



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:
 BRAVELY LIVE THEIR TRUTH,
 TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES
 AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

Policy 506 Student Discipline

Adoption:	November 27, 2023
Revision History	
Last Board Review: March 24, 2025	
Next Board Review: March 2028	
Review Frequency: Every 3 Years (per Policy 208)	

I. Purpose

The purpose of this policy is to establish clear expectations for student behavior to maintain a safe, respectful, and effective learning environment. Compliance with this policy ensures that discipline is applied fairly and consistently, minimizing disruptions to the educational process.

II. General Statement of Policy

The HLCS Board believes that fostering individual responsibility and mutual respect is essential for student development. The goal is to help students transition from external authority dependence to self-discipline and accountability.

All students deserve to learn in an environment that promotes respect for self, others, and property. Positive discipline is most effective in an atmosphere that encourages self-regulation, sound decision-making, and accountability. Schools thrive on internal discipline built upon shared understanding of rights and responsibilities.

Students are expected to behave in a manner that supports a positive educational climate. While self-regulation is encouraged, disciplinary measures will be implemented when necessary to maintain order. This policy aligns with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56.

III. Areas of Responsibility

HLCS Board: Ensures all personnel uphold discipline standards and supports actions taken in accordance with this policy.

Director: The Director shall establish guidelines and directives to carry out this policy, hold all HLCS personnel, students and caregivers responsible for conforming to this policy, and

support all HLCS personnel performing their duties within the framework of this policy. The Director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and caregivers.

The Director or his or her designee shall consult with caregivers of students conducting themselves in a manner contrary to the policy. The Director shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and caregivers. A Director, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to themselves or another in accordance with **Minnesota Statutes § 121A.582**.

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 themselves or another.

Other HLCS Personnel: All HLCS personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be authorized and directed by the Director. A school employee, school bus driver, or other agent of HLCS, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to themselves or another.

Caregivers or Legal Guardians: Caregivers 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 HLCS 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 the Code of Student Conduct and 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.

IV. **STUDENT RIGHTS**

HLCS staff actively incorporate the EL Design Principles and Habits of Scholarship into the social curriculum. Students are expected to fulfill the following responsibilities and to respect the rights of others.

Students have the RIGHT...	Students have the RESPONSIBILITY...
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To be shown respect	To show respect to others in word and deed
To be heard	To speak at appropriate times, in an appropriate manner and to listen patiently to others
To be taught by a caring and competent teacher	To be present, prompt, and prepared each day
To disagree with others	To resolve all conflicts peacefully and quickly
To experience the joy of learning	To strive for excellence and to persevere in the face of challenges

V. CODE OF STUDENT CONDUCT

- A.** The following are examples of unacceptable behavior subject to disciplinary action by HLCS. 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. Students will be sent directly to meet with a school administrator. Caregivers will be contacted directly, and teachers will be alerted to any admin correspondence with caregivers.

This policy applies to activity inside and outside of the building, including 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 school purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations or 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 HLCS 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;

