

**NOVA CLASSICAL ACADEMY**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY 506:**  
**STUDENT DISCIPLINE**

**I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with Nova Classical's expectations for student conduct. Such compliance will enhance Nova Classical's ability to maintain discipline and ensure that there is no interference with the educational process. Nova Classical will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

**II. GENERAL STATEMENT OF POLICY**

The Board recognizes that individual responsibility and mutual respect are essential components of the educational process. The Board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting that promotes respect of self, others, and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of Nova Classical is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes section 121A.55, the Board, with the participation of Nova Classical administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of Nova Classical.

### III. DEFINITIONS

- A. **Nonexclusionary disciplinary policies and practices** means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.31, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. **Pupil withdrawal agreement** means a verbal or written agreement between a school administrator or district administrator and a pupil's parent or legal guardian to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

### IV. POLICY

- A. Nova Classical's Board of Directors (the Board) must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, sections 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. Nova Classical is responsible for ensuring the alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, sections 120B.02 and help prepare the pupil for readmission in accordance with Minnesota Statutes, sections 121A.46, subdivision 5.
- D. The following items are for expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, sections 121A.41, subdivision 13.
1. For a pupil who remains enrolled at Nova Classical or is awaiting

enrollment in a new district, Nova Classical's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. Nova Classical must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, sections 121A.41, subdivisions 11. These services are required until the pupil enrolls in another school or returns to the same school.

2. A pupil receiving school-based or school-linked mental health services with Nova Classical under Minnesota Statutes, sections 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district.
3. Nova Classical must provide to the pupil's parent or guardian information on accessing mental health services, including any freed or sliding fee providers in the community. The information must also be posted on the Nova Classical website.

## V. AREAS OF RESPONSIBILITY

- A. The Board. The Board holds all school personnel responsible for the maintenance of order within Nova Classical and supports all personnel acting within the framework of this discipline policy.
- B. Executive Director. The Executive Director shall establish guidelines and directives to carry out this policy, hold all school personnel, students, ~~and~~ parents, ~~and legal guardians~~ responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Executive Director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/~~guardians~~. Any guidelines or directives established to implement this policy shall be submitted to the Board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final Board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents/~~guardians~~ 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/~~guardians~~. A principal, in exercising ~~their~~ ~~his or her~~ lawful authority, may use reasonable force when it is necessary under the circumstances to ~~correct or~~ restrain a student or

prevent bodily harm or death to **the student or** another.

- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to ~~correct or~~ restrain a student or prevent bodily harm or death to **the student or** another.
- E. Other Nova Classical Personnel. All Nova Classical personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Executive Director. A school employee, school bus driver, or other agent of a school district, in exercising **their his or her** lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student ~~or to~~ prevent bodily harm or death to **the student or** another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **I. Reasonable Force Reports**

- 1. **Nova Classical must report data on its use of any reasonable force used on a student with a disability or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).**
- 2. **Beginning with the 2024-2025 school year, Nova Classical must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, sections 125A.0941, paragraph (c).**

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported the Minnesota Department of Education and a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

## VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

## VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. To be accountable for their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner that meets standards of safety and health

and common standards of decency and that is consistent with applicable Nova Classical policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- A. To conduct themselves in an appropriate physical or verbal manner; and
- B. To recognize and respect the rights of others.

## VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by Nova Classical. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for Nova Classical purposes; the area of entrance or departure from school premises or events; and all school-related functions, school sponsored activities, events, or trips. Nova Classical property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, Nova Classical does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of Nova Classical or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property, including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. ~~The use~~ Usage of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
  - 4. Violation of Nova Classical's Hazing Prohibition Policy;
  - 5. Attendance problems, including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of Nova Classical's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. ~~Using, possessing, or distributing~~ Use, possession, or distribution of tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia;
9. ~~Using, possessing, distributing, intending to distribute~~ Use, possession, distribution, intention to distribute, ~~making a request to request of~~ another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. ~~Using, possessing, distributing, intending to distribute~~ Use, possession, distribution, intention to distribute, ~~making a request to request of~~ another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. ~~Using, possessing, or distributing~~ Use, possession, or distribution of items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. ~~Using, possessing, or distributing~~ Use, possession, or distribution of weapons, or look-alike weapons or other dangerous objects;
13. Violation of Nova Classical's Weapons Policy;
14. Violation of Nova Classical's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation;
18. ~~Using~~ Use of an ignition device, including a butane or disposable

lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of Nova Classical's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone or other electronic device in violation of Nova Classical's Internet Acceptable Use and Safety Policy; Possession of nuisance devices or objects that cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or Nova Classical's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of Nova Classical's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of Nova Classical's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of Nova Classical's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or



which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents Nova Classical by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty that includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other Nova Classical personnel;
36. Violation of Nova Classical's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, that cause or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other Nova Classical personnel, or other persons;
38. ~~Committing an act~~ Any action that inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

43. Violation of Nova Classical's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of Nova Classical's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by Nova Classical, that are disruptive of the educational process or dangerous or detrimental to the student or other students, Nova Classical personnel or surrounding persons, or that violate the rights of others or that damage or endanger the property of the school, or that otherwise interfere with or obstruct the mission or operations of Nova Classical or the safety or welfare of students or employees.

## **IX. RECESS AND OTHER BREAKS**

- A. **Recess detention** means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. Nova Classical is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. Nova Classical must not use recess detention unless:
  1. a student causes or is likely to cause serious physical harm to other students or staff;
  2. the student's parent or guardian specifically consents to the use of recess detention; or
  3. for student receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. Nova Classical must not withhold recess from a student based on incomplete schoolwork.
- E. Nova Classical must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

- F. Nova Classical must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. Nova Classical is encouraged to use this data in professional development promoting the use of nonexclusionary discipline.
- G. Nova Classical must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, sections 124D.111 or other state or federal law.

## X. DISCIPLINARY ACTION OPTIONS

The general policy of Nova Classical is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of Nova Classical. At a minimum, violation of Nova Classical rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. Nova Classical shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by Nova Classical. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other Nova Classical personnel, and verbal warning;
- B. Confiscation by Nova Classical personnel and/or by law enforcement of any item, article, object, or thing prohibited by, or used in the violation of, any Nova Classical policy, rule, regulation, procedure, or state or federal law. If confiscated by Nova Classical, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation;
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;

- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by Nova Classical.

## **XI. REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including Nova Classical employees, the student or other students, or the property of

the school;

3. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which, in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, Nova Classical shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class.
  1. When circumstances warrant, a student will be removed from class upon agreement of the appropriate teacher and principal after an informal conference with the student.
  2. The removal from class may be imposed without an informal conference where it appears that the student will create an immediate and substantial danger to **themselves/himself/herself** or to persons or property. If a student is removed from class due to immediate and substantial danger to **themselves/himself/herself** and no conference has been held, the teacher will notify the office immediately to inform the principal of the action taken.
  3. The length of time of the removal from class is at the discretion of the principal, after consultation with the teacher, subject to the provisions of Minn. Stat. §121A.61 and the Pupil Fair Dismissal Act.
  4. A written disciplinary report is submitted by the teacher or district employee within **24** hours of the removal of any student from **his/her/their** class.

**D. Period of Time for which a Student may be Removed from a Class**

1. The removal from class shall be for a period of time deemed appropriate by the principal or designee, in consultation with the teacher.
2. The removal may not exceed five (5) class periods for a violation of a rule of conduct.

E. Responsibility for and Custody of a Student Removed from Class.

1. A student removed from class is the responsibility of the principal or lawful designee.
2. A student removed from class must report directly to the Dean of Students or Principal's office and inform the office employees of his/her their arrival. Prior to the student's removal, the teacher or district employee will inform the office of the student's removal, the reason for the removal, and the time of the removal.
3. The teacher will determine if the student requires a school employee to accompany him/her them to the office, and, if so, make the necessary arrangements.

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. The principal or designee will complete the appropriate follow-up disciplinary consequences and school documentation with the student.
2. The principal or designee readmits the student pursuant to the readmission plan.

