

2. Report it right away. A prompt report increases safety, reduces response time, and improves the results of the investigation and the intervention. Reporting forms can be located at the back of this handbook or online at www.isd709.org (scroll down to “Quick Links”, select “Safe and Welcoming Schools”, select “Bullying and Harassment”, and select the appropriate school listed under “Report Bullying and Harassment”).
3. Be specific. Share who was with you or might have seen something, who said or did what, and when and where it happened. Keep text messages and social media posts that contain harassing, violent, or bullying behavior so you can show them to an adult at school.

MINNESOTA LAW - Minnesota has passed the Safe Schools Act. We are working to adjust policy to align with requirements of the act as well as with model policies as they become available.

Standards of Conduct

Standards of conduct are developed to ensure a safe, equitable and welcoming environment that fosters growth in relationships, academics, social-emotional competency and life skills. We believe these are achieved through a culture that promotes positive relationships, mutual respect, repairing harm, and a belief in the potential of all members while engaging with families and community as partners.

Disciplinary policies within the elementary and secondary schools shall be enforced within the general guidelines as set forth in the grid below. These guidelines are designed to prevent student’s inappropriate behavior from recurring through use of environmental, instructional, and/or restorative intervention and represent the majority of incidents that occur in schools. However other incidents may occur which warrant disciplinary action.

These guidelines describe the various administrative actions that may be taken for incidents that violate school district standards of conduct and/or the law. The listing of guidelines does not require that a “step-by-step” progression of increasing severity be employed by an administrator when addressing an incident.

Behavioral incidents requiring Office Intervention will be documented as an “office discipline referral” in Infinite Campus under the student behavior tab. Out-of-school suspension is used for the purpose of creating separation and safety for further investigation and intervention planning in response to a behavioral incident. At all age levels, use of out-of-school suspension should be paired with environmental, instructional, and/or restorative intervention. For students with a history of violent behavior, staff will be notified per Policy 5022.

The Principal’s discretion regarding the enforcement of policy will be used when age, culture, and development/ability are factors in behavioral issues. There should be a logical relationship between the severity of the offense and the administrative action. Behaviors are grouped into four levels for the purpose of consistency and organization. Some behaviors will be severe or egregious enough to warrant disciplinary actions corresponding with a higher level. The Assistant Superintendent will be consulted if any site desires to implement discipline which exceeds the minimum guidelines.

Behavior Levels

<u>LEVEL 1</u>
Behaviors are safe but disruptive to learning and addressed with simple de-escalation, support and/or redirection.
<ul style="list-style-type: none"> • Staff use school wide and classroom practices to promote the development and use of behaviors that contribute to a safe, equitable, and welcoming school. • Staff observe the behavior, use a range of strategies to support the student(s) or de-escalate the situation, determine communication and documentation. • Behaviors are managed by the person supervising the area, no office discipline referral needed - commonly referred to as a “classroom managed” or “minor” behavior and not addressed further in this grid.

LEVEL 2

Behavior that disrupts the educational environment, student learning or staff working and is not corrected with simple support or redirection.

- Staff observe behavior, use a range of strategies to support the student(s) or de-escalate the situation, gain assistance if needed, write office referral, and use supportive and/or restorative practice intervention as needed.
- A more focused behavioral response or targeted intervention beyond response to the immediate incident may be warranted depending on the situation.

