

Throughout the day, student information will be displayed on the television monitors in the hallway and cafeteria. This information includes, but is not limited to, extra-curricular information, lunch menus and important upcoming dates.

ARRIVAL AT SCHOOL

Our day begins at 8:00 at Willmar Middle School. Students who arrive at school before 7:30 will wait in the entry way. At 7:30 students will report to the following areas:

- 6th grade- cafeteria
- 7th grade- gymnasium
- 8th grade- academic hallways

At 7:50 students in 7th and 8th grade will be released to their classrooms.

ATTENDANCE

Learning is increased by regular attendance. Students have the responsibility to maintain punctual, regular attendance. It is the responsibility of the student's parent or guardian to work cooperatively with the school and to inform the school in the event of a student's absence.

In Minnesota, if a student is absent from school, without a valid excuse, they are considered truant. Some important points about this definition are:

1. A student does not have to be absent for an entire day to be considered truant. The school reserves the right to determine if an absence is excusable.

2. Valid excuse from attendance at school is limited by the State of Minnesota to the following:
 - a. Illness, verified by the parent or guardian. A physician's verification will be needed after the tenth illness.
 - b. Health appointments, verified by a note from the visited professional, stating the date and time of the visit
 - c. An extreme family emergency, at the discretion of the school principal
 - d. Religious observance i.e., funeral, wedding, etc.
 - e. Appearance in court, verified with proper documentation

When your child is absent please refer to the following;

- Call the **Attendance Office** answering service available 24 hours a day at **214-6006**. if you would like homework, make the request at this time. All requests should be made by 10:30 a.m.
- When reporting an absence, please include the following information:
 1. Child's name
 2. Date of absence
 3. Reason for absence
 4. Name of person reporting the absence.
 5. Homework can be picked up in the office between 2:30 and 3:45 p.m.
- If you do not have a phone, parents may send a signed note with your child when he/she returns to school or come directly to the school office to report the absence.

Parents or guardians who choose to have their son or daughter absent from school for an extended period of time must make prior arrangements with school administration.

ATTENDANCE - MAKE-UP WORK

Arrangements for make-up work are to be made with each teacher. For pre-excused absences, make-up work will be arranged with each teacher prior to the period of absence. An incomplete will be placed on the report card for work not made up.

ATTENDANCE -TARDINESS POLICY

If you are tardy for 1st hour, you should report directly to the attendance office for a pass. Oversleeping, missing the bus, or not having a ride to school will be considered an unexcused tardy. If you are tardy between classes, you are to go to your next class.

Arriving to class on time is important so that you do not miss out on learning.

1. Upon receiving a third unexcused tardy, the student must attend 8th hour (2:45-3:15) as assigned by administration. Parent is notified.
2. 8th hour will be assigned for every 3 unexcused tardies. Parent is notified.
3. Students who receive 10 or more tardies during the term a WMS dance/activity night is being held will not be allowed to attend. Each term will be a fresh start.
4. Parent meetings are set up with administration if a student is tardy more than 15 times in a term.

ATTENDANCE - UNEXCUSED ABSENCES

Three Unexcused Absences: Student referred to the Kandiyohi County Truancy Mediation Program, other appropriate agencies may be notified, and alternative placement may be made.

BULLY PREVENTION

At WMS we take bullying seriously. Behavior that occurs at school, on buses, or at school events are covered by the district bullying policy, which can be found on the district web page. Electronic behavior that occurs on or off school premises but substantially and materially disrupts education and learning in the school can also be disciplined according to this policy.

Students, staff and parents may report bullying to WMS staff or by using our confidential **Bully Prevention Hotline 320-214-6003**.

BUS SAFETY

Buses will load and unload on the north side of the building according to the plan established by the bus manager.

Each year, our students participate in bus safety week. During that week, Willmar Public Schools' Bus Transportation is reviewed and a Bus Safety Test is administered.

Please refer to *Bus Safety Competencies* on page 7 for more information.