G. Procedures for Notification. Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

- ~~1. The principal or designee determines the necessity of parent/guardian notification resulting from the student being removed from class.~~
1. The principal or designee will work with the teacher to make reasonable efforts to notify the student and the student's parents or guardians of the violation of the discipline rules and resulting disciplinary action.

H. Disabled Students; Special Provisions.

1. Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 Plan specifies a necessary modification.

2. Prior to the initiation of an expulsion or exclusion of a student with a disability, ~~the district~~ Nova Classical will follow state and federal laws regarding such proposal.
  3. If a pattern of behaviors is present, any staff members is encouraged to make a referral to the ~~Response to Intervention (RTI) appropriate support~~ team to look at interventions and supports to help target the behaviors. Staff may also contact the ~~Special Education Coordinator~~ Director of Student Services for a special education referral as well.
- I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. School administration will develop a process in addition to items in other policies.
- J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
1. ~~Infractions of classroom rules will be handled by the teacher primarily through direct dialogue with the students, removal of privileges (excluding any implications related to recess), parent/guardian conference, detention, or implementing other disciplinary consequences. All violations of student behavior policies will be handled on a case-by-case basis considering the specific circumstances.~~
  2. If a pattern of behaviors is occurring, staff members are encouraged to fill out a ~~Response to Intervention (RTI) the appropriate support team~~ referral form and submit it according to established procedures for ~~RTI the appropriate support team~~ referrals.
  3. A ~~Response to Intervention RTI the appropriate support team~~ meeting will be scheduled. The following individuals ~~may can~~ be invited to the meeting: parents/~~guardians~~, teachers, administration, and the student. The invited team members will be determined by the ~~RTI the appropriate support~~ team and the principal.
  4. At the ~~Response to Intervention the appropriate support team~~ meeting, the behaviors ~~are will be~~ discussed within the team. The team will determine interventions and supports to help the student. Progress monitoring dates and follow up meetings will be scheduled.
- K. ~~Any~~ Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
1. Parent/~~guardian~~ contact will be made when a student is removed from class or a pattern of behaviors has emerged. Parents/~~guardians~~ are

encouraged to participate in the Response to Intervention (RTI) appropriate support team process to help brainstorm interventions and supports to help create a plan for the student.

L. Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

1. Teachers and staff shall document behavior incidents that occur. When the staff member believes that the behavior has become habitual and is not an isolated incident, the behavior should be referred to the principal who may elect to refer the student to the appropriate support team. Those teams may conduct assessments and develop individualized intervention plans as appropriate.

M. Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services.

1. The appropriate support team may initiate a referral for special education services for a student after two documented pre-referral interventions have been implemented without adequate student progress. This referral must include completing a written referral form when the appropriate support team is considering a special education services referral for a student who is not currently receiving special education services. Pre-referral interventions are not required by early childhood, in urgent situations, or for parent(s)/guardian(s) requests; however, the pre-referral interventions can be done alongside an evaluation conducted at parental/guardian request.

N. Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

1. A student who has been the victim of bullying and who responds with behavior not allowed under Nova Classical's behavior policies will be subject to a remedial response tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history.

XII. Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

M. Nova Classical Academy uses the Response-To-Intervention model. Many interventions are shared with staff to help support behavior problems within the classroom. Many of the Tier 1 strategies staff can use are strategies that they can implemented as needed to help support all students within the classroom. As behaviors continue or intensify, more intensive interventions (Tier 2 and Tier 3) can be implemented to help support the student. The Tier 2 and Tier 3 are discussed and determined at scheduled Response-To-Intervention (RTI) meetings.

N. Documents related to the Response-To-Intervention and Special Education



process are available on the Nova Classical Academy website at the following address: <https://www.novaclassical.org/student-services/>.

## XII. DISMISSAL

- A. **“Dismissal”** means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

Nova Classical shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding that may result in suspension, exclusion, or expulsion.

Nova Classical shall not dismiss any student without attempting to provide alternative educational services use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable Board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student, or other students, or surrounding persons, —including Nova Classical employees—, or property of the school.

