



# **STUDENT CITIZENSHIP HANDBOOK**

## **2020 - 2021**

***RIGHTS  
RESPONSIBILITIES  
OPPORTUNITIES  
SUCCESS  
CONSEQUENCES  
CITIZENSHIP***

**A Policy Guide for Student Management in Instructional and  
Co-Curricular Activities in Northfield Public Schools**

Spanish translation available online.

For immediate assistance, please contact Joan Lizaola at 507.663.0662.

Hay una traducción al español en las oficinas escolares. Favor de llamar a la Sra. Joan Lizaola al 507.663.0662 para ayuda de inmediato.

## A Message From The Superintendent

Dear Northfield School District Parents and Students:

The 2020-2021 school year will not be like any other year. The uncertainty resulting from the COVID-19 global health pandemic will challenge us like we have not been challenged before.

Regardless of the learning model we use throughout the year, our educational team is committed to working with all students to develop the skills, knowledge and unique talents that will prepare them for the future and serve them long after they leave the classroom. We work to provide learning opportunities and challenges so each learner can experience the satisfaction derived from achieving excellence. Please take time to review the information in this handbook with your children. The material will also be reviewed with students at the start of the school year.

It is essential that we provide as safe and as secure an environment as practicable for every student. A clear, consistent, comprehensive policy on student behavior is an important first step toward assuring our schools are safe for every student. Students need to know that the District and parents are united in making sure that our schools are safe and supportive places for maximum learning. Our schools teach, practice and expect productive and responsible behavior.

This K-12 handbook describes policies, procedures, and the consequences for violating these policies and procedures. The handbook includes the district's policies on bullying, hazing, personal possessions/lockers, technology use, harassment, possession of controlled substances, student use and parking of motor vehicles (including patrols, inspections, and searches), and weapons. The handbook is designed to help students and parents understand the District's guidelines for acceptable behavior in these and other areas. It also includes a chart that outlines offenses that could possibly lead to expulsion.

While it is essential to provide students and parents with clear expectations and consequences regarding student behavior, Northfield Public Schools are committed to creating a positive and supportive instructional environment designed to help our students become self-disciplined contributing members of school and community. Our team provides intentional learning experiences to strengthen students' social and emotional skills through use of the Responsive Classroom approach (elementary), Second Step curriculum (elementary and middle school), and use of Positive Behavior Interventions and Supports (PBIS) (middle school and high school).

Of course, student activities are one of the uncertainties resulting from COVID-19. We know students involved in school activities beyond the instructional day tend to develop positive attitudes about their school. We encourage all students to participate in activities to make their educational experiences in Northfield Public Schools some of the most beneficial and memorable of their lives. Northfield offers a tremendous number of activities through the school co-curricular programs, community education, and other local organizations. In Northfield, there is truly an out-of-school activity for everyone. If we are not able to run traditional activities due to COVID-19, our district will seek innovative ways to connect our students.

We look forward to a great school year! We ask your support, assistance and involvement in maintaining a safe and orderly school environment for our students to learn, grow and excel.

Sincerely,



Matthew J. Hillmann, Ed.D.  
Superintendent of Schools

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## **STUDENT DISCIPLINE PHILOSOPHY**

It is the responsibility of the school board to make reasonable policies and rules for governing behavior and conduct while in the school environment. These policies and rules apply at any time a student is present on a school location, at a school-sponsored activity and while traveling on school buses. 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 policy pertains to all schools in District 659, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

## **PHILOSOPHY REGARDING LEARNING AND DISCIPLINE**

Optimum learning occurs in a positive, safe and secure environment. Students, parents/guardians, teachers, administrators and other school staff all share in the responsibility to ensure a positive climate for learning.

The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline should lead towards self-control and respect for law, authority, property and the rights of others.

While self-discipline is the ideal, it is understood that corrective measures may be required at times. When it becomes necessary to enforce the consequences of discipline violations as outlined in this policy, it should be done in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline is a learning experience, not just a punishment. Discipline...

- helps the student learn a lesson that will positively affect his or her present and future behavior.
- is designed to help the student control and change his or her behavior, thereby guiding the student into adulthood.
- helps the student to grow intellectually and emotionally.
- enhances the student's self-confidence, self-worth and self-image.

## **ROLES AND RESPONSIBILITIES**

### **School Board**

The school board holds all school personnel responsible for maintenance of order within the school 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 school personnel, students and parents responsible for conforming to this policy; and support all school personnel performing their duties within the framework of this policy. The superintendent also shall establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

### **Principal and Assistants**

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal and assistants shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

### **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 guidelines.

### **Other School District Personnel**

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to students' behavior shall be authorized and directed by the superintendent.

All school district personnel shall be responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

### **Parents or Legal Guardians**

Parents and legal guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

### **Students**

All students shall be held individually responsible for their behavior and for knowing and obeying this policy.

### **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.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

Students who attend District 659 have numerous rights and opportunities. Students also have responsibilities to teachers, other staff and fellow students. The following list lays out student rights and opportunities as well as student responsibilities.

