



We help students thrive and dreams come alive

**A Guide to the  
Bloomington Public Schools  
Student Conduct  
Policies and Regulations**

*Please Keep for Future Reference*

Bloomington Public Schools, ISD 271  
1350 W 106th Street  
Bloomington, MN 55431

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**This guide is available in alternate formats - such as large print, Braille, audio tape, and other languages - upon request. To make a request, contact the Office of Student Services at 952-681-6512 (MN Relay-Deaf Only Dial 711 & request 952-681-6403).**

## LIST OF SCHOOLS

Bloomington Transition Center.....952-681-6505  
 Educational Services Center .....952-681-6400  
 Hillcrest Community School.....952-681-5300  
 Indian Mounds Elementary.....952-681-6000  
 Jefferson High School.....952-806-7600  
 Kennedy High School.....952-681-5000  
 Normandale Hills Elementary.....952-806-7000  
 Oak Grove Elementary .....952-681-6800  
 Oak Grove Middle School .....952-681-6600  
 Olson Elementary.....952-806-8800  
 Olson Middle School .....952-806-8600  
 Pond Center.....952-681-6200  
 Poplar Bridge Elementary.....952-681-5400  
 Ridgeview Elementary.....952-806-7100  
 Southwood Center ..... 952-806-8900  
 Sun Center .....952-806-7960  
 Valley View Elementary.....952-681-5700  
 Valley View Middle School .....952-681-5800  
 Washburn Elementary .....952-681-5500  
 Westwood Elementary .....952-806-7200

## LIST OF POLICIES

413 Harassment and Violence  
 418 Drug Free Work Place/Drug Free Schools  
 419 Tobacco-Free Schools  
 501 Weapons-Free Schools  
 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person  
 503 School Attendance  
 503.3 Early Admission  
 506 Student Discipline  
 506.1 Bullying Prevention  
 516 Student Medication / Medical Procedures  
 524 Acceptable Use of District Network System  
 540 Hazing Prohibition  
 707 Transportation

These policies are available on the District's website: [www.bloomington.k12.mn.us](http://www.bloomington.k12.mn.us)

**MEDICATION/MEDICAL PROCEDURES**

**District Policy and Regulation 516**

The administration of medication and/or medical procedures at school requires a signed request from the student's parent / guardian and the physician completed within the past year.

**M.S. 121A.21 - 121A.222**

Prescription and over-the-counter medication must come to school in the original container and be administered in a manner consistent with instructions on the label.

Prescription medications are not to be carried by the student, but will be left with Health Service staff.

A secondary student may possess nonprescription pain relief medication in a manner consistent with labeling if the school has received a written authorization from the student's parent / guardian and physician.

Parents / guardians should contact building Health Service staff regarding the administration of asthma inhalers or nonsyringe injectors of epinephrine or other situations involving the administration of drugs at school or school functions.

Refer to Policy and Regulation 516 or Health Service staff for more detail or exceptions to the above procedures.

**INTRODUCTION**

This guide was created to provide parents, students, and the general community with an easy-to-read, clearly understood summary of district policies and regulations pertaining to student conduct. This guide is a summary of district policies and is not intended to replace them. Policies and Regulations are subject to revision during the course of the school year. For a copy of the actual district policy, contact the principal of any school (see page 16) or the Director of Student Services Office at 952-681-6504.

The policies and regulations reviewed in this guide outline the expectations and consequences of behavior for Bloomington students. The ultimate goal is to promote a safe, orderly environment, in which maximum learning can take place.

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*A school's climate has a pervasive effect on the kind and quality of learning that occurs. This climate is shaped by many factors, some of which are the nature and diversity of the student body, the teaching staff, the family, the community, the educational program, the physical plant, and the available resources.*

*The ideal student behavior is demonstrated by self-discipline.*

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## DISCIPLINE

**District Policy and Regulation 506**

**M.S. 121A.40 - 121A.56, 121A.58, 121A.61**

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can result only from an environment which provides options and stresses student self-direction, decisionmaking, and responsibility. 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. It is the position of the Bloomington Schools that a fair and equitable districtwide student discipline policy will contribute to the quality of the student's educational experience.

