

**Farmington Area Public
Schools**

**Handbook
for
Student
Management**

**A Resource Guide for
Students and Parents**

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**Guidelines for
Disciplinary Action**

Revised 8/08

Guidelines for Disciplinary Action

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Farmington Area Public Schools

Mission, Beliefs, and Objectives

Mission

The mission of the Farmington Independent School District 192, as a dynamic learning community, is to develop citizens of integrity whose passion for continuous learning ensures they excel in a global society.

This is accomplished through:

- Learning partnerships with all communities,
- Students taking responsibility for their own learning.
- Staff believing in and fostering the unlimited potential of each student,

in an environment that actively engages and challenges all.

Beliefs

- All people have the ability and desire to learn.
- All people have equal inherent worth.
- All people develop best in a positive environment that includes at least one caring individual.
- All people deserve to be treated with respect.
- Caring for the natural environment is essential for the well-being of future generations.
- Communities are at their best when all members are informed and involved.
- All people have a responsibility to contribute to their community.
- Honest mutual communication is essential to all effective relationships.
- Everyone has the responsibility to do his or her best.
- Innovation and taking risks are essential to learning.
- Our community is enriched by diversity.
- Integrity is essential for trusting relationships.

Objectives

These are the specific mileposts that the District will pursue. Achieving them will help the District live out its mission statement.

- All students will voluntarily serve their community throughout their lives.
- All students will demonstrate behaviors exemplified by respect, dignity, and compassion 100% of the time.
- All students will have an awareness and understanding of diverse belief systems and cultures.
- All students will feel successful throughout their lives.
- All students will have confidence in themselves.
- All students will meet or exceed district academic standards.

Farmington Area Public Schools Guidelines for Disciplinary Action

Every student and employee of Farmington Area Public Schools is entitled to learn and work in a safe school environment. To ensure this, the district and each school have established clear student discipline policies, consequences appropriate with the behavior, and a practice to do so consistently.

Students are expected to behave in accordance with federal, state, and local laws and rules; district, athletic and activity policies and school regulations; and to do so in a manner that respects the rights and safety of others. Staff will take corrective action when student behavior does not fall within the guidelines. Consequences are considered cumulative for the student's academic career.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply at any time a student is present on school district property or participating in a school-sponsored activity. Listed are the violations and the **recommended** consequences. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. disabled student whose misbehavior is related to his or her disability). These guidelines are based upon Farmington Area Public Schools Board of Education Policies.

Abuse, Verbal

The use of language that is obscene, threatening, intimidating, or that degrades other people is prohibited. Verbal abuse that is also sexual, religious, or racial harassment shall be addressed under the guidelines for harassment. Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another; or to cause evacuation of a building, place of assembly, vehicle, or facility of public transportation; or otherwise to cause serious public inconvenience; or in a reckless disregard of the risk of causing such terror or inconvenience; may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000 or both.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ 1-3 day suspension
Grades 3-5	★	★ 1-3 day suspension	★ 3-5 day suspension
Middle School	★	★ 1-3 day suspension	★ up to 5 day suspension
High School	★	★ 1-3 day suspension	★ up to 10-day suspension with consideration for expulsion

Alcohol or Chemicals, Possession or Use

Minnesota or federal law prohibits possession or use of any alcohol, narcotic, controlled substance, or drug paraphernalia. Any student in possession of, using, or under the influence of alcohol, narcotics, controlled substances (this includes over the counter and misuse of prescription drugs), or drug paraphernalia at a school property or at a school event will be reported to the police. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be recommended on a second school offense prior to readmission to school. Consequences are considered cumulative for the student's academic career.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Counselor referral	Police referral
Grades 3-5	Counselor referral	Counselor referral 1-3 day suspension Police referral	3-day suspension Referral for a Chemical Assessment; Police referral
Middle School	Up to 10-day suspension Referral for chemical evaluation; Police referral	10-day suspension Chemical assessment recommended before re-entering; Police referral	10-day suspension Consideration for expulsion; Police referral
High School	Up to 10-day suspension Referral for chemical evaluation; Police referral	10-day suspension Chemical assessment recommended before re-entering; Police referral	10-day suspension Consideration for expulsion; Police referral

