

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. It is the position of the school district 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 through 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 the person's 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 the person's 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; 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. 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. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, 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;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. 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;
15. 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;
16. 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;
17. Violation of any local, state or federal law as appropriate;
18. 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;
19. Possession of nuisance devices or objects which cause distractions including, but not limited to, pagers, radios, and phones;

20. Violation of school bus or transportation rules or the school bus safety policy;
21. 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;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. 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;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. 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;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaulting 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;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. 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;
34. 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;
35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

36. 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;
37. Violation of school rules, regulations, policies, or procedures;
38. 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

It is the general policy of the school district to utilize progressive discipline to the extent 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, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, 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 is 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. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;

- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act; and/or
- S. 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.

The following is taken from the Parent/Student Handbook

Be REAL - Responsible, Encouraging, Accepting Learners
BLHS 6-12 Junior/Senior High School Behavior Guidelines

Unacceptable Behaviors/Offense	List of Possible Consequences	Behavior	1st Time	2nd Time	3rd Time	4th Time	
Level 1							
A Teasing/Making Faces/ Eye Rolling	Staff Handle Behavior	Mandatory Procedures:	Level 1 - Quarter	Verbal Warning	Written Warning	Office Visit Parent Called	Administration Decision
B Name Calling/Swearing	Teacher is Contacted						
C Inappropriate Hand Signs	Parent is Contacted						
D Throwing Food/Throwing Objects	Verbal Warning						
E Holding and/or Chasing Other Students	Refer to School Social Worker						
F Excluding Others/Leaving People Out	Clean up his/her mess						
G Arguing with Others (Causing disruption)	Office Visit						
H Invading the Privacy Of Others	Lunchroom Detention						
I Other	Time Out or Blue Slip						
Level 2							
A Spreading or Starting Rumors	Parent is Contacted	Mandatory Procedures:	Level 2 - Semester	Written Warning	Parent Called	Office Visit Parent Called	Administration Decision
B Purposely embarrassing another	Social Contract						
C Hurtful Body Language	Lunchroom Detention						
D Verbal Cruelty	Possible In-School Suspension						
E Disrespectful to Adults/Property	Refer to School Social Worker						
F Coercion-Making Someone else do something for you or to someone else	Fix It/Make it Right/Reconcile						
G Disobeying Adults (insubordination)	Blue Slip						
H Other	Detention						
Level 3							
A Biting/Choking/Aimed Spitting	Teacher Contact	Mandatory Procedures:	Level 3 - Year	Office Visit Parent Called	Office Visit Parent Called	Office Visit Parent Called	Administration Decision
B Purposely Hitting With Hand/Object (Injury)	Social Contract						
C Pulling Other's Clothes Up or Down	Out-of-School Suspension						
D Sexual Harassment	Law Enforcement Contacted						
E Racial, Religious, Disability Harassment	Make it Right/Reconcile						
F Verbal Threats/Physical Fighting	"Blue Slip" with escort by teacher						
G Touching Private Areas	Refer to School Social Worker						
H Stalking (With/Without Threat)							
I Breaking Something on Purpose							
J Other							
Staff Will Handle The Situation							
Principal Will Handle The Situation							

(Please note that this is NOT a comprehensive list. It is important to recognize that each incident will be dealt with individually and all circumstances and consequences may vary. These are guidelines.)

REMOVAL FROM CLASS: “Blue Slip” -- Students who are not productive in class or are interfering with other student's ability to learn may be removed from class. Students who are removed with a "Blue Slip" shall complete the following steps to re-enter class and will receive a detention. A meeting with the student, teacher, and principal will occur after the “Blue Slip” violation. If a student receives a second blue slip during that class in one semester, they will be given out of school suspension. A student who does not complete the “Blue Slip” procedure (items #1, 2, 3 listed below) in two schools days will be assigned out of school suspension. **Dropping classes for disciplinary reasons will result in a grade of an “F” for the class.**

1. Students must report directly to the high school office upon receiving the “Blue Slip.”
2. Complete the following statements on the back of the “Blue Slip” form. All statements must be readable, in sentence form, and grammatically correct.
 - o Statement A: Reason(s) for being released from class and classroom guidelines violated.

