

# Park Rapids Area Schools

## Student Rights and Responsibilities, Code of Conduct and Discipline Policy



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August 1, 2020

Dear Park Rapids Area Schools Families,

Park Rapids Area Schools is committed to partnering with families to ensure positive and successful opportunities for all students. Partnering together, Park Rapids Area Schools can provide academic and social skills for all students to be successful in a rapidly changing and competitive society.

It is the primary mission of Park Rapids Area Schools to provide a safe and secure learning environment for all who enter our facilities. The school board, administration, teachers and all staff are committed to implementing policies that outline rights, opportunities and responsibilities of all individuals who enter Park Rapids Area Schools and participate in our programs. Providing a positive environment for our students, staff and community members to learn and grow is a commitment in which we all must hold accountability.

The Park Rapids Area Schools Student Rights and Responsibilities and Discipline Policy is a resource for students, families and staff in understanding and referencing the policies and expectations outlined in the document. Please review this document with your student. Teachers will also do so at the beginning of the school year with all students.

I look forward to a school year full of excitement, challenges, new learning and opportunities for growth for all students, families and community members. Park Rapids Area Schools strive to bring compassion, integrity, commitment and responsibility to the forefront of all we do as we prepare today's learners for tomorrow's challenges.

Sincerely,



Lance Bagstad, Superintendent

### **PURPOSE AND GENERAL STATEMENT OF POLICY**

The purpose of this policy is to ensure that students are aware of and comply with the Park Rapids Area School District's expectations for student conduct and behavior. Such compliance will enhance our District's ability to maintain discipline and ensure that there is no interference with the educational process. The Park Rapids Area School District will take appropriate disciplinary action when students fail to adhere to the Student Rights and Responsibilities and expected Student Code of Conduct established by this policy.

It is the responsibility of the school board to make reasonable policies and rules governing behavior and conduct while in the school environment. These policies and rules apply on school premises, on school district property, or at school-related school functions or activities, or on school transportation means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, 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 (including post-secondary enrollment options) or school-related functions, activities, or events. Students are

expected to behave in accordance with federal, state, and local laws and rules and in a way that respects the rights and safety of others.

While this document pertains to Park Rapids Area Schools, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. In application, the district understands that the facts and circumstances of each situation dictates the extent of action. This policy may be supplemented by additional rules and procedures that recognize those unique needs.

The board approved policy, Student Discipline – 506, can be found at and it should be read in conjunction with this document and the student handbook for the appropriate school.

## **AREAS OF RESPONSIBILITY**

### **School Board**

The school board holds all district personnel responsible for maintenance of order within the District and supports all personnel acting within the framework of this discipline policy.

### **Superintendent**

The superintendent shall establish guidelines and directives to carry out this policy; hold all district personnel, students, and parents/guardians responsible for conforming to this policy; and support all district 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/guardians. 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.

### **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 district personnel performing their duties within the framework of this policy. The principal shall consult with parents/guardians of students conducting themselves in a manner contrary to the policy. The principal shall also involve other district personnel in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians. 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.

### **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 discipline policy. 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.

### **Other District Personnel**

All 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 or designee. 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.

### **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 administration and to participate regarding the behavior of their children.

**Students**

All students shall be held individually responsible for their behavior and for knowing and obeying this policy and any applicable building rules and regulations.

**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.

**STUDENT CODE OF CONDUCT**

Students who attend Park Rapids Area Schools have many rights and opportunities. Students also have a reasonable expectation in regard to their responsibilities to teachers, other district personnel, and fellow students. The following describes student rights and opportunities as well as student responsibilities.

**Learning**

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the opportunity to receive a comprehensive appropriate education.	Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class use.
Students have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible for behaving in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others.
Students have the opportunity to make up school work missed during an excused absence.	Students are responsible for obtaining and completing make-up work assigned for periods of absence.
Students have the right to necessary home/hospital instruction as regulated by state guidelines when absent for an extended period.	Students are responsible for completing work assigned as part of the home/hospital instructional process.

**Fair Treatment**

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to due process when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.	Students are responsible for treating all Persons respectfully, responding to all directives or inquiries from district personnel, being honest in the process of an inquiry and for following rules and regulations that apply to them.
Students have the right to be informed of all current district policies, rules and regulations that apply to them.	Students are responsible for being knowledgeable about and following all district policies, rules and regulations that apply to them.

### Classroom

Rights/Opportunities	Responsibilities
Students have the right to be informed of all classroom expectations.	Students are responsible for being knowledgeable about and meeting all classroom expectations and evaluation procedures that apply to them.
Students have the right to be treated respectfully by district employees and other students.	Students are responsible for treating others, including other students and district employees, in a respectful manner. Students also are expected to treat the property of others and the district responsibly.
Students have the right to be free from corporal punishment by district personnel.	Students are responsible for refraining from using force or physical contact for the purpose of inflicting physical and emotional harm on another.
Students have the right to be free from unreasonable physical contact from teachers and other district personnel. Reasonable force to restrain or correct a student or to prevent a student from injuring self or other persons, however, is allowable.	Students are responsible for respecting the space and freedom of those around them. Students also are responsible for not engaging in conduct that threatens to injure themselves, other persons and property.

### Harassment

Rights/Opportunities	Responsibilities
Students have the right to be free from harassment or violence because of a student's gender, color, creed, religion, national origin, familial status, disability, age, race, sexual orientation, or ethnicity arising out of the physical or verbal conduct of other students, district personnel, and others.	Students are responsible for maintaining an environment free from harassment, intimidation, and abuse. Students are also responsible for reporting incidents of physical, sexual, and verbal harassment, intimidation, and/or abuse that they have experienced or of which they are aware.