CHANGE OF ADDRESS OR TELEPHONE

Students who have a change of address or telephone number during the school year are to report the change to the Guidance Office immediately at 214-6012. If you move in or out of School District No. 347, report this change to the office. **It is of the greatest importance to report the correct school district in which you live.**

CLOSED CAMPUS

This means that students may not leave the school grounds after they arrive in the morning without a pass. This includes walking to Cashwise, DQ, Burger King or other area businesses.

CONDUCT OF STUDENTS

Students of the Willmar Public Schools will be expected to conduct themselves at all times in a manner that will reflect credit upon themselves and their school. They will be expected to show respect for all school personnel and fellow students, and for both public and individual property. District policy will be referenced and followed for any serious misconduct while lesser offenses will be at the discretion of the principal.

Please refer to *Student Discipline* on pages 8-17 for more information.

COUNSELING/SOCIAL WORKER SERVICES

Our school is proud of its guidance and counseling programs. Services offered are social and emotional, academic, and career counseling and guidance.

In addition, the counselor or school social worker can assist in referrals to other agencies. Students wishing to see the counselors or social worker are encouraged to stop by and sign up for an appointment.

The Guidance Office telephone number is 214-6012. The telephone number for the school social worker is 214-6015.

DRESS AND GROOMING

Dress, grooming, and appearance should not interfere with or disrupt the educational process, distract from school activities or provide a hazard to students' safety or to the safety of others. The following are forbidden:

1. Hats and coats, except in extenuating circumstances
2. Clothing with abusive, suggestive, or exploitive language or symbolism or reflecting gang affiliations
3. Clothing which allows undergarments and/or midribs to be seen;
4. Skirts and shorts that do not reach mid-thigh or lower
5. Hair covering the eyes.

Please refer to District Policy 504.

DRUGS, ALCOHOL, ETC.

The school is concerned for the health, safety, and well-being of the students, and about the problem of alcohol and drug abuse by some elements of the community; further, the school recognizes that the use, possession, distribution, or sale of alcohol or dangerous, illegal, or controlled substances constitutes a hazard to students and a disruptive effect on the school.

Thus, the student use, possession, distribution, or sale of alcohol or dangerous, illegal, or controlled drugs or drug paraphernalia is prohibited in all schools, on school grounds at school-sponsored activities, on student trips, or when students are being transported in vehicles dispatched by the district.

Students selling, in possession of, or under the influence of any of the above will be subject to immediate suspension and arrest. This may also lead to expulsion from school.

ELECTRONICS

Students shall turn off and place in their lockers any and all electronic devices upon arrival to school. They may use these items at the end of the school day. Failure to follow this policy will result in the confiscation of the item. Parents will be expected to pick these items up at the main office.

GANG AWARENESS

Clothing, writing, hand signs reflecting gang affiliations will be dealt with accordingly:

1st Offense - Conference with student. Parent notified.

2nd Offense - Dismissed for the day. Parent notified.

3rd Offense - Conference with student, Two-day out-of-school suspension. Parent notified.

HAZING POLICY

Willmar Public Schools Definition: "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, including initiating or harassing students by means of horseplay, practical jokes, or other acts often in the nature of humiliating or painful ordeals.

Examples of hazing may include but are not limited to:

- a. committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order to be initiated into or affiliated with a student organization or for any reason.
- b. taping
- c. marking
- d. name-calling

"Student organization" means a group, club, or organization having students as its primary members or participants.

HOMEWORK/PRACTICE/GRADING

- The assignments we give have value for learning and are attached to goals and standards.
- The homework we give is relevant to improve, practice, or review learning goals and standards.
- We only grade assignments that have value for learning and are connected to learning goals and standards.
- Reteaching as well as redoing and retesting are necessary to ensure student success.

ILLNESS WHILE IN SCHOOL

If you become ill while in school, ask your teacher's permission to go to the nursing service. The school nurse will help you decide

what will be best for you. If the school nurse is not in, report to the principal's office. Under no circumstances, may you leave the building without receiving proper clearance from the school nurse or the principal. This is important.