Applicable district policies are identified where appropriate and can be found in their entirety on the district's website (<http://northfieldschools.org>).

### ACCESS TO RECORDS

Rights/Opportunities	Responsibilities
<p>Students' parents and students eligible under state law generally have the right to view their school records according to state and federal laws.</p> <p>Students have the right to privacy regarding school records. Disclosure of information from student records will be consistent with legal requirements and the guidelines established by the school district.</p>	<p>Students have the responsibility to follow established building and district procedures regarding access to their school records.</p>

### DRESS AND GROOMING

Rights/Opportunities	Responsibilities
<p>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.</p>	<p>Students are responsible to dress in such a manner that is not disruptive nor 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 weapons, alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.</p>

### EQUAL OPPORTUNITY

Rights/Opportunities	Responsibilities
<p>Students have the right to equal opportunity to participate in all school activities and school education programs for which they are eligible within legal limits. (Policy 102 Educational &amp; Employment Opportunity)</p>	<p>Students are responsible to follow the rules and regulations of the school-sponsored activity in which they participate or others participate. Students are not to discourage the participation of other students.</p>

### FAIR TREATMENT

Rights/Opportunities	Responsibilities
<p>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.</p>	<p>Students are responsible to treat all people respectfully and to follow rules and regulations that apply to them.</p>
<p>Students have the right to be informed of current school policies, rules and regulations that apply to them.</p>	<p>Students are responsible to be knowledgeable about and to follow school policies, rules and regulations that apply to them.</p>

Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to meet classroom expectations and evaluation procedures that apply to them.
Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff in a respectful manner. Students are also expected to treat the property of others and the district responsibly.
Students have a right to be free from corporal punishment by staff.	Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have a right to be free from unreasonable physical contact from teachers and other staff except as physical restraint is necessary to prevent the student from injuring self, other persons or property.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons and property.

### FREE SPEECH

Rights/Opportunities	Responsibilities
Students have the right to free speech so long as such speech does not violate the rights of others.	Students are responsible to express opinions, publish written materials, distribute literature in such a manner that is not libelous, obscene or discriminatory, that does not interfere with the rights of others or disrupt the atmosphere of learning in the school and follows school regulations regarding time, place and manner.

### HARASSMENT

Rights/Opportunities	Responsibilities
Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others. (Policy 514 Bullying Prohibition; Policy 413 Harassment and Violence; Policy 526 Hazing Prohibition, Policy 522 Student Sex Nondiscrimination)	The Northfield School District takes Human Rights complaints (including Title IX complaints) seriously. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. School Board Policy 413 and its associated procedures and School Board Policy 522 govern the process for addressing these complaints. Such reports should be made to: Molly Viesselman, Director of Human Resources, Human Rights Officer/Title IX Coordinator, Northfield Public Schools, 1400 Division Street, Northfield, MN 55057 Phone: 507.663.0600 Email: mviesselman@northfieldschools.org. While not required, <u>individuals can make complaints using this form.</u>

### LEARNING

Rights/Opportunities	Responsibilities
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Students should have the opportunity to receive a comprehensive appropriate education. (Policy 102 Educational & Employment Opportunity)	Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.
Students should have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave 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 schoolwork missed during an excused absence.	Students are responsible to obtain and complete make-up work assigned for periods of absence.
Students have the right to necessary homebound instruction as regulated by state guidelines when absent for an extended period.	Students are responsible to complete work assigned as part of the homebound instructional process.

### NONDISCRIMINATION

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, and status with regard to public assistance or disability. (Policy 522 Student Sex Nondiscrimination)	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals.

### PLEDGE OF ALLEGIANCE

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to participate in the reciting of the Pledge of Allegiance. Students have the right to express themselves by not participating in the pledge including the right to remain seated.	Students are responsible to either participate in reciting the Pledge of Allegiance or respect the rights of those who wish not to participate.

### PRIVACY

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.	Students are responsible to refrain 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 school district and that such areas may be searched for any reason, at any time without permission, consent or requirement for a search warrant. If conditions warrant technology (including drug sniffing dogs, cameras, metal detectors, etc.) may be used to ensure the safety of students, staff, buildings and grounds. (Policy 502 Search of Student Lockers, Desks, Personal Possessions and Student's Person)	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.
Students have the right to confidentiality regarding personal matters in discussion with school personnel.	Students have the responsibility to inform school personnel when a discussion of personal matters is to

Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.	be confidential. Matters of abuse or illegal activity should be reported to school personnel.
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### STUDENT GOVERNMENT

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the opportunity to participate in student government. The purpose of the existence of student government is to represent and to be responsive of the needs of all students.	Student government representatives have the responsibility to communicate and work with student body, faculty and administration and to be aware of and comply with any policies of the school district that may affect the formation of procedural aspects of the student government.