ACADEMIC DISHONESTY				A student shall not cheat in any form on school grounds or in any school-related activity. This includes plagiarizing (copying from print, the Internet, or other electronic resources, purchasing or copying another person's work, and paraphrasing without citing the source).			
Grades		First Incident		Second Incident		Third Incident	
K-2		*Notification of parent(s) or guardian(s)				*Referral to building resources	
3-5		*Notification of parent(s) or guardian(s)		*Referral to building resources		1-2 day(s) suspension and intervention	
6-12		Teacher conference with student; teacher discretion for consequences		Notification of parent(s) or guardian(s) and/or conference; teacher discretion for consequences		Administrative conference; consideration for loss of credit; consideration for 1-3 day(s) suspension and intervention	
ATTIRE				Attire or personal grooming that presents a risk to health, safety, property, interferes with education, or violates Policy 413 and Regulation 413R Prohibiting Harassment and Violence is prohibited. Please see entire ISD 709 Dress Code Regulation.			
Grades		First Incident		Second Incident		Third Incident	
K-5		Notification of parent(s) or guardian(s)		Notification of parent(s) or guardian(s); Administration discretion for consequences		Notification of parent(s) or guardian(s); Administration discretion for consequences	
6-12		Student conference; Notification of parent(s) or guardian(s)		Notification of parent(s) or guardian(s)		Consideration for detention; Further incidents will result in consideration for suspension and intervention	
CELL PHONES OR ELECTRONIC MOBILE DEVICES				Students may not use cell phones or personal electronic mobile devices during class time unless it is determined by the teacher that it is required for curriculum/course content. School will not be responsible for lost, damaged or stolen devices. School administration will not spend time investigating any lost or stolen electronic devices.			
Grades		First Incident		Second Incident		Third Incident	
K-5		Notification to parent(s) or guardian(s)		Notification to parent(s) or guardian(s); Administration discretion for consequences		Notification to parent(s) or guardian(s); Administration discretion for consequences	
6-12		Student conference; Notification of parent(s) or guardian(s)		Notification to parent(s) or guardian(s); Administration discretion for consequences		Consideration for 1 day suspension and intervention	
COMPUTER				Data tampering, unauthorized use of data, violations of Policy 3187-Use Policy for Internet Access and Regulation 3187R - Internet Use Regulations (e.g. software modification or copyright violation, any attempt to install or use software that has not been approved by the district, violation of district network security, hardware damage/vandalism, etc.) is prohibited.			
Grades		First Incident		Second Incident		Third Incident	
K-2		*Notification of parent(s) or guardian(s)				*Referral to building resource; loss or restriction of technology use	
3-5		*Notification of parent(s) or guardian(s)		*Loss or restriction of technology use		Loss or restriction of technology use; consideration for 1 day suspension and intervention	

6-12	Student conference; loss or restriction of technology use; notification of parent(s) or guardian(s) and police or probation officer, if applicable; required restitution by parent(s) or guardian(s) and student; consideration for suspension and intervention	Loss or restriction of technology use; consideration for suspension and intervention; required restitution by parent(s) or guardian(s) and student	Consideration for expulsion
DISRUPTIVE/DISORDERLY CONDUCT AND INSUBORDINATION		<p>A student shall not participate in actions, on or off campus, that interfere with the rights of others to an education, instruction, and/or with the effective operations of the school. Such actions include but are not limited to:</p> <p>Disruption: Any behavior that significantly interrupts the education, instruction or effective operations of the school and or classroom (and is not better coded as another behavior).</p> <p>Some examples of disruptive behavior include: Offensive language or gestures, profanity, explosive outbursts or rage. Leaving the classroom without permission or school grounds without proper authorization. Consensual intimate sexual behaviors. Distributing unauthorized materials on school property. Play-fighting, which can appear real and/or alarm students and staff and/or lead to real conflicts or injuries.</p> <p>Insubordination: Persistent refusal to follow school rules or regulations, persistent refusal to follow directions given by a staff member or persistent confrontational and aggressive arguing with a staff member.</p>	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Student conference; Consideration for notification of parent(s) or guardian(s); Consideration for 1-10 day(s) suspension and intervention; Consideration of expulsion		
GAMBLING		A student shall not gamble in any form on school grounds or at any school-related activity.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Student conference; consideration for notification of parent(s) or guardian(s).	Notification of parents; consideration for 1-3 day(s) suspension and intervention; consideration for notification of police or probation officer	Consideration for 3-5 days suspension and intervention
MOTOR VEHICLE INFRACTIONS		<ol style="list-style-type: none"> 1. Parking - A student shall not park in an unauthorized area on school property or park on school property without a valid school permit, or violate any school district policy with his/her vehicle. 2. Reckless or Careless Driving - A student shall not drive on or near school property in such a manner as to endanger persons or property. 3. Student vehicles may not display or promote illegal activities or substances. This includes any symbols or graphics that are affiliated with hate groups (Example: confederate flag or swastika). 	
Grades	First Incident	Second Incident	Third Incident
9-12	Parking ticket; consideration for loss of parking privileges and towing at owner's expense; consideration for suspension and intervention; consideration for notification of police and parent(s) or guardian(s)		