- Statement B: State how you will correct your behavior.
 - Statement C: Apologize for your actions and ask to be readmitted.
3. Have all signatures on the “Blue Slip” form within two school days.

DETENTION: Classroom Teachers will assign detention on the basis of their classroom rules. These detentions will last 30 minutes and must be served within 48 hours (two scheduled school days) of the assignment. These detentions assigned by the classroom teacher can be served either before or after school, but cannot be broken up in any fashion (student must serve all 30 minutes at one time). Students who do not appear for this detention will then be referred to the Principal. Detention sets precedent over all other activities. Students must find their own ride home. Students must leave the building following detention. Attached to the back of the handbook is a copy of the missed detention letter. If a student misses an assigned detention they may be assigned to ISS the immediate school day following. ISS students may be assembled on a common school day to serve out their ISS so that they can be supervised together.

Detentions assigned by the Principal will be held on Tuesday and Thursday each week from 3:10pm – 5:00pm. Detention sets precedent over all other activities. Students must find their own ride home. Students must leave the building following detention. Attached to the back of the handbook is a copy of the missed detention letter. If a student misses an assigned detention they may be assigned to ISS the immediate school day following. ISS students may be assembled on a common school day to serve out their ISS so that they can be supervised together.

Detention Room Expectations:

1. Detentions assigned by classroom teachers will be 30 minutes in length and must be served within 48 hours of the assignment.
 - a. If a student does not serve this detention within 48 hours (two scheduled school days) for any reason, the student must serve detention on Tuesdays and/or Thursdays from 3:10pm to 5:00pm
2. Students will be notified of location
3. Students are not allowed to leave room for any reason.
4. Students will have acceptable work.
5. Students will work on some task(s) for the entire detention period.
6. Students that do not have work shall be seated, quiet and facing forward for the entire period.
7. Students will be deemed cooperative if they are working for the entire period or follow the prior rule completely.
8. Students deemed to be non-cooperative will be removed from detention. A student deemed uncooperative will be subject to further discipline action, most commonly level 2, insubordination and any other violation reported by the detention supervisor.
9. No food, candy, or beverages of any kind are allowed.
10. No visitors are allowed and no messages will be delivered to detention.
11. Electronic devices, including PDA, cell phone, planners, pagers, I-pods, radio, or other powered devices shall not be used during detention. Calculators are exempt from this list. Planners, phones, or other devices may not be used as calculators.
12. Students will be allowed one day to arrange transportation and inform parents of their detention before it is served.
13. Teachers shall not provide music, TV, video or other distractions that may reduce the due diligence of detention.

IN-SCHOOL SUSPENSION (ISS): Students may be assigned to in-school or out-of-school suspension for the following reasons and any other behavior that is deemed as serious and/or habitual by the Principal. The Principal will determine the length of any suspension. A student will only be assigned to In-School Suspension two times per semester, and then Out-of-School Suspension will be assigned.

Students who are on in-school suspension will do their homework in the assigned area. Students will receive full credit for their class work. **Students on in-school suspension may not leave for lunch.** Refusing to serve In-School Suspension, lack of cooperation, or disruptive behavior while serving In-School Suspension will result in Out-of-School Suspension. The student will not earn daily attendance or participation points.

OUT-OF-SCHOOL SUSPENSION(OSS): Suspension is the short-term exclusion of the student from class and the student is not allowed on school property or at school events. Suspension, exclusion, and expulsion will be done in accordance with the Pupil Fair Dismissal Act of 1974 as amended. Suspension length is determined by the principal, and may not be appealed. A violation of the pupil fair dismissal act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice because of the violation.

Out-of-School Suspension may be used in the case of weapons, dangerous or terrorist threats, assault of a staff member, and any other serious infractions of the discipline policy, or when a student is a threat to the safety of himself or others as determined by the principal. Students may not attend or participate in school functions or be on school property during a suspension. Students will not receive credit for work during the suspension. Students will receive credit and will be able to take test and quizzes when they return to school. The student will not earn attendance or participation points.

- Examples of disciplinary Incidents (Detention/ISS/OSS)
- Fighting
- Leaving without permission from the office (Skipping)
- Swearing or inappropriate language toward a staff member or toward another student
- Driving or being in the parking lot during the school day
- Tobacco, alcohol, or substance possession, use or sale
- Disruptive or inappropriate behavior
- Failure to follow directions/requests of a school employee

Expulsion: School board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Exclusion: Action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Alternative Educational Placement: The district has the right to alter the educational setting of any student including, but not limited to: Special tutoring, modified curriculum instruction, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework or enrollment in another district or in an alternative learning center selected to allow the student to make progress towards meeting graduation requirements.