### STUDENT SAFETY

<b>Rights/Opportunities</b>	<b>Responsibilities</b>
Students have the right to a safe, inviting school environment, free of drugs, tobacco, and alcohol. Students should expect the schools to utilize a variety of prevention techniques to ensure chemical-free school grounds.	Students are responsible for cooperating with school authorities to keep our schools free of drugs, tobacco and alcohol. Students should report any presence of chemicals on school grounds. Students should also understand the use of prevention techniques (e.g. drug dogs) as a partnership between students, staff and law enforcement designed to keep our schools safe for everyone.

## DISCIPLINE GUIDELINE & DISCLAIMER

Every student and employee of District 659 is entitled to learn and work in a safe school environment. To ensure this, the district and each school has established clear student discipline policies, consequences appropriate with the behavior and a practice to do so with fairness and consistency. (Policy 506 Student Discipline)

Students are expected to respect the rights and safety of others. This includes behaving in accordance with federal, state and local laws; district, athletic and activity policies; and school regulations. Corrective action will be taken by staff when a student's behavior does not fall within the guidelines.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply at any time a student is present on a district school location or participating in a school-sponsored activity. Listed are the violations and the **recommended** consequences. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. disabled student whose misbehavior is related to his or her disability). When appropriate, restitution may be substituted for recommended consequences. These guidelines are based upon school board policies. District 659 school board policies are located on the school district's website, at <http://northfieldschools.org>.

### ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating or that degrades other people is prohibited. Verbal abuse that is also sexual, religious or racial harassment shall be addressed under the guidelines for harassment.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	2-3 day suspension	3-5 day suspension

(\*) *Principal discretion per building discipline plan.*

### ALCOHOL OR CHEMICALS, POSSESSION OR USE

Possession or use of any alcohol, narcotic, controlled substance or drug paraphernalia is prohibited by Minnesota or federal law. Any student in possession of or under the influence of alcohol, a narcotic, a controlled substance or drug paraphernalia at a school location will be reported to the police. Further recommendations such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Referral for chemical evaluation</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● Social worker intervention</li> <li>● 5-10 day suspension</li> <li>● Chemical assessment</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Chemical assessment</li> </ul>

**ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL**

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substance is prohibited.

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>

**ARSON**

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

Grades	First Offense
Grades K-12	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>

**ASSAULT, AGGRAVATED**

Committing an assault upon another person with a weapon, or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> </ul>		
Grades 6-12	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>		

**ASSAULT, PHYSICAL**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> </ul>

**BODILY HARM, INFLICTING**

Committing a reckless or negligent act that inflicts bodily harm upon another person.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	1 day suspension	3 day suspension

(\*) *Principal discretion per building discipline plan.*

## BULLYING

Bullying is defined as behavior that is:

- Intimidating, threatening, abusive or hurtful conduct
- Objectively offensive
- Involves an imbalance of power and is repeated, or materially and substantially interferes with a student's education or ability to participate in school activities

Any act of bullying or cyberbullying is strictly prohibited as defined in School District Policy 514.

Grades	First Offense	Second Offense	Third Offense
K-5	*	*	*
Grades 6-8	*	*	● 1-3 day OSS Possible expulsion
Grades 9-12	*	● Detention ● Possible suspension	● 1-3 day OSS ● Possible expulsion

(\*) *Principal discretion per building discipline plan.*

## BURGLARY

Entering any school location without consent and with the intent to commit a crime is prohibited.

Grades	First Offense	Second Offense
Grades K-12	● 5 day suspension ● Police referral	● 10 day suspension ● Recommendation for expulsion ● Police referral

## CELL PHONES-SECONDARY

Cell phone use is not allowed in classrooms during class without teacher permission.

Grades	First Offense	Second Offense	Third Offense
Grades 6 - 8	Confiscated and returned at end of day	Confiscated parent pick up	Confiscated parent pick up
Grades 9 - 12	Confiscated and returned at end of day.	Confiscate and hold for two days	Confiscate and hold for three days

## CELL PHONES-ELEMENTARY

### Elementary Student Cell Phone/Hand-Held Electronics Guidelines & Procedures:

We recognize that cell phones/hand-held electronic devices (i.e. iPod Touch) are common tools for communication with many families. Our goal is to help students maintain a focus on learning. Please know that most elementary students have no need to carry a cell phone or hand-held electronic device to school and these devices are vulnerable to theft. We are committed to using technology as an accelerant for student learning and provide the appropriate tools for our students in their classrooms.

Students who need to carry a cell phone or hand-held electronic device to school must have them turned off and stored out of sight during school hours. These devices may not be used to talk, take pictures, play games, record or text during school hours, including recess.

Consequences for not following the rules are as follows:

- 1st infraction-student will have the device taken away and can pick it up in the office at the end of the day.
- 2nd infraction-student will have their device taken away and placed in the office until a parent can come to school to retrieve it.

- 3rd infraction-student will no longer be allowed to bring a device to school until a parent conference with the Principal is held.

Please note: Bridgewater, Greenvale Park and Sibley Elementary Schools are not responsible for lost, damaged or stolen phones or other electronic devices brought from home.