OVER THE COUNTER MEDICATIONS AGAINST SCHOOL POLICY		Refer to Regulation 6180R – Procedures of Administration of Medication During the School Day.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)	* Referral to building resources	
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Student conference; notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention Note: The school may revoke a student's privilege to possess and use non-prescription pain relievers if the school determines that the student is abusing the privilege	3-5 days suspension and intervention; consideration for expulsion	
RECORD AND IDENTIFICATION FALSIFICATION		A student shall not falsify signatures or data, refuse to give proper identification, give false identification when requested to do so by a staff member, or give a false name or date of birth to police.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Student conference; notification of parent(s) or guardian(s); consideration for notification of police; detention/Saturday School, or other school consequence		
TOBACCO		<p>Smoking and the use of tobacco products or tobacco related devices including electronic cigarettes shall be prohibited on school district facilities. School district facilities include school buildings, school grounds, school owned and leased vehicles, and sites leased by the school district. No one will use tobacco products or tobacco related devices while in or on school district facilities. In addition, it is prohibited to have tobacco products or tobacco related devices in public sight while in or on school district facilities.</p> <p>Exception - (MN Statue 144.4169) It shall not be a violation of this policy for an American Indian adult to light tobacco in a public school as part of a traditional Indian spiritual or cultural ceremony, or to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support.</p> <p>It shall not be a violation of this policy for an American Indian student to carry loose tobacco in a tobacco pouch intended for spiritual or cultural ceremonial support with the permission of the student's parent or guardian and with written or verbal notice to the site administrator or principal.</p>	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention; notification of police
6-12	Mandatory notification of police; student conference; notification of parent(s) or guardian(s); tobacco ticket	1 day suspension and intervention	1-3 day(s) suspension and intervention
TRANSPORTATION/BUS ISSUES		Consequences for school bus/bus stop misconduct apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (i.e., field trips or competitions) will be the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges. This is a general guideline and based on the severity of the incident may further restrict student's privilege of riding the bus. Assigned seating may be used at the full discretion of the driver or school	

			administration. Refusal to comply with assigned seating may result in immediate loss of riding privileges. Depending on severity, a student not receiving a bus referral for 3+ months will start over with incidents. See Policy 3160-Student Transportation.		
Grades	First Incident	Second Incident	Third Incident	Fourth Incident	Further Incident
K-12	Verbal warning to student by the driver	Written warning to student and parent/guardian from the driver and building administration; may include meeting with student, driver, parent and administration	Possible but not limited to: - Lunch or after school detention - Up to 5 days suspension from the bus; suspension from riding the bus may require a parent/student meeting to return to full bus privileges	Possible: - Lunch or after school detention - Suspension and intervention - Up to 10 days suspension from the bus; parent/student meeting required to reinstate bus privileges	Individually considered. Students may be suspended for longer periods of time, up to and including the remainder of the school year. Serious misconduct may result in police action.
TRESPASSING			A student shall not be physically present in a school building without permission, after being requested to leave by a school official, or after suspension or expulsion.		
Grades	First Incident	Second Incident	Third Incident		
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources		
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources		1-2 day(s) suspension and intervention	
6-12	Student conference; notification of parent(s) or guardian(s) and police; consideration for 1-2 day(s) suspension and intervention	Consideration for 1-3 day(s) suspension and intervention		Consideration for 3-5 days suspension and intervention	
LEVEL 3					
Behavior that may be illegal, disrupts the educational environment, student learning or staff working with significant risk of/harm to self or others.					
<ul style="list-style-type: none"> • Staff observe behavior, gain assistance, de-escalate the situation, ensure separation and safety, write office referral and use support intervention and/or restorative practice intervention as needed. • OSS, if used, is for the purpose of safety and intervention planning. 					
ALCOHOL			A student shall not possess, use, transmit, or be under the influence of alcoholic beverages of any kind: <ul style="list-style-type: none"> • On school grounds immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. In a school zone as defined by Minnesota Statutes.		
Grades	First Incident	Second Incident	Third Incident		
K-2	*IIU Report; referral to building resources				
3-5	*IIU Report; referral to building resources	Referral to building resources; notification of police	1 day suspension and intervention		
6-12	Notification of parent(s) or guardian(s); notification of police or probation officer; 1 day suspension with consideration of 2-3 days suspension and intervention	1-3 day(s) suspension and intervention	3-5 days suspension and intervention; consideration for expulsion (fourth incident)		