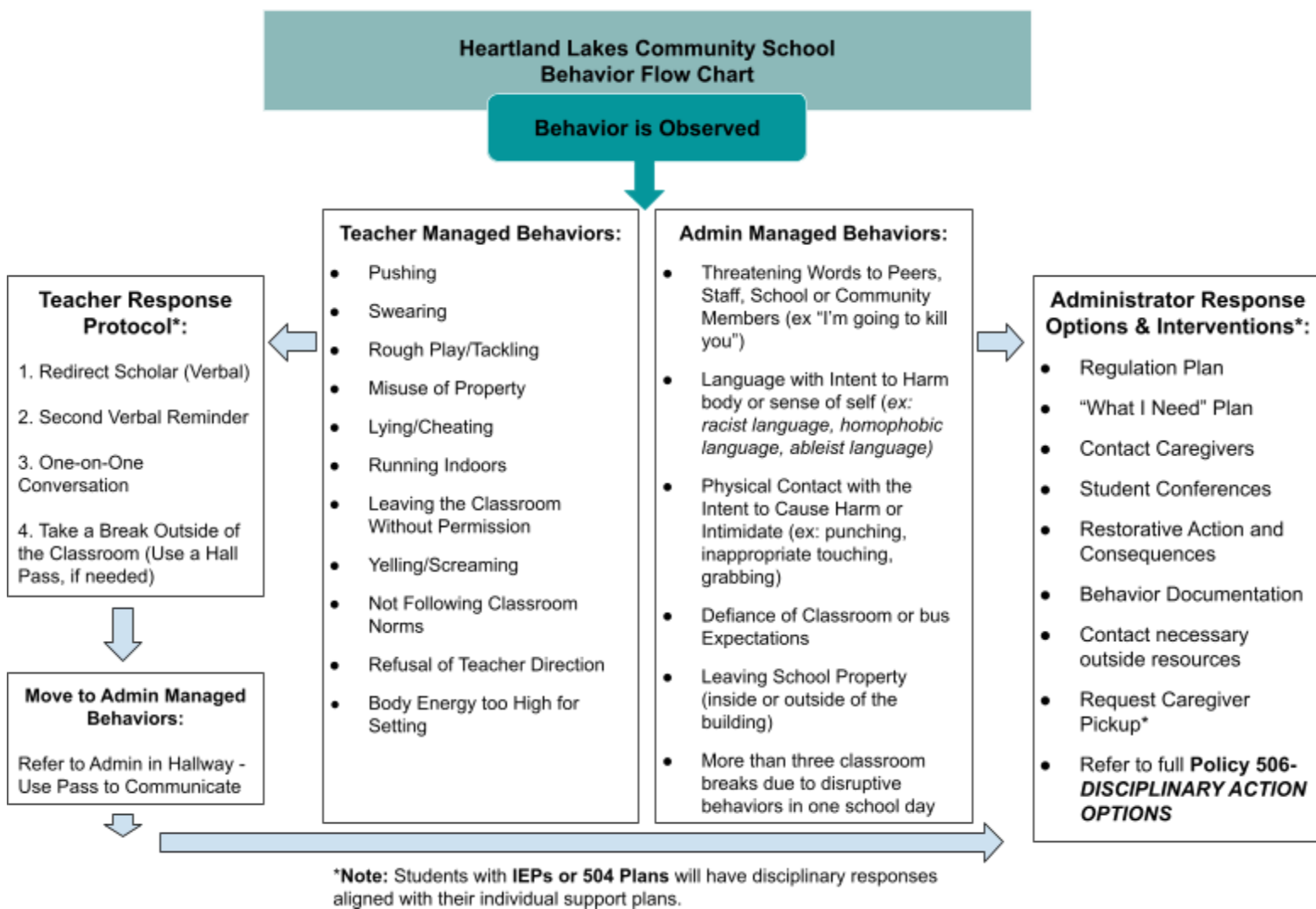
2. The use of profanity, obscene, or abusive language, or the possession of obscene materials;
3. Gross disrespect or defiance;
4. Physical aggression with the intent to harm;
5. Gambling, including, but not limited to, playing a game of chance for stakes;
6. Bullying, Harassment, and Hazing including violations of HLCS's Hazing Prohibition Policy, HLCS Harassment and Violence Policy, and HLCS's Bullying Prohibition Policy,
7. Continuous or persistent behavior adversely affecting the learning environment;
8. Attendance problems including, but not limited to, truancy, chronic absenteeism, refusal to enter the classroom, beyond a reasonable amount of time allotted for a break, tardiness, skipping classes, or leaving school grounds without permission;
9. Violation of HLCS's Student Attendance Policy;
10. Opposition to authority using physical force or violence;
11. Using, possessing, or distributing tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, other tobacco products and any product intended to mimic tobacco products, containing tobacco flavoring or delivering nicotine) or paraphernalia used to smoke or otherwise ingest tobacco;
12. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
13. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
14. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

15. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
16. Violation of HLCS's Weapons Policy;
17. Violation of HLCS's Violence Prevention Policy;
18. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
19. 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;
20. 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;
21. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building or under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
22. Violation of any local, state or federal law as appropriate;
23. 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;
24. Violation of the HLCS Internet Acceptable Use and Safety Policy;
25. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, iPods, iPads, MP3 players, gameboys, pagers, radios and phones, including smart phones and devices;
26. Violation of school bus or transportation rules or ISD #309's Student Transportation Safety Policy;
27. Violation of directives or guidelines relating to lockers/cubbies or improperly gaining access to a school locker/cubby;
28. Possession or distribution of slanderous, libelous or pornographic materials;