### Nondiscrimination

Rights/Opportunities	Responsibilities
Students have the right to be free from discrimination based upon race, color, creed, gender, religion, national origin, familial status, age, sexual orientation, ethnicity, status with regard to public assistance, or disability.	Students are responsible for treating other students and district personnel in a nondiscriminatory manner.

### Equal Opportunity

Rights/Opportunities	Responsibilities
Students have the right of equal opportunity to participate in all school activities and school education programs for which they are eligible within legal limits.	Students are responsible for following the rules and regulations of the school sponsored activity in which they or others participate. Students may not discourage the participation of other students.



### Free Speech and Expression

Rights/Opportunities	Responsibilities
Students have the right to free speech so long as such speech does not violate the rights of others, substantially disrupt the school environment, is not vulgar or offensive, and is not drug-related.	Students are responsible for expressing opinions, publishing written materials, and distributing literature in such a manner that is not libelous, obscene, discriminatory, sexually explicit, associated with threat/hate groups, including gangs, or contains references to alcohol, chemicals, tobacco, or other products which are illegal for use by minors, that does not interfere with the rights of others or disrupt the atmosphere of learning in the school, and follows district regulations regarding time, place, and manner.
Students have the right of assembly within the reasonable time, place, and manner restrictions of the District. Those restrictions will be made available to all students before they are enforced as per Policy No. 505 "Distribution of Non-School Sponsored Materials on School Premises by Students and Employees."	Students are responsible, when assembling, for exhibiting appropriate behavior and following the reasonable time, place, and manner restrictions of the District.

### Student Government

Rights/Opportunities	Responsibilities
Students have the opportunity to form and participate in student government, which is open to all members of the student body being represented. The purpose of the existence of student government is to represent and to be responsive to the needs of all students.	Students are responsible, when forming a Student Government, for establishing purposeful by laws. The Student Government is responsible for communicating with the student body, faculty, and administration and being aware of and complying with any policies of the District that may affect the formation of procedural aspects of the student government.

### Dress and Grooming

Rights/Opportunities	Responsibilities
Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students, and which is not lewd, vulgar, obscene, sexually explicit, or discriminatory.	Students are responsible for dressing in such a manner that is not disruptive or likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory, or associated with threat/hate groups, including gangs. Clothing which displays references to alcohol, chemicals, tobacco, or other products which are illegal for use by minors is not permitted.

### Privacy

Rights/Opportunities	Responsibilities
Students generally have the right to privacy in their persons and personal property when engaging, participating, or pursuing curricular activities on a school location. In such instances, a student's person or personal property may only be searched by school administration if there is reasonable suspicion that the search will uncover evidence of a violation of a district rule or of the law.	Students are responsible for refraining from bringing onto school property or to school-sponsored events any item or material that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.
Students have the opportunity to utilize school lockers, desks, and other designated area for storing appropriate items of personal property, subject to the understanding that such areas are within the exclusive control of the district and that such areas may be searched for any reason, at any time without permission, consent or requirement for a search warrant.	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under district rules and district policies. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Inspection of lockers may be conducted by school administration for any reason at any time, without notice, without student consent and without a search warrant. The personal possessions of a student within a locker may be searched only when school administration has reasonable suspicion that the search will uncover evidence of a violation of law or district rules. Please refer to District Policy No. 502 "Search of Student Lockers, Desks, Personal Possessions and Student's Person."
Students have the right to privacy regarding Information which is collected or maintained about them because they are a student. Such information will be released in accordance with state and federal law. Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may be reported to the proper authorities.	Students are Responsible for informing district personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to district personnel.

### Access to Records

Rights/Opportunities	Responsibilities
Students' parents and eligible students under federal law generally have the right to view their school records according to state and federal laws. Students have the right to privacy regarding any school records. Any disclosure of information from student records will be consistent with legal requirements and the discipline policy established by the District.	Students are responsible for following established building and district procedures regarding access to their school records.

## **STUDENT DISCIPLINE POLICY**

Every student and employee of Park Rapids Area Schools is entitled to learn and work in a safe school environment. To ensure this, the District and each school have established clear student expectations, discipline policies, and associated consequences for failure to follow the policies. This policy is based on a fair, firm and consistent philosophy of addressing student discipline. Please also review District Policy No. 506 "Student Discipline" and the student handbook for the appropriate school.

Students are expected to behave in accordance with federal, state, and local laws and rules; district and school policies and regulations; and in a way that respects the rights and safety of others. Corrective action to discipline a student and/or to modify a student's behavior will be taken by district personnel when a student's behavior violates the discipline policy. School administration may consult with appropriate community agencies to assist in a disciplinary situation which involves health and safety.

These discipline policies and consequences will apply at any time a student is present at a school location, attending a post secondary enrollment option, or at a school-sponsored event. Listed below are the violations and potential consequences for them. It is not a complete list and is not intended to be a complete list of behaviors that will result in disciplinary consequences. The District in its sole discretion may impose more severe consequences (example: expulsion or exclusion) beyond those set forth in this policy based on the misconduct. The district recognizes this policy is applied to fact specific disciplinary situations which may require the recommended consequences to be modified. For that reason, the district maintains the authority and sole discretion to modify the recommended consequences as outlined in this policy to specific disciplinary incidents.

Generally, discipline will be administered progressively with stronger consequences assigned depending upon:

- The age of the student;
- The frequency of the violations;
- The student's disciplinary history;
- The nature and severity of the incident;
- Whether the incident involves a violation of state or federal law; and
- Other factors discussed below.
- Serious violations will result in serious disciplinary consequences without regards to these factors.