ASSAULT		"Assault" is acting to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s); 1-2 day(s) suspension and intervention	*1 day suspension and intervention	*1 day suspension and intervention; referral to building resources
3-5	*Notification of parent(s) or guardian(s); 1-2 day(s) suspension and intervention	*1 day suspension and intervention	1 day suspension and intervention; referral to building resources
6-12	Notification of parent(s) or guardian(s) and police or probation officer; 1-3 day(s) suspension and intervention	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; 3-5 days suspension and intervention	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; 3-5 days suspension and intervention; consideration for expulsion
BULLYING		Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:	
		<ul style="list-style-type: none"> • There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and • The conduct is repeated or forms a pattern; or • The conduct materially and substantially interferes with a student's educational opportunities, performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. <p>Note: Bullying and conflicts are different. Conflicts are to disagree, argue, or fight. Conflicts have an increased balance of power, are usually spontaneous, and mutual. See the Bullying Prohibition Policy 514 for further information.</p>	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		
3-5	*Notification of parent(s) or guardian(s)	1 day suspension and intervention; referral to building resources	1-3 day(s) suspension and intervention
6-12	Student conference; notification of parent(s) or guardian(s); consideration for 1 day suspension and intervention; conference with parent(s) or guardian(s) if suspended	1-3 day(s) suspension and intervention	3-5 days suspension and intervention; consideration for expulsion
CONTROLLED SUBSTANCE (Prescription)		A student shall not possess, use, transmit or be under the influence of a controlled substance that is not prescribed to the student by a licensed health care professional:	
		<ul style="list-style-type: none"> • In a school zone as defined by Minnesota Statutes immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. <p>Refer to Regulation 6180R – Procedures of Administration of Medication During the School Day.</p>	
Grades	First Incident	Second Incident	Third Incident
K-2	Notification of parent(s) or guardian(s); County IIU Referral		
3-5	Notification of parent(s) or guardian(s); County IIU Referral	*Referral to building resources; 1 day suspension and intervention	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); 1-3 day(s) suspension and intervention; referral to building resources; mandatory notification of police; consideration for expulsion. NOTE: Students who sell or deal controlled substances on school premises may be subject to expulsion on the first incident.	3 days suspension and intervention; referral to building resources; consideration for expulsion	5 days suspension and intervention; consideration for expulsion

CYBER BULLYING		Cyber Bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data – including a post on a social network, website, or forum – that is transmitted through a computer, cell phone, or other electronic device. See “Bullying” violation or for bullying definition the Bullying Prohibition Policy 514 for further information.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		
3-5	*Notification of parent(s) or guardian(s)	1 day suspension; referral to building resources	1-3 day(s) suspension and intervention
6-12	Student conference; notification of parent(s) or guardian(s); consideration for 1 day suspension and intervention	1-3 day(s) suspension and intervention	5 days suspension and intervention; consideration for expulsion
EXTORTION		A student shall not obtain property from another by verbal intimidation.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	Consideration for 1-2 day(s) suspension and intervention; referral to building resources	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; consideration for 1-3 day(s) suspension and intervention	Consideration for 3-5 days suspension and intervention	Consideration for 3-5 days suspension and intervention; consideration for expulsion
FIGHTING		“Fighting” is mutual combat in which both parties have contributed to the situation by verbal and/or physical action.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s); 1-2 day(s) suspension and intervention	*1-3 day(s) suspension and intervention	*Referral to social worker; 1-3 day(s) suspension and intervention
3-5	*Notification of parent(s) or guardian(s); 1-2 day(s) suspension and intervention	*1-3 day(s) suspension and intervention	
6-12	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; 1-3 day(s) suspension and intervention	3-5 days suspension and intervention	3-5 days suspension and intervention; consideration for expulsion
GANG ACTIVITY		Gang activity is strictly prohibited. A “gang” is herein identified as any group that participates in disruptive, intimidating, illegal, and/or violent activities as defined in this policy. This includes gang symbols, gestures, and attire.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		*Referral to social worker
3-5	*Notification of parent(s) or guardian(s)	*Referral to social worker	
6-12	Student conference; notification of parent(s) or guardian(s) and police or probation officer; consideration for 1-3 day(s) suspension and intervention	1-3 day(s) suspension and intervention	3 days suspension and intervention NOTE: Repeated incidents involving assault, intimidation, or other illegal activity may result in recommendation for expulsion.