### **DISHONESTY, SCHOLASTIC**

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned. Incidents of academic dishonesty will be cumulative for 4 years. The procedures whereby a student will be held accountable for infractions of the Academic Honesty Policy are as follows:

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense or More</b>
Grades K-5	*	*	*
Grades 6-12	<ul style="list-style-type: none"> <li>● The teacher will address the student with evidence when the infraction occurs and contact parents</li> <li>● The student will receive an automatic zero on the assignment or test and no make-up work will be offered to compensate for lost points</li> <li>● The teacher will file an incident referral form with the Assistant Principal. The Assistant Principal will conference with the student and notify parents</li> </ul>	<ul style="list-style-type: none"> <li>● All of the disciplinary action of the first offense will occur</li> <li>● Assistant Principal will initiate a parent/student/counselor conference</li> <li>● The student will receive 1 day of ISS/Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>● All of the disciplinary action of the first and second offense will occur</li> <li>● Additional consequences will be determined by the teacher and/or assistant principal</li> </ul>

*(\*) Principal discretion per building discipline plan.*

### **DISRESPECTFUL BEHAVIOR**

All individuals and groups, whether members of our school community or guests, deserve to be treated with respect. Disrespectful behavior includes engaging in abusive language or in conduct intending to cause alarm or resentment in others. The videoing of staff members or students without permission is prohibited.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

*(\*) Principal discretion per building discipline plan.*

## DISRUPTIVE BEHAVIOR

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	Same/next day dismissal
Grades 9-12	*	*	1-3 day suspension

*(\*) Principal discretion per building discipline plan.*

## DRIVING, CARELESS OR RECKLESS

Driving any motorized or nonmotorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	*	<ul style="list-style-type: none"> <li>● Revocation of parking permit to identified time period</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 3 day suspension</li> <li>● Permanent revocation of parking permit</li> <li>● Police referral</li> </ul>

*(\*) Principal discretion per building discipline plan.*

## FALSE REPORTING/MISREPRESENTING THE TRUTH

Deliberately reporting false information is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	1-3 day suspension	3-5 day suspension

*(\*) Principal discretion per building discipline plan.*

## FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> </ul>

*(\*) Principal discretion per building discipline plan.*

## FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	<ul style="list-style-type: none"> <li>● Suspension</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 2-3 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>

*(\*) Principal discretion per building discipline plan.*

## **FIRE EXTINGUISHER, UNAUTHORIZED USE**

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are unacceptable.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Grades K-5	*	1 day suspension	● 2 day suspension ● Restitution
Grades 6-12	*	● 3-5 day suspension ● Police referral ● Restitution	● 10 day suspension ● Police referral ● Restitution

*(\*) Principal discretion per building discipline plan.*

## **FIREARMS**

Firearms are prohibited in all school district locations. A “firearm” is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive charge or element, such as gunpowder. A firearm as herein defined may cause serious injury or death. All offenses will be reported to the Minnesota Department of Education.

<b>Grades</b>	<b>First Offense</b>
Grades K-12	● 10 day suspension ● Recommendation for expulsion ● Police referral

## **FIREWORKS OR AMMUNITION**

(Snaps, sparklers, firecrackers, smoke bombs, stink bombs, etc.)

Possession, distribution or use of any type of fireworks or ammunition is prohibited. Police referral will be made when state law has been violated.

<b>Grades</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Grades K-5	1 day suspension	2 day suspension	5 day suspension
Grades 6-12	1-3 day suspension	3-5 day suspension	5-10 day suspension

## **FREEDOM OF EXPRESSION**

Freedom of expression is necessary to promote creativity and teach tolerance of others’ cultures and ideas. However, verbal, written or symbolic speech promoting illegal substances, intolerance and/or causes disruption will not be tolerated.

Dress and grooming on a school location in the following manner is prohibited.

- Grades K-8 – hats or bandanas are not permitted.
- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise weapons, alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups.
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

The above criteria also apply to school sponsored forums and events and will be used to judge whether a student is in violation of verbal or symbolic speech guidelines.



Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

(\*) Principal discretion per building discipline plan.

### GAMBLING

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.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	Same/next day dismissal
Grades 6-12	*	1-3 day suspension	3-5 day suspension

(\*) Principal discretion per building discipline plan.

### GANG/THREAT GROUP ACTIVITY

Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, wearing colors, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	<ul style="list-style-type: none"> <li>● 1-5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> </ul>

(\*) Principal discretion per building discipline plan.

### HARASSMENT AND VIOLENCE

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined by District Policy 413 is prohibited. 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 racial, religious and sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact 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 is used as a factor in decisions affecting the student's education or the conduct has the purpose of effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcoming pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, physical contact, or taking photos/video in locker rooms or bathrooms or soliciting or distributing sexually inappropriate photos. Parents and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522. Reports should be made to:

Molly Viesselman, Director of Human Resources  
 Human Rights Officer/Title IX Coordinator  
 Northfield Public Schools  
 1400 Division Street S, Northfield, MN 55057  
 Phone: 507.663.0600 • Email: mviesselman@northfieldschools.org

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/Next Day Dismissal	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> </ul>

			<ul style="list-style-type: none"> <li>● Possible recommendation for expulsion</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>

*(\*) Principal discretion per building discipline plan.*

### HAZING

The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Principals will enforce Policy 526 vigorously.

