

I. STATEMENT OF PHILOSOPHY

The School Board firmly believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. This School Discipline Policy is intended to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

It is a responsibility of the School Board, administrators and teachers to safeguard the health and safety of each student. The School Board and administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Law, State Board of Education Regulations and School District policies.

The School Board recognizes its responsibility to meet the educational needs of students who do not respond well to normal school programs. Such efforts may include utilizing special services personnel and outside referral agencies and/or adjusting normal school procedures. If a student does not respond to these efforts and consistently exerts a disruptive influence on the educational environment of the school, the needs of the other students and staff must become a major factor in planning alternatives.

With due consideration to these obligations, it is the responsibility of the School Board and administrators to make reasonable rules and regulations for the governing of student behavior and conduct. All rules and regulations regarding student behavior will be approved by the School Board.

II. ELEMENTARY SCHOOL CODE OF CONDUCT

A. Elementary Student Code of Conduct

1. The elementary discipline procedures will be consistently enforced. At the same time, the School Board recognizes that there may be individual classroom procedures to implement and supplement these District procedures.
2. Parental/guardian involvement and cooperation is vital in the discipline process.
3. All elementary staff and parents/guardians will work together to correct the misbehavior of the student and to maintain a written record of incidents of serious misbehavior.
4. The following rules will apply to all students:

- a. Students will show respect and courtesy to other people at all times.
 - b. Students will show respect for property inside and outside the building.
 - c. Students will behave in a manner that does not endanger themselves or others.
5. The above stated rules are in effect from the time a student boards the bus at the beginning of the day until the student gets off the bus at the end of the day.
 6. When unacceptable behavior cannot be readily corrected by the classroom teacher, the child's parents/guardians will be informed of the problem by the teacher or the director and requested to participate in solving the problem.
 7. If the situation is such that special services personnel are needed, the teacher shall refer the student to the appropriate department.
 8. If the problem is not resolved at the building level, the Director may refer the student to the School Board Chair for further action which may include expulsion.
 9. Measures to correct misbehavior will depend upon the nature of the behavior, the frequency, and the willingness of the student to correct the undesirable behavior. The use of these measures is intended to encourage acceptable behavior. Corrective action will normally begin at a minimal level and proceed to more serious action.
 10. Students will dress in a manner that is appropriate. Considerations for determining appropriateness include, but are not limited to, items such as the weather, health and safety, the interference with work and learning, or the creation of classroom or school disorder. Clothing, accessories, and headwear should not include offensive messages or symbols. Messages and symbols should not be in conflict with the school's curriculum and goals on such things as tobacco, drugs, violence prevention, and courtesy.
- B. Conduct on School Buses and Consequences for Misbehavior (See also School Board Transportation Safety Policy)
1. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school

activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

2. Consequences for school bus/bus stop misconduct will be imposed by the Director or the Director's designee. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

- a. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

- b. Rules at the Bus Stop

- 1) Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- 2) Respect the property of others while waiting at your bus stop.
- 3) Keep your arms, legs and belongings to yourself.
- 4) Use appropriate language.
- 5) Stay away from the street, road or highway when waiting for the bus.
- 6) Wait until the bus stops before approaching the bus.
- 7) After getting off the bus, move away from the bus.
- 8) If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- 9) No fighting, harassment, intimidation or horseplay.
- 10) No use of alcohol, tobacco or drugs.

c. Rules on the Bus

- 1) Immediately follow the directions of the driver.
- 2) Sit in your seat facing forward.
- 3) Talk quietly and use appropriate language.
- 4) Keep all parts of your body inside the bus.
- 5) Keep your arms, legs and belongings to yourself.
- 6) No fighting, harassment, intimidation or horseplay.
- 7) Do not throw any object.
- 8) Do not eat or drink on the school bus on regular school bus routes to and from school.
- 9) No use of alcohol, tobacco or drugs.
- 10) Do not bring any weapon or dangerous objects on the school bus.
- 11) Do not damage the school bus.

d. Consequences

- 1) Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents/guardians will be notified of any suspension of bus privileges.

a) Elementary (K-6)

*1st offense -- warning

*2nd offense -- warning or 1-3 school day suspension from riding the bus

*3rd offense -- 5 school day suspension from riding the bus

*4th offense -- 10 school day suspension from riding the bus / meeting with parent/guardian

