

Adopted: August 14, 2014
Revised: March 11, 2024

COMMUNITY OF PEACE ACADEMY POLICY No. 5.4.5 PUPIL FAIR DISMISSAL PROCESS

I. PURPOSE

To maximize learning and create a positive classroom environment for all students, a student may need to be removed from class for a period of time in order to redirect learning. Therefore, Community of Peace Academy may remove a student from class, including a student with a disability, in compliance with the Minnesota Pupil Fair Dismissal Act.

II. POLICY STATEMENT

It is the policy of Community of Peace Academy to fully comply with the Minnesota Pupil Fair Dismissal Act as amended in 2023.

III. DEFINITIONS

- A. "Removal from class" and "removal" mean any actions taken by a teacher, school principal, Executive Director, or other school 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.
- B. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.
- C. "Suspension" means an action by the school administration, under rules promulgated by the 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 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, except as may be provided in federal law for a student with a disability.
- D. "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 school board.
- E. "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 school board.

- F. “Pupil Withdrawal Agreement” is a verbal or written agreement between a school administrator and a pupil’s parent 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. REMOVAL OF STUDENT FROM CLASS

- A. Pupils for whom disciplinary dismissals are prohibited: Preschool or kindergarten through grade 3 are pupils for whom disciplinary dismissals are prohibited and for whom nonexclusionary discipline resources must be exhausted. Only an ongoing serious safety threat to the child or others must be present before expulsions and exclusions may be used.
- B. 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. Policies and practices that are alternatives to dismissing a pupil from school, including but not limited to: 1) evidence-based positive behavior interventions and supports, 2) social and emotional services, 3) school-linked mental health services, 4) counseling services, 5) social work services, 6) academic screening for Title 1 services or reading interventions, 7) alternative education services. No school shall dismiss any pupil without attempting to use nonexclusionary disciplinary policies and practices before dismissal proceedings or pupil withdrawal agreements, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding person or property. 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.
- C. 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 school 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 at the discretion of the teacher or administration requires removal of the student from class.
- D. Removal of a student from class 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.
- E. If a student is removed from class more than ten (10) times in a school year, the school

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.

- F. Procedures for Removal from Class. The authority to remove a student from class rests with the classroom teacher. If removal is for part of one class period simply to provide the student with some time to avoid problems, the formal procedures of this section need not be followed. If the removal is for an entire period or more, the following procedures must be followed:
1. The teacher will send the student to the Care Team (elementary), Dean or another area designated by the Executive Director. The Executive Director or designee will provide custodial care of the student.
 2. The teacher will provide the Executive Director or Executive Director's designee with the following information:
 - a. The reason for the removal;
 - b. Length of removal; and
 - c. Whether there is reason to consider the need for additional assessment or review of the IEP for a special education student or to consider the need for identifying and addressing chemical abuse problems of a student while on school premises.
 3. The teacher will provide the student and parent the reason for the removal.

V. DISMISSAL OF STUDENT FROM CLASS

- A. The school shall not deny due process or equal protection of the law to any student involved in a dismissal preceding that may result in suspension, exclusion or expulsion.
- B. The school shall not dismiss any student without attempting non-exclusionary 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.
- C. The school 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.
- D. Grounds for Dismissal. 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 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 school employees, or property of the school.

VI. MEETING WITH PARENTS

If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The School is not required to pay for the mental health screening. 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 pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

VII. SUSPENSION PROCEDURES

- A. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. 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 the school 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.
- B. All suspension proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56, and school policy.
- C. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. New legislation: Alternative education services must be provided to a pupil who is suspended or when a pupil is suspended pending the school board's decision in an expulsion or exclusion hearing for more than five (5) consecutive school days.
- D. 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 school 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. School 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. Administrators are encouraged to designate a school employee to be 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."

VIII. EXPULSION AND EXCLUSION PROCEDURES

- A. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.575, and school policy. Exclusion and expulsion procedures require that written notice describe the nonexclusionary discipline practices accorded the pupil in an attempt to avoid the expulsion proceedings and to require that the school advise the pupil's parent or guardian that a legal assistance resource list is available from the Department of Education and is posted on the school's website.
- B. A school 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, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, evidence-based academic interventions, and completing a character education program. The plan must include a reasonable attempt to obtain parental involvement in the admission or readmission process and may indicate the consequences to the student of not improving student conduct. The readmission plan must not obligate parents to provide sympathomimetic medication for their child as a condition of readmission.

IX. STUDENTS WITH A DISABILITY

Students who are currently identified as disabled under 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.

A. Suspension

- 1. Where a student with a disability has been suspended for more than five (5) consecutive days or has accumulated more than ten (10) days of dismissal over the course of the school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program 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 individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.
- 2. The school administration shall implement alternative educational services when the suspension exceeds five (5) days.
- 3. The notice requirements for suspension of a student with a disability do not apply to a dismissal of one day or less.

B. Expulsion and Exclusion.

Before initiating an expulsion or exclusion under Minn. Stat. §§ 121A.40 to 121A.56, the school, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the student's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under Minn. Stat. § 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the school shall continue to provide special education and related services during the exclusion or expulsion.

X. STUDENT DISCIPLINE RECORDS

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

Legal References: Minn. Stat. §13 (Government Data Practices)
Minn. Stat. §§121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. §§121A.60-121A.61 (Definitions; Discipline and Removal of Students from Class)