### INSUBORDINATION

Deliberate refusal to follow an appropriate direction or identify self when requested.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1 day suspension
Grades 6-12	*	1 day suspension	1-3 day suspension

*(\*) Principal discretion per building discipline plan.*

### OFFENSIVE BEHAVIOR

Offensive behavior, such as teasing, name-calling, put downs, inappropriate language, coercive behavior or other mean-spirited behavior is prohibited. This includes the displacement of another student's clothing. Depending upon the circumstances, these behaviors could constitute harassment.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	1-3 day suspension
Grades 9-12	*	Detention	1-3 day suspension

*(\*) Principal discretion per building discipline plan.*

### RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	1-3 day suspension
Grades 6-12	*	1-3 day suspension	3-5 day suspension

*(\*) Principal discretion per building discipline plan.*

### ROBBERY OR EXTORTION

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

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> </ul>

	<ul style="list-style-type: none"> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>
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(\*) *Principal discretion per building discipline plan.*

### SAFETY

Any behavior that threatens the safety of another person or oneself is not tolerated. Compromising security by propping open doors, letting someone in a secured door or tampering with building security equipment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	*	*

(\*) *Principal discretion per building discipline plan.*

### SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse, or 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. Parents and students may also make a direct report to the Human Rights Officer/Title IX coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522. Reports should be made to:

Molly Viesselman, Director of Human Resources  
 Human Rights Officer/Title IX Coordinator  
 Northfield Public Schools  
 1400 Division Street S, Northfield, MN 55057  
 Phone: 507.663.0600 • Email: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org)

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> </ul>		

(\*) *Principal discretion per building discipline plan.*

### TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network/deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws is prohibited. It is expected that students will abide by [Policy 524-2 Use of Technology and Telecommunications Systems By Students](#). Parents are expected to read and discuss this policy with their child.

### THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing the property of another person without the consent of the owner, or the receiving of such property is prohibited. Restitution, when appropriate, will be required. Felony offenses may result in more severe consequences.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Restitution</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> <li>● Restitution</li> </ul>

(\*) Principal discretion per building discipline plan.

### THREAT, DIRECT/INDIRECT

Intentionally making, publishing or conveying in any manner a threat pertaining to an individual or school location is prohibited. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both. Note to parents who elect to keep students home after authorities have determined the threatening situation to be safe: students staying home after an “all clear” may not return that day for school sponsored or co-curricular activities.

Grades	First Offense	Second Offense
Grades K-5	<ul style="list-style-type: none"> <li>● 5 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Possible recommendation for expulsion</li> </ul>
Grades 6-8	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> <li>● Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>
Grades 9-12	<ul style="list-style-type: none"> <li>● Up to 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Police referral</li> </ul>	

### TOBACCO, SMOKING, AND VAPING

Possession or use of tobacco in any form on school property, in district buses or vehicles, or at district events is prohibited. Students who congregate in an area where smoking/vaping has recently occurred (bathroom stall, etc.) will each be considered smoking. **This includes the use of e-cigarettes, vaping, any electronic nicotine delivery system, liquid nicotine and non-nicotine vaping products.**

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	1-3 day suspension	3-5 day suspension
Grades 6-12	<ul style="list-style-type: none"> <li>● 1 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 2-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 day suspension</li> <li>● Police referral</li> </ul>

(\*) Principal discretion per building discipline plan.

## TRANSPORTATION-DISTRICT POLICY

All rules that apply to building and/or classroom behavior shall apply while riding or waiting to ride a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with the District Transportation Policy.

Students endangering persons and/or property may lose bus-riding privileges immediately and for an indefinite period. (Policies 707, 708, 710, JFCC)

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	<ul style="list-style-type: none"> <li>● Parent contacted</li> </ul>	<ul style="list-style-type: none"> <li>● Parent meeting</li> <li>● 1-3 days off the bus</li> </ul>
Grades 6-12	*	<ul style="list-style-type: none"> <li>● Parent contacted</li> <li>● Up to 5 days off the bus</li> </ul>	<ul style="list-style-type: none"> <li>● Parent meeting</li> <li>● Up to 10 days off the bus</li> </ul>

(\*) *Principal discretion per building discipline plan.*

(Further offenses are individually considered. Students may be suspended from riding the bus for a longer period of time, including the remainder of the school year.)

## TRESPASSING

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator. **Any student on suspension, expulsion or homebound for disciplinary reasons who goes to any school district location without permission is subject to being charged with trespassing and an increase in suspension time.**

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	Same/next day dismissal	5 day suspension
Grades 6-12	<ul style="list-style-type: none"> <li>● 1 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> </ul>

(\*) *Principal discretion per building discipline plan.*

## TRUANCY

Northfield Public Schools have developed attendance policies consistent with current state, and county guidelines. Compulsory attendance policies for students under the age of 18 years will be applied in cases of chronic absences or tardies. Absences or tardies which are not lawful include oversleeping, baby-sitting, missing the bus, staying home to complete class assignments and car trouble. A warning letter will be sent to the parent/guardian. A student under the age of 18 years with more than 7 unexcused absences may be referred to a County Juvenile Court or the students' home county juvenile court.