Discipline may include, but is not limited to:

- Verbal warning;
- Dismissal from class;
- Dismissal from school;
- Seizure of student's technology (cell phone, computer, etc.);
- Seizure of any item, thing, or object belonging to a student if the item was involved in a policy violation;
- Restitution;
- Detention;
- Student conference;

- Parent/guardian meeting/conference;
- Bus suspension;
- Bus expulsion;
- Fine/restitution;
- Loss of school privileges, including extracurricular activities;
- In School Suspension (ISS)
- Behavior Intervention Setting (BIS);
- Out of School Suspension (OSS);
- Truancy referral;
- Police referral;
- District personnel referral;
- Intervention referral;
- Recommendation for chemical assessment;
- Referral to chemical specialist;
- Recommendation for urinalysis;
- Recommendation for expulsion;
- Expulsion; or
- Exclusion

Prohibited Behaviors and Acts chart rules of conduct definitions and practices:

- (\*) Indicates disciplinary action assigned by the building Administrator
- The Superintendent will be consulted for serious behaviors and conduct including those that may lead to possible recommendation for expulsion.
- In school suspension (ISS) and behavior intervention setting (BIS) may be implemented as a consequence as assigned by the building administrator.
- With all misbehaviors and offenses, school personnel will contact parents as a standard procedure to inform of the situation and plan for resolution.
- Behavior indicated as (Year) will reoccur to a level one offense each year
- Behavior indicated as (Cumulative) will accumulate at the grade levels for the duration of the student's enrollment at that level. Misbehaviors revert to level one when a student moves on to the next indicated grade levels, unless the violation is criminal in nature (referred to law enforcement). In the case of criminal violations, the violations will be cumulative across all grade levels.
- The consequences apply regardless of whether the misbehavior or violations took place in school, on district property or grounds, in a district vehicle, or at a school sponsored or district activity regardless of location.
- MN State High School League (MSHSL) consequences will apply when applicable to the prohibited behavior and acts.
- A copy of the Minnesota Pupil Fair Dismissal Act may be obtained in each of the school offices.

### **PROHIBITED BEHAVIORS AND ACTS**

#### **Abuse, Verbal/Non-Verbal. (Year)**

The use of language and/or gestures that arises alarm in other, are obscene, discriminatory, abusive, or that degrade other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	**	Suspension 1 days
5-8	**	Suspension 1-3 days	Suspension 3-5 days
9-12	Suspension 1-3 days	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion

**Alcohol or Chemicals, Possession, Use, or Under the Influence. (Cumulative)**

Possession, use, or being under the influence of any alcohol, narcotic, controlled substance or drug paraphernalia where possession or use is prohibited by Minnesota or federal law is prohibited while on district property, participating in a district sponsored activity, or traveling in a district vehicle. In addition, possession, use, or being under the influence of any prescription drug by an individual to whom the drug is not prescribed is prohibited (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left with and administered by the school nurse, or designated authority). Students will be considered to be in possession of alcohol, narcotic, or controlled substances if they are in an area where such substances are present.

Grade	1st Offense	2nd Offense
K-4	Suspension 1-3 days, Referral to chemical health and Social Services	Suspension 1-5 days, Referral to chemical health and Social Services
5-8	Suspension 1-5 days, Referral to Social Services, Police Referral	Suspension 1-10 days, Referral to Social Services, Police Referral, recommend for Expulsion
9-12	Suspension 1-5 days, Referral to Social Services, Police Referral	Suspension 5-10 days, Referral to Social Services, Police Referral, Recommendation for Expulsion

**Arson. (Cumulative)**

Intentional destruction or damage to district property or other property by means of fire is prohibited.

Grade	1st Offense	2nd Offense
K-4	Suspension 1-3 days, Police Referral	Suspension 3-10 days, Police Referral, Recommendation for Expulsion
5-8	Suspension 1-5 days, Police Referral, Recommendation for Expulsion	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 1-5 days, Police Referral, Recommendation for Expulsion	Suspension 5-10 days, Police Referral, Recommendation for Expulsion

**Assault, Physical. (Cumulative)**

Intentionally inflicting or attempting to inflict bodily harm upon another or committing an act with the intent to cause fear in another of immediate bodily harm or death or attempting to inflict bodily harm upon another person is prohibited. More stringent consequences will be imposed for a group assault, assault with a dangerous weapon, assault that inflicts bodily harm, and/or assault upon district personnel.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	1-5 days	Suspension 5-10 days, Police Referral, Recommendation for Expulsion	

5-8	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion	
9-12	Suspension 3-5 days, Police Referral, Recommendation for Expulsion	Suspension 5-10 days, Police Referral Recommendation for Expulsion	
5-12 Upon Staff Member	Suspension 10 days, Police Referral, Recommendation for Expulsion		

**Attendance**

Attendance problems, including truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission, is prohibited. Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental notification will occur when a student is determined to be truant by the school. A student under the age of 17 years with seven or more unexcused absences may be referred to appropriate services. Attendance disciplinary action is outlined in the district’s attendance policy No. 502.

**Bomb Threat (Cumulative)**

Making, publishing, or conveying in any manner a bomb threat pertaining to a school location, event, fellow student, or district personnel is prohibited.

Grade	1st Offense	2nd Offense
K-4	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
5-8	Suspension 1-10, Police Referral, Recommendation for Expulsion	
9-12	Suspension 1-10, Police Referral, Recommendation for Expulsion	

**Bullying - including Cyberbullying. (Cumulative)**

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate. Bullying is intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- There is an actual or perceived imbalance of power and the behavior is repeated or forms a pattern; OR
- Materially or substantially interferes with the student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1 day	Suspension 1-3 days	Suspension 3-5 days
9-12	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Recommendation for Expulsion

**Burglary. (Cumulative)**

Entering any school location without consent and with the intent to commit a crime (example: vandalism or theft) is prohibited.