The entire school district plays a role in creating a positive learning environment. The School Board is responsible for creating policies that promote a positive learning environment. The Superintendent establishes guidelines and directives to carry out these policies. Principals are responsible to disseminate information about discipline-related policies to students, parents, and interested community members. All district employees are expected to implement procedures consistent with discipline-related policies.

Parents have a responsibility for the behavior of their children, as determined by law and community practice. Parents are expected to work in partnership with the school to help the student develop self-discipline.

Students with disabilities may require special consideration. Refer directly to the district policy.

**Student Rights:**

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

**Student Responsibilities (abbreviated list - see policy):**

- To be aware of all school rules, regulations, policies, and procedures, and to conduct themselves in accordance with them. To follow federal, state, and local laws and district rules and regulations while on school property or attending school-sponsored activities.
- To attend school daily, except when excused, and to be on time to all classes and school functions.
- To assist school staff in maintaining a safe school and bus environment for all students.
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases.
- To respect the school's property and property of others.
- To dress and groom in a manner that meets common standards of decency and which is consistent with school district policy.
- To refrain from indecent or obscene language.
- To recognize and respect the rights of others.

## HAZING CONT.

Upon receipt of a complaint or report of hazing, the district will undertake an investigation, take immediate steps to protect the complainant, and impose disciplinary consequences to deter future violations (e.g., warning, remediation, suspension, expulsion, transfer). The district will also discipline or take appropriate action against anyone who retaliates against any person who makes a good faith report of alleged hazing.

## ELECTRONIC DEVICES

Students may have cell phones (or other electronic devices) at school. Individual buildings/programs provide protocols for acceptable use of these devices during the school day. If an electronic device becomes a distraction or nuisance in any school environment it may be confiscated. Failure to comply will result in further disciplinary action. Bloomington Public Schools is not responsible for lost or stolen electronic devices. Classroom phones are available for student use at the discretion of the teacher. If parents need to contact a student during the school day, they may call the main office and staff will contact the student or relay a message. Parents should not call or text message their student's cell phone during the school day. **If students bring electronics to school it is at their own risk. The school assumes no liability for stolen or missing items left in hallway lockers, the locker rooms, or any other location at school.**

## ACCEPTABLE USE OF DISTRICT NETWORK SYSTEM

Access and use of the District network system is for educational purposes. Use of the system is a privilege, not a right. District information on the network system is the property of the District and unauthorized accessing, altering or inappropriate use is prohibited. Users will not use the system to access, transmit, or distribute materials that use language or images that are inappropriate, disruptive to the educational process, violate District policy, state or federal laws. A student engaging in any of the foregoing or any other unacceptable uses of the Internet addressed in Policy and Regulation 524 will be subject to disciplinary action.

Parents/guardians are responsible for monitoring their student's use of the school district system if accessing the system from home or a remote location.

## DISTRICT POLICY AND REGULATION 524

**District Policy and Regulation 524**

**M.S. 125B.15**

## BULLYING

likely to evoke fear of physical harm or emotional distress and which may also be motivated, but not limited, by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying behavior is often repeated, or has the potential to be repeated over time and a perceived or actual imbalance of power often exists. However, the bullying behavior doesn't have to be repetitive to meet the criteria. The range of frequency can also include a single incident.

The District will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy. District students and employees who believe they have been bullied may also have rights under District policy 413: Harassment and Violence.

## HAZING

Hazing means "committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose."

A student organization does not have to be an official school organization to come within the terms of this definition. Hazing activities of any type are inconsistent with the educational goals of the Bloomington Schools and are prohibited at all times.

Examples of hazing include, but are not limited to:

- Any type of physical brutality.
- Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activities that subject the student to unreasonable risk of harm.
- Any activity involved with the consumption of any alcoholic beverage, drug, tobacco, or any food, liquid, or substance that subjects the student to unreasonable risk of harm.
- Any activity that intimidates or threatens the student with ostracism, mental stress, or discourages the student from attending school.