ACADEMIC INFORMATION

A wide variety of course offerings are available to the students of Buffalo Lake-Hector-Stewart High School. A listing of these course offerings and a description of these courses can be found in the registration guide that is given to each student prior to registration. Students enrolled in courses where projects are made for the student's personal use will be charged for the material. Costs will be discussed with the student before the project is started. Buffalo Lake-Hector-Stewart Schools will not deny access to programs because of financial hardship. Any student wishing to enroll in any of these courses and cannot afford the fee associated with that course should meet with the instructor or principal to discuss the situation at the start of the course. Students not doing this prior to beginning the course will be expected to pay the fee or the cost of the project upon completion of the course or project.

Academic Letter Requirements: In order to qualify for an Academic Letter and/or Certificate, a student must maintain a B+ average (3.333 during the first three grading periods of a given year. Students in grades 6-8 will receive a certificate. Students in grades 9-12 will receive an academic letter as well as a certificate. Students earning an academic letter are eligible to purchase a school letterman's jacket.

Advanced Standing Credits: Are available through Ridgewater Technical College in the Agriculture and Business program. Credit is granted if a student successfully completes course requirements with at least a "B" average and receives a certificate of completion from the BL-H-S instructor. These certificates will be presented at the time of registration at college and possibly allowing a student to receive credit for the class they completed in high school. Certificates may be accepted at other Colleges in Minnesota.

Class Rank: At the end of each semester, ranking is done for all grades 9-12. For seniors, the ranking at the end of the third quarter will determine the valedictorian, salutatorian, and honor students for graduation purposes. Students that have been on a modified grading scale shall not be eligible for class rank due to the modified grading scale provisions.

Conferences: The faculty and administration are happy to have conferences with each student and their parents/guardians. Feel free to talk over your plans and concerns with any member of the staff. A visit with your parents/guardians will often help us understand the student better and be of more help. Parent/Teacher conferences are scheduled for October 14/15, 2013, January 28 & 30, 2014, for the elementary, and February 24 & 25, 2014, for grades 6-12. Conferences will be held from 4:30 –8:00 p.m. Students are encouraged to attend conferences with their parents/guardians.

II.

Counseling: Guidance counseling services are available to all students through the school social worker and principal. The main purpose of the guidance department is to aid students with problems they are concerning personal and academic issues. We urge parents/guardians to make appointments any time regarding school or future planning for their students. Books, catalogs, and other materials that may be beneficial to students in educational planning are available in the Guidance Office.

English as a Second Language: English as a Second Language (ESL) is a K-12 program that teaches the English language to students whose native language is not English. Students are taught by an ESL teacher using methods similar to that of teaching a foreign language to a native English speaker. For more information about the ESL program, please contact Doreen Nelson, coordinator at 320-833-5311 ext 221 or 320-848-2233 ext 332. Students who qualify for the ESL program if they meet the following requirements:

- The student's first language is not English.
- The student comes from a home where the language spoken is not English.
- The student's scores on the IPT and LAS test indicate a need.
- These student's scores on a nationally normed English reading or English language achievement test are significantly below the average district test score.

Failures: Most failures are due to lack of application and effort, not lack of ability. Students can avoid failure by doing their work regularly and completing their work on time, including make-up work due to absence. Students encountering difficulty are advised to see their instructors immediately to find out the cause of their problem.

Required high school courses must be made up following the failure of a required class. Parents/guardians should ask their child about their academic progress from time to time and contact instructors regarding any problems or concerns. Failure of 2 or more core classes (English, Math, Social Studies, and Science) the school recommends the student should repeat the current grade for students in grades 6-8.

Graduation Policy: To graduate from Buffalo Lake-Hector-Stewart High School, a student must earn a minimum of 24 credits in grades 9-12. These credits include a minimum of 4 credits in English/Language Arts, 4 credits in Social Studies, 3 credits in Mathematics, 3 credits in Science, and 2 credits in Physical Education, Health, Careers, and Drivers Education.