Grade	1st Offense	2nd Offense
K-4	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral, Recommendation for Expulsion
5-8	Suspension 1-10 days, Police Referral, Recommendation for Expulsion	
9-12	Suspension 1-10 days, Police Referral, Recommendation for Expulsion	

### Careless or Reckless Operation of a Vehicle. (Year)

Operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited. The School District and law enforcement will work together for safety.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	**	Suspension 1 day	Suspension 1-3 days
9-12	**	Suspension 1-3 days	Suspension 3-5 days

### Criminal Activity. (Cumulative)

The violation of any state or federal criminal codes is prohibited and will be referred to law enforcement.

### Discrimination. (Cumulative)

All 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 are prohibited. For additional information, please refer to District Policies No. 521 "Student Disability Nondiscrimination," and No. 522 "Student Sex Nondiscrimination."

### Dishonesty, Scholastic. (Year)

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests,

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1 days	Suspension 1-3 days	Suspension 3-5 days
9-12	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Recommendation for Expulsion

plagiarism, or collusion is prohibited. Academic consequences will be assigned.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 day
5-8	**	Suspension 1 day	Suspension 1-3 days
9-12	**	Suspension 1-3 days	Suspension 3-5 days

**Disruptive Behavior. (Year)**

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process in the classroom, hallway, or at school function, including, but not limited to, disobedience, disrespectful behavior, inappropriate language, and some forms of harassment, discrimination, or defiance of authority.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	**	Suspension 1-3 days	Suspension 3-5 days
9-12	Suspension 1 day	Suspension 1-3 days	Suspension 3-5 days

**Distribution, Sale, or Possession with Intent to Distribute or Sell Alcohol, Chemicals, Prescription Drugs, Inhalants, Over-the-Counter Drugs Used for Their Mood-Altering Effects, and Other Substances Used for Their Mood-Altering Effects. (Cumulative)**

Selling, distributing, delivering, exchanging, or possessing with intent to sell, deliver, exchange, or distribute any alcoholic, narcotic, controlled substance, prescription drugs, inhalants, over-the-counter drugs used for their mood altering effects, or other substances used for their mood altering effects is prohibited (these prohibitions include medical marijuana or medical cannabis, even then prescribed by a physician).

Grade	1st Offense	2nd Offense
K-4	Suspension 1-5 days, Referral to Social Services, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
5-8	Suspension 5-10 days, Police Referral, Recommendation for Expulsion	
9-12	Suspension 10 days, Police Referral, Recommendation for Expulsion	

**Distribution, Sale, or Possession with Intent to Distribute or Sell Tobacco, Look-Alike Chemicals, or Drugs and Drug Paraphernalia. (Cumulative)**

The sale, distribution, or possession with intent to distribute or sell tobacco, substances that look like chemicals, or drugs and drug paraphernalia is prohibited.

Grade	1st Offense	2nd Offense
K-4	Referral to Social Services, Police Referral	Suspension 3-5 days
5-8	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion

**Dress and Grooming. (Year)**

Please refer to District Policy No. 504 "Student Dress and Appearance." Dress and grooming on a school location in the following manner is prohibited:

- a. Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise alcohol, chemicals, tobacco, or any other product that is illegal for use by minors.
- b. Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups.
- c. Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual



innuendo or that may reasonably be construed as sexual.

- d. Wearing any headwear during the school day without permission from the school administration. Headwear is defined as any object, which covers one's head, all, or in part, to be a hat or headwear, and, therefore, is not to be worn during the school day.
- e. Wearing clothing or grooming that is potentially disruptive to the education process, that poses a threat to the health and safety of others, and/or that is not in keeping with community standards. Shirts will come to the waist, and pants shall be worn at the waist.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	**	Suspension 1-3 day
5-8	**	Suspension 1 day	Suspension 1-3 days
9-12	**	Suspension 1 day	Suspension 1-3 days

**Explosives, Possession, Use or Misuse. (Cumulative)**

Possessing or using (or misusing) any compound or mixture which can cause an explosion is prohibited. Explosives fitting the federal law definition of firearm include any "destructive device" defined to include bombs, grenades, and a "rocket having a propellant charge of more than four ounces" or a "missile having an explosive or incendiary charge of more than one-quarter ounce."

Grade	1st Offense	2nd Offense
K-4	Suspension 5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
5-8	Suspension 10 days, Police Referral, Recommendation for Expulsion	
9-12	Suspension 10 days, Police Referral, Recommendation for Expulsion	

**False Fire Alarm or 911 Calls. (Cumulative)**

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire system or sprinkler system is prohibited. False 911 reporting is prohibited.

