

## **Addendum A**

### **Guidelines for Implementation of Policy 506**

The implementation requirements in Policy 506 will be adhered to by staff and administrators. Building Administrators will share the policy with staff, students and parents/guardians annually.

Teachers are expected to address student behavior and utilize the PBIS, MTSS, and other behavioral support systems in place to ensure a positive learning environment for students. If student behavior rises to the level of necessary intervention from administration, an investigation will occur. The depth of investigation will depend on the type of incident and the administrator is expected to use appropriate judgment in determining action steps.

Administrators will investigate any reported incidents as outlined in this policy as soon as possible with a heightened sense of urgency depending on the type of incident. Disciplinary action will comply with the discipline matrix provided in the student handbook.

Any discipline complaint will be handled as outlined in Addendum B to Policy 506.

## **Addendum B**

### **Discipline Complaint Procedure of Policy 506**

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

Complaints will be received and handled in the following manner:

- 1) Complaints can be made by email or telephone to the appropriate school district official. If the complaint is about a teacher, the communication should be directed to the principal. If the complaint is about the principal, the communication should be directed to the Superintendent.
- 2) Complaints will be investigated by district officials, who are not the subject of the complaint, within three days of the receipt of the complaint. During the investigation involved parties will be able to submit additional information related to the complaint.
- 3) Complainant will receive a written determination through email that addresses each allegation and the conclusions of the investigation.
- 4) If the investigation finds that behavior or discipline policies were not implemented appropriately, corrective action will be taken to amend the student's record.
- 5) Training, coaching, or other accountability practices will be provided to staff to ensure compliance with policies in the future.
- 6) Reprisal or retaliation toward a person who reports a complaint is prohibited and will result in appropriate disciplinary consequences.