## UNAUTHORIZED AREAS

Students in areas that are off-limits or where students are not authorized to be.

Grades	First Offense	Second Offense	Third Offense
Grades K-8	*	*	*
Grades 9-12	*	Detention	Detention

(\*) *Principal discretion per building discipline plan.*

## UNEXCUSED ABSENCE

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	*	*
Grades 6-12	*	Detention	Detention or ISS

(\*) District School Attendance/Diversion Plan procedures will be followed

### VANDALISM, MAJOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

Grades	First Offense	Second Offense	Third Offense
Grades K-12	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	Same as 2 <sup>nd</sup> offense.

### VANDALISM, MINOR ACTS

Littering, defacing, cutting or damaging property that belongs to the school district, other students, staff members or other individuals is prohibited. **Restitution, when appropriate, is applied.**

Grades	First Offense	Second Offense	Third Offense
Grades K-12	*	<ul style="list-style-type: none"> <li>● 1-5 day suspension</li> <li>● Restitution</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Restitution</li> <li>● Police referral</li> </ul>

(\*) Principal discretion per building discipline plan.

### VEHICLE, UNAUTHORIZED PARKING

(Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches)

Not having a parking permit or parking a motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permit.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	<ul style="list-style-type: none"> <li>● Written parking violation warning</li> </ul>	<ul style="list-style-type: none"> <li>● Administrative referral</li> </ul>	<ul style="list-style-type: none"> <li>● Loss of parking permit or tow at owners expense</li> </ul>

(\*) Principal discretion per building discipline plan.

### WEAPONS (EXCLUSIVE OF FIREARMS)

The possession, or implied possession of a real or look alike item which is considered dangerous, illegal, or which is used to imply or possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. All offenses will be reported to the Minnesota Department of Education.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	*	<ul style="list-style-type: none"> <li>● 3-10 day suspension</li> <li>● Possible recommendation for expulsion</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Recommendation for expulsion</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>● 3-10 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 day suspension</li> <li>● Police referral</li> </ul>	<ul style="list-style-type: none"> <li>● 10 day suspension</li> <li>● Police referral</li> <li>● Recommendation for expulsion</li> </ul>

	● Possible recommendation for expulsion	● Possible recommendation for expulsion	
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*(\*) Principal discretion per building discipline plan.*

**MULTIPLE/CHRONIC VIOLATIONS & UNIQUE SITUATIONS**

A student who accumulates excess referrals or several referrals for serious behavior may be disciplined in light of the student’s overall record. The student and parent will have a warning conference with a principal and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district’s needs.

## **ADDITIONAL DISCIPLINE INFORMATION**

### **CORPORAL PUNISHMENT**

District 659 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 District 659's discipline policy and the requirements of the Minnesota Pupil Fair Dismissal Act,

- Any student who violates a school policy or rule may be subject to the consequences established in the student handbook.
- Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.
- Any student who is being dismissed from school for more than one day will be provided written notice containing: a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act and a plan established for the student's readmission. The parents or guardian of the dismissed student shall be provided written notice of the dismissal by certified mail within 48 hours of the informal conference. The parent's notice will include all the elements contained in the student's notice.
- Any suspension that exceeds ten days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded ten days in length.

All students who violate a school policy or rule that has potential consequences of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statutes 121A.41 to 121A.55.)

### **DRUG DOG SEARCH - PURPOSE AND PROCEDURE**

The District will conduct periodic searches of the schools and their adjacent parking lots with the assistance of local and county law enforcement officers and drug-sniffing dogs. Each canine unit will be accompanied by at least one school district staff and when possible, the school resource officer.

In the event of a positive identification by the canines, two school personnel will conduct a search of the locker or vehicle in question. If the search reveals unauthorized or illegal items, district personnel may ask that law enforcement finish the search of the locker or vehicle.

A student must unlock a locked motor vehicle or its compartments upon the request of a school official. Failure to do so is a violation of Policy 527.

### **EFFECT OF DISCIPLINARY ACTION ON STUDENT RECORD**

Violations and consequences accumulate for the current school year except for chemical violations leading to expulsions.

### **MODIFICATION OF CONSEQUENCES**

Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

### **PARENTAL QUESTIONS ABOUT DISCIPLINE**

Parents may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation.



## **PHYSICAL RESTRAINT**

Physical restraint may be utilized by administrators, teachers and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself, others or property.

## **POLICE REFERRAL**

Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police. A district administrator may be present during law enforcement interviews.

## **PUBLICATION OF DISCIPLINE POLICY**

Each school will include the district-wide guidelines along with their building-level guidelines to make up their overall building discipline guidelines. Students and parents will be informed of these guidelines at the beginning of the school year or when they enroll in a District 659 school.