*Further offenses -- individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

b) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

On a take home route, a school bus driver shall have the authority to suspend a student from the next day's morning pickup for misbehavior considered to be causing an immediate and substantial danger to self or surrounding persons or property, provided the driver follows the administrative regulations addressing these suspensions, as outlined in the Driver's Handbook.

c) Records

Records of school bus/bus stop misconduct will be forwarded to the school and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

d) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

- e) Notice

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.
 - f) Criminal Conduct

In cases involving criminal conduct (for example, assault, possession of weapons or drugs, or vandalism), the Director, local law enforcement officials and the Department of Public Safety will be informed.
- 2) Parent/Guardian Involvement
- a) Parent/Guardian Responsibilities For Transportation Safety
 - (i) Become familiar with District rules and policies, regulations and principles of school bus safety.
 - (ii) Assist students in understanding safety rules and encourage them to abide by them.
 - (iii) Recognize their responsibilities for the actions of their children.
 - (iv) Support safe riding practices and reasonable discipline efforts.
 - (v) When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
 - (vi) Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
 - (vii) Respect the rights and privileges of others.
 - (viii) Communicate safety concerns to school administrators.
 - (ix) Monitor bus stops, if possible.
 - (x) Support all efforts to improve school bus safety.
 - b) Parent/Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents/ guardians are asked to review the rules with their children.

C. Removal of Student From Class

1. Rules Governing Student Conduct:

The rules governing student conduct are included in this Elementary School Code of Conduct. Students will be informed of these rules by their classroom teacher during the first week of each school year. Students enrolling after the school year starts will be informed of these rules by a designated staff member.

2. Grounds for Removal From Class:

The grounds for removal are as follows:

- a. Willful conduct which materially and substantially disrupts the rights of others to an education;
- b. Willful conduct which endangers School District employees, the student or other students, or the property of the school;
- c. Willful violation of any rule of conduct established in the discipline policy adopted by the Board.

3. Authority to Remove Students:

The teacher or supervisor in immediate charge of the class from which the student is being removed; or the Director or lead teacher; may remove a student from that specific class as specified under M.S. 127.41. A student may be removed from class when in the judgment of the teacher, supervisor or administrator authorized to remove said student, the student has violated one or more of the grounds listed for removal from class.

4. The Procedure for Removal

- a) The student will be informed of the reason for removal.
- b) The student will be given an opportunity to respond.
- c) The Director/designee will be informed of the removal.
- d) The classroom teacher will be informed.
- e) The student will report to the area designated by the teacher or supervisor. If, in the judgment of the teacher or supervisor, allowing the student to move unescorted may endanger the student, other individuals, or School District property, the teacher or supervisor should escort the student or request assistance from the office in escorting the student.
- f) The student will be provided and expected to complete the assignments missed due to being removed from the class.

5. Length of Time of Removal:

Any removal which is longer than the activity being participated in or 45 minutes will come under the jurisdiction of this policy. The removal shall not exceed one hour per day for three consecutive days or three consecutive hours in a day unless by administrative action.

6. Responsibility For and Custody of a Student Removed From Class:

The Director or designee will make the necessary arrangements.

7. Procedures for Returning the Student to Class:

The Director or designee will return the student to the classroom.

8. Notifying Parents/Guardians:

The school employee removing the student will communicate with the parent/guardian.

9. Procedures Determined Appropriate for Encouraging Early Involvement of Parents/Guardians:

Teachers will attempt to discuss behavior problems with parents/guardians prior to invoking the removal procedures.

10. Procedures Determined Appropriate for Referring Students in Need of Special Education Services:

Students with potential problems in this area will be referred to the school's student study team.

11. The Procedures for Consideration of Whether There is a Need for a Further Assessment or of Whether There is a Need for a Review of the Adequacy of a Current Individual Education Plan of a Handicapped Student Who is Removed From Class:

Handicapped students will have a review of the I.E.P. by the student study team.

12. A Committee Will Meet Annually to Review the Policy and its Implementation:

- a) Annual Policy Review

The Director and licensed employees shall confer at least annually to review the discipline policy and to assess whether the policy has been enforced.

- b) Annual Report

The Director or his/her designees shall prepare a yearly report indicating the number of students removed from classes during the previous year, the reasons for removals, who removed the students and any other information as directed by the School Board Chair.