HARASSMENT		<p>Physical or verbal conduct that: Has the purpose or effect of creating an intimidating, hostile, or offensive work, business, or academic environment. Or, has the purpose or effect of substantially interfering with an individual's work, business, or academic performance.</p> <p>Harassment may be sexual, related to "protected groups" (Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any and All Other Protected Groups as identified by state and/or federal statute) or general.</p> <p>Refer to Policy 413 and Regulation 413R Prohibiting Harassment and Violence for further information.</p>	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)	*Consideration for 1-2 day(s) suspension and intervention; referral to social worker	1-3 day(s) suspension and intervention
3-5	*Notification of parent(s) or guardian(s)	*Consideration for 1-2 day(s) suspension and intervention; referral to social school worker	1-3 day(s) suspension and intervention
6-12	Student conference; notification of parent(s) or guardian(s); consideration for 1 day suspension and intervention; consideration for filing a complaint with ISD 709 Human Resources	Consideration for 1-3 day(s) suspension and intervention; mandatory filing of a complaint with ISD 709 Human Resources	Consideration for 3-5 days suspension and intervention
HAZING		<p>"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 school-related purpose. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition. Refer to Policy 526 Hazing Prohibition.</p>	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)	*Referral to building resources	
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	
6-12	Student conference; notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention	Consideration for 3-5 days suspension and intervention	Consideration for 5 days suspension and intervention
ILLEGAL DRUG		<p>A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicants of any kind, look-alike drugs, or substances that may have the appearance of an illegal substance, such as catnip, oregano, flour, saccharin, or other items or paraphernalia:</p> <ul style="list-style-type: none"> • On school grounds immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. • In a school zone as defined by Minnesota Statutes. 	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s); referral to building resources	* Referral to building resources	

3-5	*Notification of parent(s) or guardian(s); referral to building resources	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention; referral to building resources; notification of police. NOTE: Students who sell or deal controlled substances on school premises may be subject to expulsion on the first incident.	1-3 day(s) suspension and intervention; referral to building resources	3-5 day suspension and intervention; consideration for expulsion
INTIMIDATION/THREAT		<p>A student shall not use words or gestures to intimidate or incite fear in another person.</p> <p>Note: Differentiate from harassment with consideration of any sexual comments or behavior and/or inclusion or perceived inclusion in any "protected group".</p> <p>Note: As with all investigations regarding student behavior, include contextual factors and cultural considerations in the investigation, determination and resolution of any potential threat or act of intimidation.</p>	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources same/next day dismissal	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s), notification of police or probation officer; consideration for 1-3 day(s) suspension and intervention	3 days suspension and intervention	5 days suspension and intervention; consideration for expulsion
VERBAL ABUSE		<p>A student shall not engage in name calling, insults, or otherwise obscene or harmful language/comments directed at someone or a group of people.</p> <p>Note: Need to differentiate from threats, bullying, harassment, and disruption/insubordination.</p>	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		
3-5	*Notification of parent(s) or guardian(s)	Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Parent(s) or guardian(s) conference; consideration for one (1) day suspension and intervention. Note: Engaging in obscene or abusive language directed towards a staff member will result in automatic mandatory suspension and intervention	2 days suspension and intervention	3 days suspension and intervention