## **SCHOOL DISTRICT LOCKER POLICY**

It is the policy of District 659 (Policy 502) and the State of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. **School authorities for any reason may conduct inspection of lockers 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 authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

## **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 may request modification of those policies and accommodations where appropriate.

## **UNIQUE SITUATIONS**

Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

## **DEFINITIONS**

“Dismissal” means dismissing a student from school for one school day or less.

“Exclusion” means an action taken by a school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

“Expulsion” means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date student is expelled.

“Removal” means any action taken by a teacher, principal or other school district employee to prohibit a pupil from attending class for a period of time not to exceed five class or activity periods. A student may be removed from class for violating the district’s discipline policy or for willful conduct that disrupts the rights of others to an education or which endangers other individuals or the property of the school.

“School location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrances or departure from school premises or events, and all school related functions.

“School personnel” means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

“Suspension” means an action taken by the school administration, under the district’s discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented when that suspension exceeds ten days.

## POSSIBLE DISCIPLINARY CONSEQUENCES

District staff can use the following consequences or actions when discipline infractions occur. These could include:

- **Student Conference**
- **Parent/Guardian Conference**
- **Detention** – Requirements for a student to remain in school or attend school outside normal school hours.
- **Fine** – A financial penalty assessed of a student by the school.
- **Restitution** – Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.
- **Truancy Referrals** – Referral to Rice County authorities when unexcused absences exceed the legal limits.
- **Removal from Class** – Removal from a particular class for up to five class periods due to inappropriate behavior.
- **In-School Suspension (ISS)** – Removal from classes to an in-school suspension room under the direction of staff.
- **Dismissal from School** – Dismissing a student from school for one day or less.
- **Out-of-School Suspension** – Action taken by the school administration, under the district’s discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented to the extent that suspension exceeds ten days. Students may not be on school property during the suspension or they are subject to trespassing. Out-of-school suspension may be served during non-school days at the discretion of the building administrator.
- **Police Referral** – Contact by the school administration with the local police department to inform them about illegal behavior engaged in by a student.
- **School Transfer** – Transfer from the student’s home or neighborhood school to another similar district school.
- **Exclusion** – Action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
- **Expulsion** – Action taken by the school board to prohibit a student from attending school for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled.
  - Agreement to Withdraw (in lieu of expulsion)– The student and his/her family and the district sign a document agreeing that the student will enroll in another school district for the duration of the proposed expulsion period. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in a Northfield district school during that period (up to one calendar year).
  - Abeyance (in lieu of expulsion) – The student and his/her family and the district sign a document agreeing that the student will transfer to the Northfield Area Learning Center for at least the duration of the proposed expulsion period and will abide by the terms and conditions outlined in the abeyance agreement. Expulsion proceedings are suspended as long as the student does not attempt to re-enroll in another district school during that period (up to one calendar year).
    - As the Northfield Area Learning Center is a high school-only program, abeyance is not an option for students in 8th grade and below.
- **Bus Suspension** – Action taken by a school district administrator to prohibit a student from riding a school bus or other district vehicles ranging from one day to the balance of the school year.
- **Restriction or Loss of School Privileges.**
- **Suspension from Extra Curricular Activities.**
- **Other Disciplinary Action Deemed Appropriate by District 659.**

## EXPELLABLE OFFENSES

While it is the Northfield School District's belief that action to expel a student should be a "last resort," district policy does include expulsion as a possible or automatic response to several behavioral offenses. The following chart is a quick reference to those offenses. Please see a more detailed description of those offenses and the corresponding responses to them in the earlier pages of this handbook.

R – Recommended; P – Possible; H – High School; M – Middle School

<b>Offense</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Alcohol, Chemicals Possession or Use	NO	YES - P	YES - R
Alcohol, Chemicals Intent to Distribute	YES - R	X	X
Arson	YES - R	X	X
Assault, Aggravated	YES - R	X	X
Assault, Physical	NO	NO	YES - P
Bullying	NO	NO	YES - P
Burglary	NO	YES - R	X
Fighting	NO	NO	YES - P
Fire Alarm, False	NO	NO	YES - P
Firearms	YES - R	X	X
Gang/Threat Group Activity	NO	NO	YES - P
Harassment and Violence	NO	NO	YES - P
Robbery or Extortion	NO	NO	YES - R
Sexual Misconduct	YES - R	X	X
Theft, Receiving or Possessing Stolen Property	NO	NO	YES - R
Threat, Direct/Indirect	YES - RH	YES RM	X
Vandalism, Major Acts	YES - R	X	X
Vandalism, Minor Acts	NO	NO	YES - P
Weapons	YES - P	YES - P	YES - R

## **TITLE IX AND HUMAN RIGHTS REPORTING INSTRUCTIONS**

Parents and students may also make a direct report to the Human Rights Officer/Title IX Coordinator about sexual harassment, racially-motivated harassment, or other discrimination governed by district policies 413 and/or 522.