LOCKERS

A numbered locker with a permanent combination lock will be assigned to you when you register. We strongly urge you **not** to share your combination with anyone.

1. As the lockers are school property, school authorities have access to lockers and will periodically open and inspect lockers.
2. Excessive slamming of the doors and abuse to lockers result in damage. Lockers should be kept neat and clean. Stickers or other items are usually permanent and are damaging to lockers. Students may be fined for damage caused to their lockers.

MEDICATIONS

No medication of any kind can be dispensed by the office staff. Medication should be brought to school in containers appropriately labeled by the pharmacy or physician with the name of the student, medication, dosage, and time to be administered. Written permission should be provided by the parent or guardian requesting the school comply with the orders of the physician regarding the medication. Only prescription medication as indicated above will be administered by school personnel.

OFFICE HOURS

Office hours are between 7:15 a.m. and 4:00 p.m. The number is 214-6000. Individual teachers can be contacted via phone or email; all contact information is listed on the District Web Site: www.willmar.k12.mn.us

HUMAN PERFORMANCE & WELLNESS

WMS students are required to wear uniforms during all Physical Education classes. The PE uniforms (shirts and shorts) will be provided by the school and will be paid for out of the student's registration fee.

All students are expected to participate in Physical Education. If an injury or illness prevents a student from participation, a doctor's note is required.

Swimming is a valuable skill and all students are expected to participate. If a student cannot swim for personal reasons, a parent note is required for exemption.

Each student is assigned a locker in the locker room. It is the student's responsibility to keep personal belongings locked up at all times. The middle school is not responsible for lost or stolen items.

SCHOOL DANCE POLICY

Only students enrolled full-time at Willmar Middle School will be allowed to attend school-sponsored dances.

If a student is assigned in-school suspension or out-of-school suspension, attendance to the dance will be at the discretion of the WMS administration.

Any students absent from school the day of a scheduled dance will not be allowed to attend the dance that evening.

Students who receive 10 or more tardies during the term a WMS dance/activity night is being held will not be allowed to attend. Each term will be a fresh start.

School Nutrition Programs (Breakfast and Lunch)

The Willmar Middle School has a closed lunch period. Students must have a student Personal Identification Number (PIN Number) to eat in the cafeteria. Breakfast and Lunch Menus are planned by the Director of Food and Nutrition Services, Nutrition Coordinator and Head Cooks at each site. Input for Menus is received from students, parents and school staff. Menus are planned to meet the Meal Pattern Requirements for Breakfast and Lunch established by the United States Department of Agriculture (USDA) and Minnesota Department of Education (MDE). Our goal is to serve quality, nutritious meals to all students and to encourage healthy eating habits. **Please let us know if your student has any special dietary needs.**

PIN Numbers: Each Student has their own PIN Number that they are given at the start of their school career. Your student will use the same PIN number every school year. Students enter their PIN Number into a keypad, which is matched with a student photo. **Your PIN Number is confidential – please do not share this number with other students.**

Pricing:

Pricing:	6th-8th grade
Breakfast-paid	No Charge
Breakfast-reduced	No Charge
Breakfast-free	No Charge
Lunch-paid	No Charge
Lunch-reduced	No Charge
Lunch-free	No Charge
Milk	\$0.30
Adult Price Meals	\$1.80-Breakfast \$3.75-Lunch
Ala Carte Pricing	Price Range \$0.25-\$2.50

Meal Account Balances:

We operate on a pre-paid system, meaning that meal charging is not allowed by School Board Policy. Meals must be paid for by depositing money into the student's meal account before meals are served. It is very important to stay current on your meal account.

Students with a negative balance will not be allowed to charge 2nd meals or ala carte items to their account. The School District's Meal Charging Policy can be found on the District's Website under Food and Nutrition Services, then Policies.

Free and Reduced Meal Applications:

A new application MUST be completed EVERY YEAR (even if you received free and/or reduced benefits last school year)!

Families are required to pay for meals eaten by their student(s) prior to submission of an application. You can get an application from your school office, District Office (WEAC) or online at www.willmar.k12.mn.us. Beginning in August, you will be able to complete and submit the Application for Educational Benefits (Free and Reduced Meal Application) through your Parent Portal Account.