### C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
  - a. a preschool or pre-kindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
  - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes,

chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. **“Suspension”** means an action by the school administration, under rules promulgated by the Board, prohibiting a student from attending school for a period of no more than ten (10) school days; **provided,** however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the Executive Director with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. Nova Classical administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil’s suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a Nova Classical employee as a liaison to work with the pupil’s teachers to allow the suspended pupil to (1) receive timely course materials and other information and (2) complete daily and weekly assignments and receive teachers’ feedback.
3. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, Nova Classical shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student’s dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic

drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property, or where Nova Classical is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended from their educational setting. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as

practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and allow the student may to present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40- 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by email within forty-eight (48) hours of the conference.
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the Board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

#### E. Expulsion and Exclusion Procedures

1. <sup>24</sup>**Expulsion**<sup>25</sup> means a Board action to prohibit an enrolled student from

further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the Board.

2. **“Exclusion”** means an action taken by the Board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the Board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of Nova Classical’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and **their his or her** parent or guardian personally or by mail, and shall contain: a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe **alternative educational services the nonexclusionary disciplinary practices** accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. Nova Classical **shall must** advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) **and is posted on its website**.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by Nova Classical, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. Nova Classical shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. Nova Classical shall advise the student’s parent or guardian that free or low-

cost legal assistance may be available and that a legal assistance resource list is available from MDE. The Board may appoint an attorney to represent Nova Classical in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before, and be conducted by, an independent hearing officer designated by Nova Classical. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all Nova Classical records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any Nova Classical employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for Nova Classical.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the Board and served upon the parties within two (2) days after the close of the hearing.
17. The Board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The Board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the Board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the Board may appeal the decision to the Commissioner within twenty-one (21) calendar days of Board action pursuant to Minnesota Statutes section 121A.49. The decision of the Board shall be implemented during the appeal to the Commissioner.
19. Nova Classical shall report any suspension, expulsion, or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. Nova Classical must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date of, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her their parent or guardian by mail of the student's right to attend and to be reinstated in Nova Classical.

### **XIII. ADMISSION OR READMISSION PLAN**

A school administrator shall must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may must include measures to improve the student's behavior, including which may include completing a character education program consistent with Minnesota Statutes section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain and require parental/guardian involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents/guardians to provide a sympathomimetic medication for their child as a condition of readmission.

### **XIV. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal, or other Nova Classical official may provide additional notification as deemed appropriate.

In addition, Nova Classical must report to the MDE Commissioner, through the MDE electronic reporting system, each exclusion or expulsion, each physical



assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault. This report must include a statement of nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

## **XV. STUDENT DISCIPLINE RECORDS**

The policy of Nova Classical is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable Nova Classical policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

## **XVI. STUDENTS WITH DISABILITIES**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent or guardian shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, Nova Classical will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, Nova Classical shall continue to provide special education and related services during the period of expulsion or exclusion.

## **XVII. DISCIPLINE COMPLAINT PROCEDURE**

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.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy, including the ability for a parent or guardian to appeal a decision under Minnesota Statutes, sections 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of the receipt, and identify personnel who will manage the investigate and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation find the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engaged in reprisal or retaliation.

#### **XVIII. OPEN ENROLLED STUDENTS**

Nova Classical may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. Nova Classical may also terminate the enrollment of a nonresident student over the age of sixteen (16)

enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

## **XIX. DISTRIBUTION OF POLICY**

Nova Classical will notify students and parents/**guardians** of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents/**guardians** at the commencement of each school year and to all new students and parents/**guardians** upon enrollment. This policy shall also be available upon request in each principal's office.

## **XX. REVIEW OF POLICY**

The principal and representatives of parents/**guardians**, students, and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the Executive Director for consideration by the Board, which shall conduct an annual review of this policy.

## **XXI. LEGAL REFERENCES**

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 121A.60 (Definitions)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch.125A (Special Education and Special Programs)  
Minn. Stat. § 152.22, subd. 6 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

*MSBA/MASA Model Policy 506 Orig. 1995*

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