## INTERVENTIONS & CONSEQUENCES

Listed below are forms of **severe misconduct** and the **minimum disciplinary actions** associated with each. **The building/program administrator or designee has the discretion to modify disciplinary actions based on the circumstances of the situation. The list is not intended to be all-inclusive, and other forms of misconduct not included will be addressed as necessary by the staff.**

### Violations Against Persons

<i>Misconduct</i>	<i>Minimum Disciplinary Action</i>
<p><b>Assault</b> An act intending to cause fear in another or immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another.</p>	Parent/guardian-administrator/designee-student conference. Suspension. Consideration for expulsion.
<p><b>Aggravated Assault</b> Committing an assault with a dangerous weapon, or assault which inflicts great bodily harm upon another person.</p>	Parent/guardian-administrator/designee-student conference. Notification of police. Suspension. Consideration for expulsion.
<p><b>Disruptive Behavior/Attire</b> Disruptive activities will be addressed if they pose a threat to a positive, safe, secure learning and working environment. Clothing, jewelry, tattoos, and other attire which may be disruptive to the educational process will be addressed.</p>	Reviewed on a case-by-case basis if considered to be obscene, libelous, slanderous, or likely to disrupt the educational process or provoke others to react in a violent or illegal manner; or is dangerous to the safety and welfare of self or others. Disruptive behavior/attire is corrected/modified.
<p><b>Fighting</b> Mutual combat in which both parties have contributed to the situation.</p>	Parent/guardian-administrator/designee-student conference. Suspension. Consideration for expulsion.

## INTERVENTIONS & CONSEQUENCES

### Fireworks/Ammunition

Possession or use of fireworks, incendiary devices, ammunition, or other explosives.

Mandatory suspension and consideration for expulsion. Confiscation of device. Parent/guardian notification. Consider notification of police.

### Inflicting Bodily Harm

Committing an accidental act which, although a result of poor judgment, inflicts great bodily harm upon another person.

Parent/guardian-administrator/designee-student conference. Suspension. Consideration for expulsion.

### Repeated Refusal to Cooperate

Repeated inappropriate behavior that seriously violates the rights of others. In spite of prior interventions, the behavior continues to occur with such frequency that routine disciplinary actions have been deemed ineffective.

Parent/guardian-administrator/designee-student conference. Suspension. Consideration for expulsion.

### Robbery/Extortion

The obtaining of property from another where his/her consent was induced by use of force or a threat of force.

Parent/guardian-administrator/designee-student conference. Notification of police. Initiate search procedures. Suspension. Restitution. Consideration for expulsion.

### Sexual Misconduct

Engaging in nonconsensual sexual contact with another person if the action is performed with sexual aggressive intent.

Parent/guardian notification. Notification of police. Suspension. Consideration for expulsion.

## SEARCH

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of the students.

Personal possessions of the students may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Subdivision 1. Policy. It is the policy of the State of Minnesota that: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials." (M.S. 121A.72 School Locker Policy)

## BULLYING

The school district recognizes that a school that is physically and emotionally safe and secure for all students and staff promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and staff for a safe and secure learning environment any acts of bullying are expressly prohibited.

“Bullying” is defined as any:

Physical, verbal, or written act or gesture (including electronically transmitted acts, i.e. cyber bullying, through the use of internet, cell phone, personal digital assistant [pda], computer, or wireless handheld device, currently in use or later developed) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise

District Policy 502

M.S. 121A.72 School Locker Policy

District Policy/ and Regulation 506.1

## HARASSMENT & VIOLENCE

**District Policy and Regulation 413**

**M.S. 121A.03**

The district believes that all adults and students have a right to be in a school and work place environment which is free of any form of emotional or physical abuse, violence and harassment. Policy 413 defines and outlines procedures for incidents involving harassment, violence or abuse.

The district will investigate all complaints or allegations, either formal or informal, within the school environment. The Executive Director of Human Resources and/or the Executive Director of Student Services serve as the designees of the Superintendent as the school district's Human Rights Officer. The Exec. Director of Human Resources will receive reports and complaints of harassment, violence and abuse made against employees. The Exec. Director of Student Services will receive reports and complaints of harassment, violence, and abuse made against students.