Managing Meal Account Payments:

You have several options when it comes to managing the payment method on your meal accounts. Each student has their own meal account. All payments will be distributed equally between your students unless you notify Food and Nutrition Services otherwise.

Parent Portal – You will need Parent Portal in order to make on-line payments. By signing up for Parent Portal you will be able to view the balance and check the activity of your student’s meal account. If you do not have access to Parent Portal, please pick up an application at your student’s school office or print one off from the District Website.

Cash Wise Drop Box – We have a drop box located at Cash Wise Foods where you can drop meal payments anytime. In most cases all payments received by 9:00 a.m. will be on your student’s account before Lunch, but it can take up to 24 hours to be applied, so please plan accordingly.

WEAC (District Office) – You may drop off payments at our District Office anytime between 8:00 a.m. - 4:30 p.m. at 611 5th Street SW, Willmar, MN. In most cases this payment is applied immediately, but it can take up to 24 hours to be applied.

Students School Office – You may send payments with your student to school. These payments need to be brought to the office before 8:30 a.m. in order to be entered on your student’s account the same day. If your payment is received after 8:30 a.m. it will take up to 24 hours to be applied.

Auto Withdrawal – We offer Automatic Withdrawal from a checking or savings account. You may choose to have money withdrawn once or twice a month. **Please be sure to fill out a new form each school year and include a voided check or voided withdrawal slip.**

Lunch Site Options:

Serving line choices include: A Main or Alternate Choice Line and Salad and/or Sandwich Line. Students may purchase a second meal at \$3.65 or additional Ala Carte items (prices vary).

Snack Bar purchases are Cash Only.

Meals from Home:

The School District encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value, per the District’s Wellness Policy. The policy can be found on the District Website under Policies. If a fast food meal is brought in, the parent/guardian and child will eat in a designated area outside of the Cafeteria.

- No pop or soda is allowed in the cafeteria
- You may purchase milk for \$0.30 per carton

Special Dietary Needs:

There are many conditions that require a student to follow a special diet. The district will make reasonable substitutions to meals on a case-by-case basis for children who are considered to have a disability that restricts their diet. As a district, we are allergy aware and will work with students, parents,

nursing staff, teachers, and administrators to decide how to best accommodate students on special diets because of food allergens or other dietary restrictions. For more information, the Special Dietary Needs Policy and Special Diet Statement can be found on the District Website under Policies on the Good and Nutrition Services Department Page.

For more information regarding School Nutrition Programs and forms you might need, please call the Food and Nutrition Services office at 320-231-8526 or visit the district website at www.willmar.k12.mn.us

SMOKING

MN Statute 144.4165 prohibits possession and use of tobacco and tobacco products, including Electronic Delivery Devices (E-cigs) in schools or at school functions by persons under 18 years of age. Violator will be dealt with according to the applicable laws and ordinances.

Minimum Action: notification of police who will issue a citation and notification of parents/guardians.

Maximum Action: repeated violations may result in suspension or expulsion.

STUDENT PICK UP

Parents picking up students after school hours should do so in the circle drive in front (south) side of the school. The back (north) side is used for bus loading.

TITLE IX

On August 11, 1976, the board of education adopted a policy for sex equality in education. Its adoption was prompted by the passage of Title IX of the Education Amendments of 1972 by the Federal Congress; the law became effective on July 21, 1975. Title IX declares, in part:

"No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

In addition to the board of education adopting a policy affirming it will not discriminate on the basis of sex, race, color, religion, national origin, marital or economic status, it has adopted a grievance procedure and appointed Dr. Jeff Holm, Superintendent of Schools, to coordinate its compliance efforts with Title IX. The Superintendent's office is in the Willmar Education and Arts Center, 611 West Fifth Street, and the office phone is 231-8510.

A student who believes he/she to be a victim of sex discrimination in violation of Title IX, may file a grievance in writing with Dr. Holm within one year of the alleged discriminatory act, or it is waived. Copies of the complete policy statement and grievance procedure may be obtained from the building principals or the Superintendent.