PHOTOGRAPHIC OR RECORDING DEVICE MISUSE		Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. Use of device that incites or encourages violence is prohibited. This prohibition includes the distribution of a picture(s)/recording that impinges upon the personal privacy of another. Also included is the creation, possession, or dissemination of sexually explicit images, videos, text messages or emails, usually by digital medium. Receipt of inappropriate data should be reported to Administration immediately. Use of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process dependent upon severity of violation. Upon investigation by administration evidence may be reported to law enforcement and/or St. Louis County Initial Intervention Unit (IIU).	
Grades	First Incident	Second Incident	Third Incident
K-5	*Notification of parent(s) or guardian(s)	Consideration for 1 day suspension and intervention	Consideration for 1-3 day(s) suspension and intervention
6-8	Notification of parent(s) or guardian(s) and/or consideration for 1 day suspension and intervention	Consideration for 1-3 day(s) suspension and intervention	Consideration for 3-5 days suspension and intervention; Consideration for expulsion
9-12	Notification of parent(s) or guardian(s) and/or consideration for 1 day suspension and intervention	Consideration for 3-5 days suspension and intervention	Consideration for 5 days suspension and intervention; Consideration for expulsion
PYROTECHNICS		A student shall not possess or detonate fireworks.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources	1-2 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); consideration for 1-3 day(s) suspension and intervention	1-3 day(s) suspension and intervention; consideration for expulsion	3-5 days suspension and intervention; consideration for expulsion
THEFT		A student shall not intentionally take, use, transfer, conceal, or retain possession of personal property of another without the other's consent and with intent to deprive the owner permanently of possession of the personal property.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s) and police, or probation officer, if applicable; required restitution by parent(s) or guardian(s) and student; consideration for 1-3 day(s) suspension and intervention. Note: Simple Theft: Items valued at less than \$20; notification of parent(s) or guardian(s)	3 days suspension and intervention; required restitution by parent(s) or guardian(s) and student; consideration for expulsion	3-5 days suspension and intervention; required restitution by parent(s) or guardian(s) and student; consideration for expulsion

VANDALISM/PROPERTY RELATED		<ol style="list-style-type: none"> 1. A student shall not willfully cut, deface, or otherwise damage in any way any property, real or personal. This includes school busses. 2. A fee will be charged for lost or destroyed textbooks, workbooks, library books or other school property. 	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s); restitution required		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Required restitution by parent(s) or guardian(s) and student for damages and related fees; consideration of notification of police; 1-3 day(s) suspension and intervention	Required restitution by parent(s) or guardian(s) and student for damages and related fees; consideration of notification of police; 3-5 days suspension and intervention	Required restitution by parent(s) or guardian(s) and student for damages and related fees; consideration of notification of police; 5 days suspension and intervention
<u>LEVEL 4</u>			
Behavior that is considered illegal or disrupts the educational environment, student learning, or staff working with risk of/severe harm to self or others.			
<ul style="list-style-type: none"> • Staff observe behavior, gain assistance, de-escalate the situation, ensure separation and safety, contact support staff and/or authorities, write office referral and use support intervention and/or restorative practice intervention as needed. • OSS is used for the purpose of safety and intervention planning. • Consider expulsion. 			
ARSON		<ol style="list-style-type: none"> 1. "Arson" is the intent or intentional destruction of or damage to any school building, school or personal property, injury to persons by means of fire or explosives. This includes all behaviors within the 'school zone' on school-sponsored/supervised activities. 2. Failure to exercise ordinary caution resulting in fire within any area identified in #1 above, damage to school or personal property, or injury to person(s). 3. False alarm or tampering with any part of a fire suppression system (including, but not limited to sprinklers, fire alarms, smoke detectors, fire extinguishers, or any other part of the fire suppression system). Giving a false alarm (police, fire, ambulance, 911) or tampering or interfering with any fire alarm system. 4. Matches, lighters, and other fire starting materials are not allowed on school premises. 	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s); IIU Report; referral to building resources	*1 day suspension and intervention	*3 days suspension and intervention
3-5	*Notification of parent(s) or guardian(s); IIU Report; referral to building resources	*1 day suspension and intervention	*3 days suspension and intervention
6-12	Mandatory notification of police and Fire Marshall, referral for F.I.R.S.T. Program attendance, notification of parent(s) or guardian(s), restitution if damage occurred; confiscation of materials; 3 days suspension and intervention; consideration for expulsion	3-5 days suspension and intervention; consideration for expulsion	