Grade	1st Offense	2nd Offense
K-4	**	Suspension 1-3 days
5-8	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral
9-12	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion

**Fighting. (Year)**

Engaging in any form of fighting or mutual combat (differentiated from poking, pushing, shoving or scuffling) where blows are exchanged is prohibited, regardless of who initiated the fight in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action or whether it is believed a student is acting in self-defense. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching, or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1-3 days	Suspension 3-5 days
5-8	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral	

9-12	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral
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**Fire Extinguisher, Unauthorized Use. (Year)**

Unauthorized handling of a fire extinguisher is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1-3 days	Suspension 3-5 days
5-8	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	
9-12	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	

**Fireworks or Odor Causing Aerosols Possession. (Cumulative)**

Possessing, use of, distribution or offering for sale any type of fireworks (sparklers, firecrackers, smokebombs, etc.) or device which dispenses odor causing aerosols (example: stink bomb) is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1-3 days	Suspension 3-5 days
5-8	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion	

**Gambling. (Year)**

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance), is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	**	Suspension 1 day	Suspension 1-3 days
9-12	**	Suspension 1-3 days	Suspension 3-5 days

**Gang/Gang-Like Activity. (Year)**

Gang/threat group-related activity, including the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, clothing, etc., is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day, Police Referral	Suspension 1-3 days, Police Referral
5-8	Suspension 1 day	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion	

**Harassment, Discriminatory. – (Cumulative)**

Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. Harassment includes all forms of harassment based on a student's gender, color, creed, religion, national origin, familial status, disability, age, race, sexual orientation, or ethnicity. Reprisal or retaliation for a complaint of harassment is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Recommendation for Expulsion
9-12	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Recommendation for Expulsion

**Harassment, Offensive Behavior. – (Cumulative)**

Harassment, including teasing and other offensive conduct, which is not discriminatory in nature, is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Recommendation for Expulsion
9-12	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Recommendation for Expulsion

**Harassment, Sexual Harassment. (Cumulative)**

Consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct has the purpose or effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve, but is not limited to, unwelcome verbal harassment, teasing, unwelcome pressure for sexual activity, unwelcome sexually motivated, or inappropriate patting, pinching, or physical contact. Reprisal or retaliation for a complaint of harassment is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Recommendation for Expulsion
9-12	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Recommendation for Expulsion

**Hazing Prohibition. (Cumulative)**

Hazing is prohibited. Students may not participate with each other or with others to plan, direct, encourage, aid, or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. 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, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Specific examples of hazing are found in Policy 526 – Student Hazing Prohibition. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs. Please refer to District Policy No. 526 "Hazing

Prohibition."

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion	

### Inappropriate Sexual Behavior. (Cumulative)

Engaging in sexual intercourse, sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, or kissing is prohibited. Indecent exposure is also prohibited.

Grade	1st Offense	2nd Offense
K-4	**	Suspension 1-3 days
5-8	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 10 days, Police Referral, Recommendation for Expulsion	

### Insubordination. (Year)

A deliberate, willful refusal to follow an appropriate direction given by district personnel is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	**	Suspension 1 day	Suspension 1-3 days
9-12	Suspension 1 day	Suspension 1-3 days	Suspension 3-5 days

### Misuse of Over-the-Counter Drugs, Prescription Drugs, Substances That Look Like Chemicals, or Possession of Drug Paraphernalia. (Cumulative)

The misuse of over-the-counter drugs, prescription drugs used or taken by the person to whom the prescription is issued, inhalants, substances used for their mood-altering effects substances that look like chemicals, and the possession of drug paraphernalia is prohibited. Any student in possession of or using an "over the counter" medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any "over-the-counter" medication is prohibited. Any student who possesses drug paraphernalia within twelve (12) months of a previous chemical offense will result in a recommendation for expulsion and police referral.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day, Referral to Social Services	Suspension 1-3 days, Referral to Social Services
5-8	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral
9-12	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion

**Multiple/Chronic Violations.**

A student who accumulates multiple referrals for behavior may be, upon principals discretion, disciplined up to and including expulsion based on the student's overall record. Prior to imposing disciplinary consequences, the student and parents/guardians will have a warning conference with a principal and other appropriate district personnel to make them aware that the student is accumulating too many referrals. Any student who has been expelled for violations of the discipline policy may be recommended for expulsion upon his/her return if he/she commits additional offenses of the same nature.

**Nuisance Objects. (Year)**

Possession or use of any object that causes distractions or is attended to annoy, such as squirt guns, games, laser pointers, fidget spinners, etc., is prohibited. If a nuisance object is used in a manner which constitutes physical assault and/or a weapons violation, more serious consequences will result.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	**	Suspension 1-3 days
5-8	**	Suspension 1 day	Suspension 1-3 days
9-12	**	Suspension 1 day	Suspension 1-3 days

**Other Situations.**

Other discipline situations that arise which are not covered by these discipline policies will be handled on a case-by-case basis. Consequences can range from those assigned by school administration up to and including recommendation for expulsion.

**Public Display of Affection. (Year)**

Public displays of affection are not appropriate in any school setting. Kissing, "making out," groping, lap sitting, prolonged hugs, or hands/arms wrapped around others will not be tolerated. These acts are offensive to other students and adults, in addition to being disruptive to our positive school climate.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	**	Suspension 1 days
5-8	**	Suspension 1 day	Suspension 1-3 days
9-12	**	Suspension 1 day	Suspension 1-3 days

**Pushing, Shoving, Horseplay. (Year)**

Physical contact such as, but not limited to, pushing, shoving, horseplay that is not defined as an assault, or fighting is prohibited. This also includes other physically intimidating contact aimed at another student.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	**	Suspension 1-3 days	Suspension 3-5 days
9-12	**	Suspension 1-3 days	Suspension 3-5 days

**Records or Identification Falsification or Giving of False Information. (Year)**

Falsifying signatures or data, forging notes or hall passes, or giving false information to district personnel about a student, including about themselves, district personnel, occurrence, fact, or circumstance is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	**	Suspension 1-3 days	Suspension 3-5 days
9-12	Suspension 1 day	Suspension 1-3 days	Suspension 3-5 days