VISITORS

All visitors are required to check in at the Student Services Desk. All visitors to WMS will receive a visitor's badge and are required to wear it throughout their visit.

WEAPONS

It is a violation of the policy of Independent School District #347 for any individual to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or destructive device or a "look-alike" weapon or destructive device in school, on school grounds, at school activities, at bus stops, in school vehicles, or entering upon or departing from school premises, property or events. Weapons and destructive devices will not be tolerated.

Pursuant to the Gun Free School Act of 1994, all students in possession of a weapon or destructive device shall be expelled or excluded from attendance or otherwise removed from school for a period of one calendar year.

WITHDRAWAL FROM SCHOOL

A student planning to withdraw from school for any reason must bring a written statement from the parents or guardian to the Guidance Office. He/she will then be given a withdrawal form. This form must be signed by all of the student's teachers and the Media Center before being returned to the office. Refunds and unpaid fines or fees will be considered at this time. Upon leaving the school in good standing, the student will be given a transfer letter for admittance to the next school.

*Windows are not to be lowered below the black safety line indicated on each bus.

4. THE DANGER ZONE

- *The “Danger Zone” is the area within 10 feet of the bus.
- *The two areas which are the most dangerous, due to limited driver visibility, are the right rear and the front of the bus.

5. PROCEDURES FOR SAFELY BOARDING AND LEAVING THE SCHOOL BUS.

- * Be on time.
- *Always line up single file to board (no pushing or shoving.
- *Do not approach the bus until the driver opens the door.
 - *Use the handrail.
 - *Take one step at a time.
 - *Be seated quickly.
 - *Remain seated until the bus stops at your stop.
- *Walk to the door.
- *Use the handrail.
- *Take one step at a time.
- *Move out of the “Danger Zone.”
- *If you must cross the street, wait for the driver’s instruction or signal.
- *Go directly home.

6. PROCEDURES FOR THE SAFE CROSSING OF VEHICLE LANES.

- *Move away from the side of the bus (if you can touch the bus, you are too close.)
- *As you move away from the bus, move to a point at least 10 feet in front of the bus.
- *Turn toward the driver and make eye contact (see that the driver sees you.)
- *Wait for the driver to signal you that it is safe to cross (either by the public address or by hand signal.)
- *Walk 10 feet in front of the bus, stopping to check for vehicles that might violate the stop arm.
 - *When it is safe, complete the crossing.

7. SCHOOL BUS EVACUATIONS AND OTHER EMERGENCY PROCEDURES.

- *There are three different evacuation plans:
 - a. using only the front service door
 - b. using only the rear (or side) emergency door
 - c. using both the service door and emergency door
- *All students should know the location and basic

BUS SAFETY COMPETENCIES

1. TRANSPORTATION IS A PRIVILEGE NOT A RIGHT. (M.S. 123.801)

- *A student’s eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies.

2. THE SCHOOL BUS IS AN EXTENSION OF THE CLASSROOM.

- *District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

3. APPROPRIATE CONDUCT WHILE ON THE BUS.

- *Be on time.
- *Stay out of the “Danger Zone.”
- *Follow the driver’s and monitor’s instructions.
- *Always stay seated.
- *Be courteous. No fighting, swearing, or yelling.
- *No eating or drinking.
- *Keep the bus clean. Do not damage the bus.
- *Keep your hands and arms inside the bus windows.
- *No pets or dangerous objects allowed on the bus.

function of the emergency
equipment
*In a real emergency, students should leave
personal belongings on the bus.

*Students should gather in a group in a safe
area
about 100 feet away from the bus.