Reports should be made to:

Molly Viesselman, Director of Human Resources  
Human Rights Officer/Title IX Coordinator  
Northfield Public Schools  
1400 Division Street S  
Northfield, MN 55057  
Phone: 507.663.0600 • Email: [mviesselman@northfieldschools.org](mailto:mviesselman@northfieldschools.org)

## SCHOOLS AND ADMINISTRATION

School	Phone	Email
<u>District Offices</u> 1400 Division Street St/201 Orchard St, Northfield Superintendent: Dr. Matt Hillmann Executive Admin Asst: Anita Aase	507.663.0600 507.663.0611 (fax) 507.663.0629 507.663.0629	<a href="mailto:mhillmann@northfieldschools.org">mhillmann@northfieldschools.org</a> <a href="mailto:aaase@northfieldschools.org">aaase@northfieldschools.org</a>
<u>Bridgewater Elementary</u> 401 Jefferson Parkway, Northfield Principal: Nancy Antoine Admin Asst: Jessica Huebsch	507.664.3300 507.664.3308 (fax) 507.664.3301 507.664.3301	<a href="mailto:nantoine@northfieldschools.org">nantoine@northfieldschools.org</a> <a href="mailto:jhuebsch@northfieldschools.org">jhuebsch@northfieldschools.org</a>
<u>Greenvale Park Elementary</u> 500 Lincoln Parkway, Northfield Principal: Sam Richardson Admin Asst: Renee Malecha	507.645.3500 507.645.3505 (fax) 507.645.3501 507.645.3501	<a href="mailto:srichardson@northfieldschools.org">srichardson@northfieldschools.org</a> <a href="mailto:rmalecha@northfieldschools.org">rmalecha@northfieldschools.org</a>
<u>Sibley Elementary</u> 1400 Maple Street, Northfield Principal: Scott Sannes Admin Asst: Kim Cecil	507.645.3470 507.645.3469 (fax) 507.645.3471 507.645.3471	<a href="mailto:ssannes@northfieldschools.org">ssannes@northfieldschools.org</a> <a href="mailto:kcecil@northfieldschools.org">kcecil@northfieldschools.org</a>
<u>Northfield Middle School</u> 2200 Division Street S., Northfield Principal: Greg Gelineau Assistant Principal: Michael O'Keefe Admin Asst: Amy Stowe	507.663.0650 507.663.0660 (fax) 507.663.0669 507.663.0667 507.663.0651	<a href="mailto:ggelineau@northfieldschools.org">ggelineau@northfieldschools.org</a> <a href="mailto:mokeefe@northfieldschools.org">mokeefe@northfieldschools.org</a> <a href="mailto:astowe@northfieldschools.org">astowe@northfieldschools.org</a>
<u>Northfield High School</u> 1400 Division Street S., Northfield Principal: Joel Leer Assistant Principal: Rico Bohren Assistant Principal: Nancy Veverka Admin Asst: Lori Christophersen	507.663.0630 507.645.3455 (fax) 507.663.0630 507.663.0635 507.663.0635 507.663.0630	<a href="mailto:jleer@northfieldschools.org">jleer@northfieldschools.org</a> <a href="mailto:rbohren@northfieldschools.org">rbohren@northfieldschools.org</a> <a href="mailto:nveverka@northfieldschools.org">nveverka@northfieldschools.org</a> <a href="mailto:lchristophersen@northfieldschools.org">lchristophersen@northfieldschools.org</a>
<u>Area Learning Center</u> Longfellow School 201 Orchard Street, Northfield ALC Director: Daryl Kehler Admin Asst: Mary Huberg	507.645.1200 507.645.1250 (fax) 507.645.1200 507.645.1200	<a href="mailto:dkehler@northfieldschools.org">dkehler@northfieldschools.org</a> <a href="mailto:mhuberg@northfieldschools.org">mhuberg@northfieldschools.org</a>
<u>Northfield Community Education Center</u> 700 Lincoln Parkway, Northfield Director of Community Education: Erin Bailey Admin Asst: Sara Boran	507.664.3650 507.664.3651 (fax) 507.664.3650 507.664.3657	<a href="mailto:ebailey@northfieldschools.org">ebailey@northfieldschools.org</a> <a href="mailto:sboran@northfieldschools.org">sboran@northfieldschools.org</a>
<u>Special Services</u> 201 Orchard Street, Northfield Director of Instructional Services: Hope Langston Admin Asst: Debbie O'Meara Director of Special Services: Cheryl Hall Assistant Director of Special Services: Sara Pratt Admin Asst: Jordan Streiff	507.645.3410 507.645.1250 (fax) 507.645.3436 507.645.4622 507.645.3410 507.645.1234 507.645.3410	<a href="mailto:hlangston@northfieldschools.org">hlangston@northfieldschools.org</a> <a href="mailto:domeara@northfieldschools.org">domeara@northfieldschools.org</a> <a href="mailto:chall@northfieldschools.org">chall@northfieldschools.org</a> <a href="mailto:spratt@northfieldschools.org">spratt@northfieldschools.org</a> <a href="mailto:jstreiff@northfieldschools.org">jstreiff@northfieldschools.org</a>