The school district will discipline any pupil or employee of the district who retaliates against a person who reports alleged harassment, abuse or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

This policy does not deny the right of any individual to pursue other avenues which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

The right to confidentiality will be respected to the extent allowable by the school district policies and the law.

**Types of Child Abuse:**

- emotional
- physical
- sexual
- threatened injury

**Types of Violence:**

- racial
- sexual
- religious

**Types of Harassment:**

- racial
- sexual
- religious
- gender
- sexual orientation
- physical or mental disabilities
- national origin

## INTERVENTIONS & CONSEQUENCES

**Terroristic Threat**

Threatening directly or indirectly to commit a crime of violence with the purpose of terrorizing another person.

Parent/guardian-administrator/designee-student conference. Notification of police. Suspension. Consideration for expulsion.

### Violations Against Property

*Misconduct*

**Arson**

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

*Minimum Disciplinary Action*

Parent/guardian notification. Consider notification of police and/or fire departments. Suspension. Restitution. Consideration for expulsion.

**Damage of Property (Vandalism)**

Willful or wanton defacing or destruction of any property belonging to the school district, district staff, or others.

Parent/guardian-administrator/designee-student conference. Restitution. Consider notification of police. Consider suspension.

**False Fire Alarm/Bomb Threat**

False activation of fire alarm/communication to another for the purpose of terrorizing another by indicating that an explosive of some kind is present in the school building, school grounds, or another location used for school activities, regardless of whether the source is in fact present.

Parent/guardian-administrator/designee-student conference. Notification of police and/or fire departments. Suspension. Restitution. Consideration for expulsion.

## INTERVENTIONS & CONSEQUENCES

### Tampering with Fire Safety Equipment

Tampering with fire extinguisher, sprinkler system, etc.

Parent/guardian-administrator/designee-student conference. Notification of police and/or fire department. Restitution. Suspension.

### Theft

The unauthorized taking of the property of another.

Initiate search procedures. Notification of parent/guardian. Consider notification of police. Restitution.

### Violation of Other District Policies

*Misconduct*

**Harassment**  
(see pg. 12)

**Tobacco**

*Minimum Disciplinary Action*

Refer to District Policy 413

Confiscation. Parent/guardian-designee-student conference. Notification of police. Application of Minnesota State High School League rules. Student conference with Safe and Drug-Free Schools Coordinator. Participation in smoking diversion program or suspension. Third violation results in four-day suspension and consideration for expulsion.

**Misbehavior on School Bus**  
(see pg. 9)

Behavior which interferes with safe and efficient transportation of students to and from school functions and/or failure to accept or carry out instructions given by the bus driver.

Driver-student or supervisor-student conference. Possible referral to administrator/designee. Parent/guardian notification.

Continued disorderly conduct or severe misbehavior (defined in Policy 707) on the bus.

Loss or suspension of school bus privileges. Parent / guardian notification.

## CHEMICALS AND TOBACCO

The Bloomington School District recognizes the negative influence of the use of tobacco and chemicals. The district believes that chemical dependency is a treatable illness. The district does not allow any person to use or possess chemicals or use tobacco in the school building, on school property, on school buses, or at any school-sponsored activity.

Prevention programs will be established and publicized in the schools. The school environment will promote healthy choices.

The district has outlined specific procedures and consequences with which the school must comply. The consequences require parent involvement or the student being removed from school for varying lengths of time. Emphasis is placed on treatment for the student, to address the student's current status in regard to chemical and tobacco use. The consequences are cumulative for the school year. The Minnesota State High School League rules will be enforced regarding extracurricular and cocurricular participation.

**District Policy and Regulation 418 and 419**

**M.S. 144.4165**  
**M.S. 340A.503**  
**M.S. 152.092**

**District Policy/  
and Regulation  
419**

**District Policy/  
and Regulation  
707**

## WEAPONS

**District Policy 501**

**M.S. 121A.44**

The Bloomington School District has adopted a "zero tolerance" weapons policy. Any student who has brought a weapon to a school, upon school property, upon its school buses, or to a school-sponsored event under the jurisdiction of the district will be recommended for expulsion from school for a period of not less than one year (twelve calendar months). The Superintendent of Schools, after reviewing the facts, may modify the expulsion recommendation.