- Additional Requirements: In grades eleven and twelve, a student must take an additional credit in Science and in grades nine through twelve a student must take one credit of arts (visual art, music, theater, dance, or media arts). Along with these, a student (Class of 2008 and 2009) must also pass the Basic Standards Test in math with a minimum scale score of at least 600, reading with a minimum scale

score of at least 600, and writing with a minimum score of at least 3. The classes of 2010 and beyond must pass the MCA II's. These tests are given in the following grades: writing test in ninth grade, reading test in tenth grade, and math test in eleventh grade.

- Early Graduation Policy: The Buffalo Lake-Hector-Stewart Boards of Education have adopted a policy allowing for early graduation from high school. Students and parents wishing to consider early graduation must contact the high school principal for the specific details concerning this policy.

Honor Roll: Buffalo Lake-Hector-Stewart High School uses letter grades of A, B, C, D, or F on report cards. The grade point average is determined using a 4.000-point scale and is as follows:

A...4.000	B...3.000	C...2.000	D...1.000
A-...3.667	B-...2.667	C-...1.667	D-...0.667
B+...3.333	C+...2.333	D+...1.333	F...0.000

End of Parent/Student Handbook insert

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, except as may be provided in federal law for a student with a disability.

D. 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, except as may be provided in federal law for a student with a disability.
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 prior to subsequently removing the student from school. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. 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. In the case of a student with a disability, the student’s individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student’s current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child’s disability and the behavior subject to disciplinary action, and determine the appropriateness of the child’s education plan.

The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student’s current placement for five (5) or more consecutive days; or (3) the student’s total days of removal from the student’s placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

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. 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 through 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.)
8. 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.
9. 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.
10. 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.

E. 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 Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 through 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 through 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 Children, Families and Learning (CFL).
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 CFL. 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 CFL (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 shall report each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report shall 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 include state student identification numbers of affected students on all dismissal reports required by the department.
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 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

It is the policy of the school district 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, Minnesota Statutes Chapter 13.

XIII. DISABLED STUDENTS

Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy provided that their misbehavior is not a manifestation of the student's disability, unless an educational program has specified a necessary modification.

When a disabled student is removed from class, the building's special needs committee will review the educational plan and current assessment data. The committee will determine if the placement was appropriate and recommend, if necessary, other methods of dealing with the behavior. The committee may also make exceptions as necessary and appropriate based on the disabling conditions of the student involved. Such exceptions may be reflected in the student's educational plan.

For students with IEPs, a team meeting is required within five (5) school days of a suspension or prior to an expulsion or exclusion. If a student is placed on in-school suspension status according to school district policy established for all students, for all or part of the day for two (2) or more consecutive days or three (3) times in one (1) month, a team meeting must be held. A student disabled under Section 504 but not under IDEA shall be entitled to such a meeting only pending expulsion, exclusion or suspension over ten (10) days. The team shall (a) determine whether the misconduct is related to the disability; (b) review any assessments and determine the need for further assessment; and (c) review the adequacy of the current IEP and amend the goals and objectives or develop an alternative IEP program as appropriate. If it is determined that a student's misconduct is related to the student's disability, the student may not be expelled or excluded, and an alternative program shall be sought.

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 after a period of suspension, if suspension is imposed. The school district shall initiate a review of the student's IEP and conduct a review of the relationship between the disability and the behavior subject to disciplinary action and determine the appropriateness of the student's education plan before commencing an expulsion or exclusion.

XIII. OPEN ENROLLED STUDENTS

The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. 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 (Minnesota Statutes Chapter 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 sixteen (16) 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.

XIV. 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.

XV. 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. Ch.125A (Students With Disabilities) and IDEA 1997
Minn. Stat. §§ 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. §§ 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch. 260A (Truancy)
29 U.S.C. § 794 *et. seq.* (Section 504 of the Rehabilitation Act of 1973)
- Cross References:** Policy 413 (Harassment and Violence)
Policy 501 (School Weapons)
Policy 503 (Student Attendance)
Policy 504 (Student Dress and Appearance)
Policy 505 (Distribution of Nonschool-Sponsored
Materials on School Premises by Students and Employees)
Policy 526 (Student Hazing Prohibition)
Policy 610 (Field Trips)