**Refusal to Identify Oneself to District Personnel. (Year)**

Refusing to identify oneself to district personnel who request identification is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	**	Suspension 1 day	Suspension 1-3 days
9-12	Suspension 1 day	Suspension 1-3 days	Suspension 3-5 days

**Robbery or Extortion. (Cumulative)**

Taking property from another person by use of force, threat of force, or under false pretenses is prohibited. Restitution may be required.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day, Restitution	Suspension 1-3 days, Restitution
5-8	Suspension 1-5 days, Police Referral, restitution	Suspension 5-10 days, Police Referral, Recommendation for Expulsion, Restitution	
9-12	Suspension 1-5 days, Police Referral, restitution	Suspension 5-10 days, Police Referral, Recommendation for Expulsion, Restitution	

**Sexual Misconduct, Non-Consensual. (Cumulative)**

Engaging in non-consensual sexual intercourse, sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person’s intimate parts or intentional removal or attempted removal of clothing covering a person’s intimate parts or clothing covering a person’s undergarments, if the action is performed with sexual or aggressive intent, is prohibited.

Grade	1st Offense
K-4	Suspension 1-5 days, Referral to Social Services, Police Referral
5-8	Suspension 1-5 days, Referral to Social Services, Police Referral
9-12	Suspension 1-10 days, Police Referral, Recommendation for Expulsion

**Technology and Telecommunication Misuse. (Year)**

Misuse of equipment, systems or services, deletion or violation of password-protected files, computer programs, data, or system files; inappropriate accessing of files; unethical use of information or violation

of copyright laws; accessing, uploading, downloading, printing, or distributing pornographic, harassing, discriminatory, obscene, abusive, or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; vandalizing, damaging, or disabling the property of another person or organization; unauthorized commercial use; use of technology during prohibited times or in prohibited places (example: locker rooms), or financial gain of the user is prohibited. Improper use may result in the loss of use of equipment. If the conduct at issue constitutes a violation of the Harassment/Discriminatory provision, more serious consequences will be applied. Please refer to District Policy No. 524 "Internet Acceptable Use and Safety Policy".

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1 day	Suspension 1-3 days	Suspension 3-5 days
9-12	Suspension 1-3 days	Suspension 3-5 days,	Suspension 5-10 days

**Theft, Receiving, or Possessing Stolen Property. (Cumulative)**

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property, is prohibited. If the theft is over \$250.00, more serious consequences will be applied. Restitution, when appropriate, will be required.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day, Police Referral	Suspension 1-3 days, Police Referral
5-8	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral	Suspension 10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion	

**Threats Toward Any Person. (Cumulative)**

Any oral or written language that is threatening or intimidating or physical intimidation that is meant to threaten any person or cause fear of bodily harm or death is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion

**Tobacco Possession or Use. (Cumulative)**

Possession or using tobacco in any school location is prohibited. Park Rapids Area Schools is a tobacco-free district. This policy includes all tobacco products as well as electronic cigarettes and vapor pens.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral
9-12	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral

**Transportation. (Year)**

While riding school buses, all rules that apply to school and/or classroom behavior shall apply on school buses. Transportation consequences are mandated by state statute. Any disruptive behavior, as defined under district policy, while riding a school bus is prohibited. This includes lighting flammable devices, not remaining seated, tampering with emergency or safety equipment, throwing objects, or disruptive behavior at a bus stop or to and from the bus stop. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period. Students who commit a fourth offense, may be suspended from riding the bus for the remainder of the school year. A complete guideline for student transportation is in District Policy No. 709 “Student Transportation Safety Policy.”

Grade	1st Offense	2nd Offense	3rd Offense
K-4	Warning/Bus Suspension 1-3 days	Bus suspension 1-3 days	Bus suspension 5 days. Additional offense student may be suspended for longer periods of time, including the remainder of the school year. Fourth Offense: Bus Suspended 10 days off bus w/parent meeting

5-8	Warning/Bus Suspension 1-3 days	Bus suspension 1-3 days	Bus suspension 5 days. Additional offense student may be suspended for longer periods of time, including the remainder of the school year. Fourth Offense: Bus Suspended 10 days off bus w/parent meeting
9-12	Warning/Bus Suspension 1-3 days	Bus suspension 3-5 days	Bus suspension 10 days. Additional offense student may be suspended for longer periods of time, including the remainder of the school year. Fourth Offense: Bus Suspended 10 days off bus w/parent meeting

\*Further offenses: Student may be suspended for longer periods of time, including the remainder of the school year.

**Trespassing. (Year)**

Presence at any school location, or district vehicle without permission of district personnel is prohibited. Students are not to go into other district buildings unless they have permission from the district personnel of that building. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time. Admitting others through a locked or secured door without the permission of district personnel is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 10 days, Police Referral, Recommendation for Expulsion

**Truancy. (Year)**

Truancy occurs when a student is absent without being excused by school administration. For a student under the age of eighteen (18) years who has seven (7) or more school truanies, school administration will conference with the parents/guardians and/or make a referral to appropriate county authorities.



Excused absences are for reasons of illness, medical or dental appointments, religious holidays, family death, vacation, or appointments that cannot be made outside the school day. A pupil, regardless of age, who has been absent from school for fifteen (15) consecutive school days during the regular school year or for five (5) consecutive school days during summer school, without receiving instruction in the home or hospital, shall be dropped from the roll and classified as withdrawn.

**Unexcused Absences/Tardiness. (Year)**

Unexcused absences are any other reason than the above; this includes skipping a class. All or part of seven (7) days of absence will result in a referral by school administration to the appropriate county authorities.