- 29.** 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;
- 30.** Criminal activity;
- 31.** Falsification of any records, documents, notes or signatures;
- 32.** Tampering with, changing, or altering records or documents of HLCS by any method including, but not limited to, computer access or other electronic means;
- 33.** Academic dishonesty which 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;
- 34.** Impertinent or disrespectful language toward teachers or other HLCS personnel;
- 35.** Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- 36.** Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- 37.** 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;
- 38.** Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- 39.** 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;

- 40. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 41. Other acts, as determined by HLCS, which are disruptive of the educational process or dangerous or detrimental to the student or other students, HLCS personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of HLCS or the safety or welfare of students or employees.

VI. BEHAVIOR FLOW CHART



A structured Behavior Flow Chart provides guidance on addressing student behaviors. It distinguishes between Teacher Managed Behaviors and Administrator Managed Behaviors to ensure consistent disciplinary practices. ***Students with IEPs or 504 Plans will have disciplinary responses aligned with their individual support plans.**

A. Teacher Managed Behaviors & Protocol

1. Teacher-managed behaviors include:

- Pushing, swearing, rough play, misuse of property, dishonesty, running indoors, leaving class without permission, excessive noise, refusal to follow directions, hyperactive behavior

2. Teacher Response Protocol:

- Verbal Redirection
- Private Discussion with Student
- Second Verbal Reminder
- Break Outside Classroom (Hall pass may be used)
- Escalation to Administrator

B. Administrator Managed Behaviors & Protocol:

1. Behaviors requiring administrative intervention include:

- Threatening language toward peers, staff, or community members
- Language intended to harm or intimidate (e.g., racist, homophobic, ableist remarks)
- Physical aggression with intent to harm or intimidate
- Defiance of classroom or transportation rules
- Leaving school property without permission
- Repeated classroom disruptions (three or more incidents)

2. Administrator Response Options & Interventions:

- Student Conference
- Parent/Guardian Contact
- Request for Caregiver pickup (if necessary)
- Restorative Practices or Consequences
- Behavior Documentation
- Review of IEP/504 Plan (if applicable)
- Escalated Disciplinary Action (if necessary, refer to "Disciplinary Action Options")

VII. DISCIPLINARY ACTION OPTIONS

HLCS implements a progressive discipline model, ensuring that consequences escalate based on severity and frequency of infractions. At a minimum, violations result in a discussion and verbal warning. However, more severe consequences may be applied if warranted.

Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, Director, counselor or other HLCS personnel, and verbal warning;
- B. Confiscation by HLCS personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any HLCS policy, rule, regulation, procedure, or state or federal law. If confiscated by HLCS, 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. Caregiver contact;
- D. Caregiver Pick-Up*: *Note: Students with IEPs or 504 Plans will have disciplinary responses aligned with their individual support plans.
- E. Parent conference;
- F. Removal from class;
- G. In-school suspension;
- H. Suspension from extracurricular activities;
- I. Restriction of privileges;
- J. Loss of school privileges;
- K. In-school monitoring or revised class schedule;
- L. Referral to in-school support services;
- M. Referral to community resources or outside agency services;
- N. Financial restitution;

- O. Referral to police, other law enforcement agencies, or other appropriate authorities;
- P. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- Q. Out-of-school suspension under the Pupil Fair Dismissal Act;
- R. Preparation of an admission or readmission plan;
- 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 HLCS

VIII. DYSREGULATION

HLCS strives to create a safe and supportive learning environment for all scholars. Sometimes scholars become dysregulated (yelling, crying, refusing to stay in the room, interrupting others) to a degree that is disrupting the learning of their classroom and/or additional classrooms and spaces and are unable to stay in school for the remainder of the day. When this happens, students are welcome to come back the next day and start over.