AGGRAVATED ASSAULT		"Aggravated assault" is committing an assault upon another person with a dangerous weapon or an assault that inflicts great bodily harm upon another person. (In cases involving harassment, as defined in the Harassment Policy, a district specialist will be consulted.)	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)	* Referral to building resources	
3-5	*Notification of parent(s) or guardian(s)	* Referral to building resources	1-2 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); police or probation officer; 3-5 days suspension and intervention; consideration for expulsion depending on the severity of assault and past infractions		
BOMB		A student shall not possess or commit crimes of violence using explosive devices including, but not limited to, bombs, grenades, rockets and mines. This also means devices that produce a chemical reaction that result in destruction.	
Grades	First Incident	Second Incident	Third Incident
K-2	Notification of parent(s) or guardian(s)	* Referral to building resources	1-2 day(s) suspension and intervention
3-5	Notification of parent(s) or guardian(s)	* Referral to building resources	1-2 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s); up to 5 days suspension and intervention; consideration for expulsion; mandatory notification of police or probation officer, if applicable	Consideration for expulsion	
BOMB THREAT		A student shall not threaten directly or indirectly, to commit any crime of violence with purpose to cause an emergency response of a school building or grounds or a school-related activity.	
Grades	First Incident	Second Incident	Third Incident
K-2	Notification of parent(s) or guardian(s); referral to building resources	1 day suspension and intervention	Notification of police; 1-3 day(s) suspension and intervention; referral to building resources
3-5	Notification of parent(s) or guardian(s); referral to building resources; 1 day suspension and intervention	1-3 day(s) suspension and intervention; referral to building resources	Police notification; 3-5 days suspension and intervention
6-12	Notification of parent(s) or guardians(s); 3-5 days suspension and intervention; consideration for expulsion; mandatory notification of police. Note: A plan for readmission must be developed, which may include a risk assessment if the student is to return to school.		
SEXUAL ASSAULT		"Sexual Assault" means "sexual contact" or "sexual penetration" without "consent," as those terms are defined in Minnesota Statutes Section 609.341.	
Grades	First Incident	Second Incident	Third Incident
K-2	* Notification of parent(s) or guardian(s)	* Referral to building resources	
3-5	Notification of parent(s) or guardian(s) and police; Consideration of 1-10 day(s) suspension and intervention; Consideration for expulsion		
6-12	Notification of parent(s) or guardian(s) and police; Consideration of 1-10 day(s) suspension and intervention; Consideration for expulsion		
HOMICIDE		A student shall not commit homicide, which means the killing of one human being by the act, procurement, or omission of another.	
Grades	First Incident	Second Incident	Third Incident
K-2	Mandatory notification of police; move for expulsion		
3-5	Mandatory notification of police; move for expulsion		
6-12	Mandatory notification of police; move for expulsion		

ROBBERY		A student shall not obtain property from another by use of force or threat of force.	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)		*Referral to building resources
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardian(s) and police or probation officer, if applicable; consideration for 1-3 day(s) suspension and intervention, required restitution by parent	3-5 days suspension and intervention	Consideration for expulsion
TERRORISTIC THREATS		A student shall not threaten to commit any crime of violence with the purpose to terrorize another person(s).	
Grades	First Incident	Second Incident	Third Incident
K-2	*Notification of parent(s) or guardian(s)	*Referral to building resources	*1-2 day(s) suspension and intervention
3-5	*Notification of parent(s) or guardian(s)	*Referral to building resources; 1-2 day(s) suspension and intervention	1-3 day(s) suspension and intervention
6-12	Notification of parent(s) or guardians (s) and police; 3-5 days suspension and intervention; consideration for expulsion Note: A plan for readmission must be developed, which may include a risk assessment if the student is to return to school.		
WEAPON		<p>"Dangerous weapon" means any firearm, whether loaded or unloaded, knives, stun guns, martial arts instruments, mace, any device designed as a weapon, or any other device or instrument which in the manner it is used or intended to be used is likely to produce death or great bodily harm. This includes any look-alike object that may have the appearance of a weapon or dangerous instrument. A student shall not knowingly possess, store, handle, transmit, use, or encourage or aid any other student to possess, store, handle, or transmit these weapons in:</p> <ul style="list-style-type: none"> • Any school building. • On any school premises. • On any school-provided transportation. • Off the school grounds at any school-related activity, event, or function. • In a school zone as defined by Minnesota Statutes. 	
Grades	First Incident	Second Incident	Third Incident
K-12	Mandatory notification of police or probation officer, if applicable; notification of parent(s) or guardian(s); consideration for 1-5 day(s) suspension and intervention; confiscation of weapon by building administration; consideration for expulsion. Note: A School Board must expel for a period of at least one school year a student who is determined to have brought a firearm to school. For the purpose of this section, firearm is defined in United States Code, Title 18, Section 921.		

*Indicates Disciplinary action assigned by building administrator.