**Vandalism, Major Acts. (Year)**

Littering, defacing, cutting, tagging, or damaging property, technology, or telecommunication equipment that belongs to the District, other students, district personnel, or other individuals where damages are over \$500.00 is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
5-8	Suspension 1-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion	
9-12	Suspension 5-10 days, Police Referral, Recommendation for Expulsion		

\*\* Restitution will be required\*\*

**Vandalism, Minor Acts. (Year)**

Littering, defacing, cutting, or damaging property, technology, or telecommunication equipment that belongs to the District, other students, district personnel, or other individuals is prohibited.

Grade	1st Offense	2nd Offense	3rd Offense
K-4	**	Suspension 1 day	Suspension 1-3 days
5-8	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion
9-12	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral	Suspension 5-10 days, Police Referral, Recommendation for Expulsion

\*\* Restitution will be required\*\*

**Vehicle, Unauthorized Parking. (Year)**

Parking a motorized or non-motorized vehicle in unauthorized areas on district property is prohibited. Failure to adhere to parking regulations will result in towing without warning.

**Weapon. (Cumulative)**

Possession, use, or distribution of any weapon on a school location is prohibited. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns,

paintball guns, bullets and/or ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Please refer to District Policy No. 501 "School Weapons Policy." Additional provisions to this policy include:

- A. Students who finds a weapon on the way to school or in a school location should report the weapon immediately to school administration. Failure to report weapons will result in disciplinary action.
- B. If a student unintentionally brings a weapon to school, he/she must immediately turn the weapon into school administration.
- C. Students who bring/are determined to have brought a firearm to school will be expelled for one (1) year in accordance with state law.

Grade	1st Offense	2nd Offense
K-4	Suspension 1-3 days, Police Referral	Suspension 3-5 days, Police Referral, Recommendation for Expulsion
5-8	Suspension 1-10 days, Police Referral, Recommendation for Expulsion	
9-12	Suspension 1-10 days, Police Referral, Recommendation for Expulsion	

## ADDITIONAL DISCIPLINE INFORMATION

**Corporal Punishment:** Park Rapids Area Schools strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a person, with or without an object, or any unreasonable force that causes bodily harm or substantial emotional harm.

**Discipline Procedures:** All disciplinary actions shall be processed pursuant to school board policy, this document, and the requirements of the Minnesota Pupil Fair Dismissal Act.

- Any student who violates a district policy or rule will be subjected to consequences.
- Any student who violates a district policy that has a consequence of dismissal from school for more than one (1) school day will have an informal conference with school administration. An informal conference is not required where the student is creating an immediate and substantial danger to himself/herself or to surrounding persons or property.
- Any student who is being suspended from school for more than one (1) day will be provided written notice containing: the grounds for suspension, a statement of the facts giving rise to the suspension, a description of the testimony, a readmission plan, and a copy of the Pupil Fair Dismissal Act. A copy of the notice will be personally served upon the student at or before the time the suspension is to take effect if possible, unless the student will create an immediate and substantial danger to surrounding persons or property. The parents/guardians of the student shall be provided written notice of the suspension by mail within forty-eight (48) hours of the informal conference. The parents/guardians' notice will include all the elements contained in the student's notice. School administration will make reasonable efforts to notify the student's parents/guardians of the suspension as soon as possible following suspension.
- Any suspension that exceeds five (5) days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded five (5) days in length.
- If a student's total days of removal from school exceeds ten (10) cumulative days in a school year, the District shall make reasonable attempts to convene a meeting with the student and the student's parents/guardians prior to subsequently removing the student from school. The purpose of this meeting is to attempt to determine the student's need for assessment or other services. In School Suspension (ISS) does not count towards the ten (10) days.
- All students who violate a school policy or rule that has a consequence of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with the Pupil Fair Dismissal Act.
- If a student has been removed from class more than ten (10) times in one (1) school year, a meeting shall occur with the student's parents/guardians to discuss the problem that is causing the student to be removed from class. Grounds for removing a student from class or expelling include, but are not limited, to:
  1. Willful conduct that 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 or school-sponsored extracurricular activities;

2. Willful conduct that endangers surrounding persons, including district personnel, the student or other students, or the property of the District; and
3. Willful violation of any rule of conduct specified in the discipline policy or by the school board.

**Discipline Procedures Involving Special Education or Disabled Students:** Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations and the student's individual education plan (IEP) or accommodation, when necessary. Special education students and their parents/guardians may request modification of those policies and accommodations where appropriate through the IEP process.

**Parental Questions About Discipline:** Parents/guardians are encouraged to contact school administration to discuss an infraction and consequence assigned if they have questions regarding the situation. For further information regarding discipline procedures, please refer to District Policy No. 506 "Student Discipline."

**Physical Restraint:** Physical restraint may be utilized by school administration, teachers, and other district personnel only where it is necessary to use reasonable force to restrain a student from injuring himself/herself or others. A teacher, district personnel, bus driver, or other agent of the District may use reasonable force in compliance with Minnesota Statutes §121A.582 and other laws.

**Publication of Discipline Policy:** Each school will include the district discipline policy, along with its building level discipline policy/procedures, to make up its overall building discipline policy. Students and parents/guardians will be informed of the discipline policy at the beginning of the school year or when they enroll in Park Rapids Area Schools.

**School Resource Officer:** School administration may consult with the School Resource Officer in determining an appropriate consequence for a student's violation of school policy. This does not preclude separate proceedings or consequences by local law enforcement for the actions of the student.