Adopted: July 8, 2002; **Revised:** 9/23/02; 7/12/04; 7/11/05; 7/10/06; 6/9/08; 1/10/2011;
Reviewed: 2-23-2012; **Revised:** 8-11-2014; 4-13-2015

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;

- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco or tobacco paraphernalia;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent of being reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules or policies will result in discussion of the violation and a verbal warning. The school district shall impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;

- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII.REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from Class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.
Grounds for removal from class shall include any of the following:
 - 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
 - 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
 - 3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
 - 4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.
- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class.
 - 1. Contact made by phone to office to inform Administration/Police Liaison of incident.
 - 2. In the absence of an administrator, an administrator designee will provide guidance and/or approval.
 - 3. Administrator may notify parents/guardian of problem through Parent Portal, email, standard mail or by phone. Incidents are recorded on Discipline Activity Tracker and include the following information: teacher, student, infraction, and consequence.
- D. Responsibility for and custody of a student removed from class.
 - 1. Students will be instructed to report to the main office when an incident occurs.

2. A phone call should be made to office if a staff member feels the student needs to be escorted.
 3. Students may be escorted to office by administration, Police Liaison, or administrative designee.
 4. Student infractions may result in removal from class to supervised location for portions of a day(s) or an entire day(s) depending on severity of infractions. Homework will be provided to student while in in-school suspension.
 5. Administration, Police Liaison, or designee is responsible for student once removed from class.
- E. Procedures for return of a student to a class from which the student was removed.
1. Teacher, student, parent, and administrator conference may be held to allow student back in class.
 2. Administration may record student incident on Discipline Activity Tracker.
- F. Procedures for Notification
1. Parents/guardians may be contacted via phone, standard mail, or email, or be asked to come in by teacher and/or administration to discuss incident.
 2. Student incidents and disciplinary action taken will be made available to student and parent/guardian.
- G. Disabled Students: Special Provisions
1. IEP team may meet to determine if there is a need for further assessment.
 2. Contact will be made with case manager.
 3. Case manager and/or IEP team consulted as needed.
- H. Procedures for detecting and addressing chemical abuse problems of students while on school premises.
1. Team consisting of some of the following: Guidance Counselor, School Social Worker, Teacher, School Psychologist, Police Liaison Officer, Activities Director, and/or Administration meet to discuss chemical abuse incidents.
 2. A team of specialists is assembled as needed to advise on appropriate action related to chemical abuse issues.
 3. Teacher will contact administration or Police Liaison to report chemical abuse incident.
- I. Procedures for immediate and appropriate interventions tied to violations of the code of student conduct.
1. Parent/guardian notification. Call into office to discuss violation.
 2. Administrator, Police Liaison, or designee will respond to incident according to policy rules and regulations. Concerns for safety will always be a top priority.
- J. Procedures Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
1. The need for communication with parents/guardians will be stressed to all faculty, staff, and administration in order to respond to problems appropriately for the purpose of seeking solutions to improve student behavior.
- K. Procedures for Encouraging Early Detection of Behavioral Problems.
1. All faculty and staff are expected to report problem behaviors in a timely manner to teachers, Administration, Police Liaison, or his/her designee.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.
- The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the

student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or 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. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
 6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
 7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
 8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
 9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.
- D. Expulsion and Exclusion Procedures
1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
 2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the MN Pupil Fair Dismissal Act, MN Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days

after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parents shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's

conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (MN. Stat. § 124D.03) or Enrollment in Nonresident District (MN. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (MN. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch. 125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)

20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

<h2>Willmar Middle School Handbook Policy and Procedure Signature Page</h2>
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Read and discuss the Willmar Middle School Student Handbook information with your student.

Please sign the below to verify that you have read and understand the information in the handbook. Detach this page and have your student return this sheet to their Cardinal Time teacher by September 13, 2019.

+++++

My child and I have read and understand the Middle School Handbook. We have read and understand all the information including the following;

- **Student Discipline Policy and Student Code of Conduct**
- **Bully Prevention Information and Hazing Policy**
- **Bus Ridership Expectations and Bus Safety Competencies**
- **Cell Phone Use**
- **Attendance/Tardy Policies**

Student Signature

Date

Parent/Guardian Signature

Date

The Willmar Middle School Staff is committed to the continuous improvement of programs. We welcome your comments and suggestions regarding this plan. Thank you for your comments!