IX. 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 caregivers. When such measures fail, or when the teacher determines it 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, Director, or other HLCS employee to prohibit a student from attending a class or activity 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 HLCS 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 is at 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.
- B.** If there is a pattern of a student needing to be regularly removed from class, HLCS shall notify the caregivers and request to convene a meeting with the caregivers for a discussion.
- C.** Procedures for Removal of a Student from a Class.
1. Teacher will contact school admin that a student is being removed from class, and sends the student with hall pass to meet with school administrator;
 2. Director or other designated staff person will handle the situation in a confidential and appropriate setting;
 3. Administrative staff will contact the student's caregivers/guardian if necessary;
 4. Administrative staff completes the discipline referral form. *needs to be decided- what does this form look like?
- D.** Responsibility for and Custody of a Student Removed from Class
1. The responsibility of a student removed from class transfers from the teacher to the administrative staff or other designated staff person.
- E.** Procedures for Return of a Student to a Class from Which the Student Was Removed.
1. Student will return to class with a pass from the designated staff person; *needs to be determined, what does this pass look like?
 2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Plan (IEP) of a disabled student who is removed from class or disciplined; and

3. Any procedures determined appropriate and/or included in the Behavior Intervention Plan, IEP, or 504 plan shall be implemented.

X. 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. HLCS shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion. HLCS shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, 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 school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of other to an education, or the ability of HLCS 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 HLCS employees, or property of the school.
- C. Suspension Procedures in accordance with Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56
 1. "Suspension" means an action by HLCS administration, under rules promulgated by the HLCS School 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 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. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, HLCS 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. 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.

- 3.** Each suspension action shall include a re-entry 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. HLCS 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. HLCS 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 HLCS is in the process of initiating an expulsion, in which case HLCS administration may extend the suspension to a total of fifteen (15) days.
- 4.** A child with a disability may be suspended. When a child with a disability has been suspended 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 the suspension has elapsed.
- 5.** HLCS 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 Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. HLCS 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 or administrator's designee shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After HLCS administration notifies a student of the grounds for suspension, HLCS 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) Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. 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, Minn. Stat. § 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 in person or by mail within forty-eight (48) hours of the conference and in the student's file.
9. HLCS administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. 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.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the HLCS's school board's decision in an expulsion or exclusion

proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures in accordance with Minn. Stat. § 121A.40-121A.56

1. "Expulsion" means a school 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 HLCS school board.
2. "Exclusion" means an 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. The authority to exclude rests with the HLCS school board.
3. All expulsion and exclusion proceedings will be held pursuant to an in accordance with the provisions of the [Minnesota Pupil Fair Dismissal Act](#), Minn. Stat. § 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 HLCS's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and 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, Minn. Stat. § 121A.40-121A.56; describe alternative educational services 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. HLCS 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 the Minnesota Department of Education (MDE).
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 HLCS, 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. HLCS shall record the hearing proceedings at HLCS 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. HLCS 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 school board may appoint an attorney to represent HLCS 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 HLCS. 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 HLCS 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 HLCS 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 HLCS.
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 school board and served upon the parties within two (2) days after the close of the hearing.

17. The HLCS school 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 school 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 present any evidence not admitted at the hearing. The decision by the HLCS school 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 HLCS school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the HLCS school board shall be implemented during the appeal to the Commissioner.
19. HLCS 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. HLCS 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, 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 parent or guardian by mail of the student's right to attend and to be reinstated in HLCS.

XI. ADMISSION OR READMISSION PLAN

An HLCS administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental 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 caregivers to provide a sympathomimetic medication for their child as a condition of readmission.

XII. 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, Director or other HLCS official may provide.

XIII. STUDENT DISCIPLINE RECORDS

The policy of HLCS is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. State. Ch. 13.

XIV. DISABLED STUDENTS

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 shall, consistent with the 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, HLCS 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 HLCS had not conducted such assessment prior to 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, HLCS shall continue to provide special education and related services during the period of expulsion or exclusion.

XV. OPEN ENROLLED STUDENTS

HLCS may terminate the enrollment of nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 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.

XVI. DISTRIBUTION OF POLICY

HLCS will notify students and caregivers of the existence and contents of this policy in such manner as it deems appropriate. Copies of this policy shall be made available to all students and caregivers via the HLCS website.

XVII. REVIEW OF POLICY

Administration and representatives of caregivers, students and staff shall confer at least every three years 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 Director for consideration by the HLCS school board, which shall conduct an annual review of this policy.

Note: The applicability and enforceability of this policy 506 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.