## DEFINITIONS

**Behavioral Intervention Setting:** The purpose of the Behavioral Intervention Setting is to provide an alternative to suspension for those students who have violated school policies. The following policies will assist in the utilization of the BIS:

1. Only Administration will assign a student to BIS
2. When a student is assigned to BIS, the students will be required to do constructive academic and SEL work assigned by the Administrator and/or BIS Social Worker
3. The BIS Social Worker will work with students to develop plans for change to enable them to return to regular classes and re-engage in school.

**Bullying:** Any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or group of students and which substantially interferes with another student or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student or a group of students;
2. Damaging a student or group of students' property;
3. Placing a student or group of students in reasonable fear of harm to person or property;
4. Creating a hostile educational environment for a student or a group of students; or
5. Intimidating a student or a group of students.

Additionally, Bullying is:

1. Intimidating, threatening, abusive or hurtful conduct;
2. It is objectively offensive and;
3. The conduct involves an imbalance of power and is repeated or
4. The conduct immaterially and substantially interferes with a student's education or ability to participate in school activities.

Bullying fall into 2 categories:

1. Behavior that involves an imbalance of power and pattern, or,
2. Behavior that significantly affects a student's ability to participate in school, classes, or events. The fact that someone is simply offended is insufficient to meet this standard. There must be substantial interference with the student's educational opportunities or rights.

**Bus Suspension:** An action taken by the transportation department or a school administrator to prohibit a student from riding a school bus or other district vehicles for a specific number of days. In some instances, a student may be expelled from the bus and be prohibited from riding the bus or in a school vehicle for one (1) calendar year.

**Detention:** Requirements for a student to remain in school or attend school outside normal school hours and schedule.

**Dismissal:** Dismissing a student from school for one (1) school day or less.

**District Personnel:** Any person employed or under the direction/assignment of district personnel and who is acting within the scope of his/her assignment.

**Drug Paraphernalia:** All equipment, products, and materials of any kind which are knowingly or intentionally used primarily in: manufacturing a controlled substance; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; testing the strength, effectiveness, or purity of a controlled substance; or enhancing the effect of a controlled substance.

**Exclusion:** An action taken by a school board to prevent enrollment or re-enrollment of a student for a period which shall not extend beyond the school year.

**Expulsion:** A legal act taken by the school board to prohibit an enrolled student from further attendance up to twelve (12) months from the date the student is expelled. A copy of the Minnesota Pupil Fair Dismissal Act, the law governing expulsions and exclusions in Minnesota, can be found in the principal's office at each building.

**Fine:** A financial penalty assessed of a student by the District.

**Gang:** Any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one (1) or more criminal acts, which has an identifiable name or identifying sign or symbol and whose members individually or collectively engage in a pattern of gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two (2) or more criminal acts, provided the criminal acts were committed on separate dates or by two (2) or more persons who are members of or belong to the same gang.

**Gang-Like Activity:** Any conduct engaged in by a student on behalf of any gang to perpetuate the existence of any gang, to affect the common purpose and design of any gang, and/or to represent a gang affiliation, loyalty, or membership in any way while on a school location. These activities include recruiting students for membership in any gang and threatening or intimidating other students or district personnel to commit acts

or omissions against his/her will in furtherance of the common purpose and design of any gang.

**Great Bodily Harm:** Bodily injury which creates a high probability of death, causes serious permanent disfigurement, causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.

**Hazing:** Committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the District. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco, or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity.

**In School Suspension (ISS):** Removal from classes to the ISS room under the direction of school administration.

**Loss of School Privileges:** Taking away participation in school-sponsored activities.

**Out of School Suspension (OSS):** Action taken by school administration which prohibits a pupil from attending school for a period of no more than ten (10) days (or fifteen (15)) if pending the expulsion process).

**Parent/Guardian Conference:** A conference with a parent/guardian and school administration.

**Police Referral:** Involvement of the police or other law enforcement authorities as deemed necessary by school administration. If a student violates a district policy that also violates a law, the student could be referred to the police.

**Removal:** Any action taken by a teacher, principal, or other district personnel to prohibit a pupil from attending class for a period of time not to exceed five (5) class or activity periods. A student may be removed from class for violating the District's discipline policy or for 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 or that endangers surrounding persons, including district personnel, the student or other students, or the property of the District.

**Restitution:** Compensation or compensatory service required of a student who has damaged, taken, or destroyed district or personal property of another.

**School Location:** A school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrance or departure from school premises or events, and all school-related functions.

**Social and Emotional Learning (SEL) – Social and emotional learning is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.**

**Student Conference:** A conference between district personnel and a student.

**Substantial Bodily Harm.** Bodily injury which involves a temporary but substantial disfigurement, causes a temporary but substantial loss or impairment of the function of any bodily member organ, or causes a fracture of any bodily member.

**Support Services:** Counselors, nurse, school social worker, psychologist, School Resource Officer, etc.

**Truancy Referral:** A referral to Hubbard/Becker County or appropriate authorities when unexcused absences exceed the legal limits.

**Under the Influence:** A state of intoxication often exhibited by a student who smells of alcohol or drugs, physical appearance (red eyes), is incoherent, is staggering or has an unsteady walk, has slurred speech, or is comatose.

**Vehicle:** An automobile, snowmobile, bicycle, unicycle, skateboard (motorized or non-motorized), scooter (motorized or non-motorized), moped, motorcycle, roller skates, in-line skates, or any other motorized or non-motorized equipment that is ridden or driven.

**Weapon:** Any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, num-chuks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, bullets and/or ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

**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.27 (School and Community Advisory Team)  
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 50 (Student Discipline)  
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)  
ISD #273 (Student Rights and Responsibilities Handbook)  
ISD #544 (Student Code of Conduct and Discipline Policy)  
ISD #2890 (K-12 Discipline Policy)