The district will make appropriate reports to the state and federal government and the Bloomington Police Department.

Weapons are defined as:

- any firearm whether loaded or unloaded;
- replica firearms or B-B guns;
- any chemical substance, device or instrument designed as a weapon, or through its use is capable of threatening or producing bodily harm or death;
- any explosive, gas bomb, grenade, rocket, mine, or similar device;
- any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

## INTERVENTIONS & CONSEQUENCES

### Weapons

(see pg. 10)

Possession of a weapon or a look-alike weapon.

Confiscation. Parent/guardian notification. Notification of police. Suspension. Notification of Director of Student Services and recommendation for dismissal for a period of time not to exceed one calendar year.

**District Policy 501**

### Alcohol / Chemicals

(See pg. 11)

#### *Possession or Use*

Possession of, or influenced by, the use of alcohol, any narcotic, or controlled substance; or possession of drug paraphernalia prohibited by Minnesota or federal law.

Confiscation. Initiate search procedures. Notification of police. Refer to Health Associate for observation if student appears to be under the influence. Contact parent/guardian and request they come to school and remove student. Suspension. Chemical use assessment. Student-parent/guardian-school official reinstatement conference. Intention to sell or distribute or repeated violations will result in consideration for expulsion.

**District Policy 418**

#### *Intent to Sell, Buy or Distribute*

Selling, buying or distributing, or alleging or intending to sell, buy or distribute alcohol, any narcotic, or controlled substance where sale or distribution is prohibited by law.

### Search Procedures

(see pg. 13)

School officials may inspect lockers and desks for any reason without consent or a search warrant. Personal possessions and/or a student's person may be inspected based on a reasonable suspicion that the search will uncover a violation of law or school rules.

Students found to be in violation of school rules or law shall be subject to discipline in accordance with district policy, which may include suspension, expulsion, or referral to legal authorities.

**District Policy/ and Regulation 502**

## ATTENDANCE

### District Policy and Regulation 503

This policy addresses the importance of consistent student attendance. All children, between the ages of 7 and 16, must receive instruction.

### District Policy and Regulation 503.3

All students are required to attend school for the complete school day. A parent may request to not have their student attend school for a brief period of time. The request must be addressed to the school administration and be consistent with the law of the State of Minnesota. Each school has the right to deny the request and will establish procedures to deal with unexcused absences consistent with state law and the educational impact of those absences. These procedures should be communicated through student handbooks, principal, PTA/PTO, newsletters and/or other forms of school-home communications.

### M.S. 120A.22

Children who are five or six on or before September 1 may enroll in kindergarten or first grade respectively for the following term. Students moving into Bloomington should enroll in school as soon as possible.

#### **Withdrawal from School:**

Any student between the ages of 16 and 18 years old who seeks to withdraw from school, and the student's parent or guardian must:

1. attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
2. sign a written election to withdraw from school.

## TRANSPORTATION

Riding the school bus is a privilege, not a right! All school rules are in effect while a student is riding the bus and/or at the bus stop. The school's administration will deal with any misconduct on the bus or at the bus stop.

Consequences for misconduct on the bus or at the bus stop are progressive and may result in suspension of riding privileges.

Serious violations may result in immediate suspension. The decision of whether or not the student is able to ride a school bus, including extracurricular and cocurricular activities, will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Students will not be denied transportation if this results in stranding the student at school.

If a student's misconduct results in the damage of property, the student will be responsible for paying to repair or replace the damaged property.

Students will participate in a training session at the beginning of the school year. Students must demonstrate knowledge of bus rules, or they may be subject to the loss of riding privileges.

Records of misconduct will be kept with the student's school discipline file. The Department of Public Safety, the district transportation office, and the Bloomington police may also be notified of misconduct.

### District Policy and Regulation 707

### M.S. 123B.88, 123B.91