Alcohol or Chemicals, Possession with Intent to Distribute or Sell

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substance (this includes over the counter drugs, misuse of prescription drugs, and intent to sell drugs or drug-look-alikes), at a school location or at a school event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	Counselor intervention	3-day suspension Referral for a Chemical Assessment; Police referral
Middle School	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral
High School	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral

Arson

The intentional setting of or attempt to set a fire that results in, or could have potentially resulted in, the destruction or damage to school property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First offense
Grades K-12	Up to 10-day suspension and/or Recommendation for expulsion; Police referral

Assault, Aggravated

Committing an assault upon another person with a weapon, or an assault, which inflicts great bodily harm upon another person, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	1-3 day suspension	1-3 -day suspension	10-day suspension Police referral
Grades 3-5	1-5-day suspension	10-day suspension Recommendation for expulsion; Police referral	
Middle School	10-day suspension Recommendation for expulsion; Police referral		
High School	10-day suspension Recommendation for expulsion; Police referral		

Assault, Physical

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ 3-5 day suspension	Up to 10-day suspension
Grades 3-5	1- 3-day suspension	Up to 10-day suspension Police referral	10-day suspension Consideration for expulsion Police referral
Middle School	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral
High School	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral

Bomb Threat/Terroristic Threat

Intentionally making, publishing, or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location and property of the school or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★ Police referral	5-day suspension Police referral	Up to 10-day suspension Recommendation for

			expulsion Police referral
Grades 3-5	Up to 10-day suspension Police referral	Up to 10-day suspension Police referral	Up to 10-day suspension Recommendation for expulsion Police referral
Middle School	10-day suspension Recommendation for expulsion; Police referral		
High School	10-day suspension Recommendation for expulsion; Police referral		

Breaking and Entering and/or Unauthorized Entry in or on School Property

Entering any school location without consent is prohibited.

Grades	First offense	Second offense
Grades K-12	5-day suspension Police referral	10-day suspension; Recommendation for expulsion; Police referral

Bullying and/or Intimidating Behavior

Bullying and/or intimidating behavior of any type is prohibited. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. State and County guidelines will be adhered to.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★ Counselor Intervention
Grades 3-5	★	★ Counselor Intervention	1 day suspension Counselor Intervention
Middle School	★	1 day suspension	1-3 day suspension
High School	★	1 day suspension	1-3 day suspension

Dishonesty, Scholastic

Scholastic dishonest conduct includes but is not limited to, cheating on school assignments or tests, plagiarism, or collusion, is prohibited. Academic consequences may also be assigned. Refer to the respective student handbook for guidelines and consequences for each building.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	★	★	★

Disorderly Conduct

Disorderly conduct toward a student or staff member is prohibited. Disorderly conduct includes, but is not limited to, acts that provoke an assault or breach of the peace due to offensive, obscene, abusive, or boisterous actions or comments.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ Counselor intervention	★ 1-3 day suspension
Grades 3-5	★ Counselor intervention	★ 1 day suspension	★ 1-3 day suspension
Middle School	1-3 day suspension Police referral	Up to 5 day suspension Police referral	10-day suspension Recommendation for expulsion; Police referral
High School	1-3 day suspension Police referral	Up to 5 day suspension Police referral	10-day suspension Recommendation for expulsion; Police referral

Disruptive Behavior

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★

			1-3 day suspension
Grades 3-5	★	★	1-3 day suspension
Middle School	★	★	1-3 day suspension
High School	★	1-day suspension	3-day suspension

Dress and Grooming

Dress and grooming on a school location in the following manner is prohibited.

- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise alcohol, chemicals, tobacco, violence or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups.
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others
- Wearing of head gear (this includes caps, hoods, and bandanas) is not permitted.
- Outer jackets or coats should not be worn during the school day.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	★	★	★

Driving, Carelessly or Recklessly

Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
High School	Revocation of parking permit for identified time period Police referral	3-day suspension Permanent revocation of parking permit Police referral	5-day suspension Police referral

Electronic Device Misuse

The misuse of electronic devices during the school day is prohibited. Each building may address the misuse of these devices in their respective student handbook. The school is not responsible for the loss of any of these devices

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Middle School	★	★	★
High School	★	★	★

Explosive and Incendiary Devices

The possession, real or implied, and or use / detonation of explosive, and other incendiary items which are considered dangerous, illegal, or which could possibly cause harm, destruction, or disruption is prohibited on school property or at school activities.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★ 3-5 day suspension Police referral	10-day suspension Consideration for expulsion Police referral	10-day suspension Consideration for expulsion Police referral
Grades 3-5	★ 3-5 day suspension Police referral	10-day suspension Consideration for expulsion Police referral	10-day suspension Consideration for expulsion Police referral
Middle School	5-10-day suspension Consideration for expulsion Police referral	10-day suspension Consideration for expulsion Police referral	10-day suspension Consideration for expulsion Police referral
High School	5-10-day suspension Consideration for expulsion Police referral	10-day suspension Consideration for expulsion Police referral	

False Reporting

Deliberately reporting false information about the behavior of a student or staff person is prohibited.

Grades	First Offense	Second Offense	Third Offense
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Grades K-2	★	★	★
Grades 3-5	★	★	1-3 day suspension
Middle School	★	1-3 day suspension	3-5 day suspension
High School	★	1-3 day suspension	3-5 day suspension

Fighting

Engaging in any form of fighting where forcible contact is exchanged or where there is intimidating or provoking to induce a fight is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	1-3 day suspension Counselor intervention	3-5 day suspension Police referral
Middle School	1- 3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Consideration for expulsion Police referral
High School	1- 3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Consideration for expulsion Police referral

Fire Alarm, False

Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ 1 day suspension	★ 2-day suspension
Grades 3-5	Police referral and 1 day suspension; Restitution	Police referral and 2-day suspension; Restitution	3-day suspension; Police referral; Restitution
Middle School	5-day suspension; ; Police referral; Restitution	10-day suspension Recommendation for expulsion; Police referral; Restitution	
High School	5-day suspension; ; Police referral; Restitution	10-day suspension Recommendation for expulsion; Police referral; Restitution	

Fire Extinguisher, Unauthorized Use

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are unacceptable.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	1 day suspension	2-day suspension
Grades 3-5	★	1 day suspension; Restitution	2-day suspension; Restitution
Middle School	3-day suspension Police referral; Restitution	3-5 day suspension Police referral; Restitution	10-day suspension; Police referral; Recommendation for expulsion; Restitution
High School	3-day suspension Police referral; Restitution	3-5 day suspension Police referral Restitution	10-day suspension; Police referral; Recommendation for expulsion; Restitution

Firearms

Minnesota State Law requires that School Boards must expel for a period of at least one-year a student who is determined to have brought a firearm to school.

Grades	First offense
Grades K-12	10-day suspension Recommendation for expulsion Police referral

Fireworks or Possession of Ammunition

Possession, distribution, or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Police referral will be made when state law has been violated. (Note, use of any firework or ammunition that creates a serious disturbance or safety hazard may be considered a violation of the “Explosive and Incendiary Devices/Detonation of Ammunition” provision listed earlier in this booklet.)

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Same/next day dismissal	3-day suspension
Grades 3-5	★ 1 day suspension	2-day suspension	5-day suspension
Middle School	★ 3-5 day suspension	5-10 day suspension	10 day suspension Recommendation for expulsion
High School	★ 3-5 day suspension	5-10 day suspension	10 day suspension Recommendation for expulsion

Flammable Lighter

Possession and/or use of a flammable lighter in school is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	★	★ 1 day suspension	★ 1-3 day suspension

Gang/Threat Group Activity

Gang/threat group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, conversation, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	1-3 day suspension
Grades 3-5	★	1-3 day suspension	2-day suspension
Middle School	★	1-5 day suspension	10-day suspension Consideration for expulsion
High School	★	1-5 day suspension	10-day suspension Consideration for expulsion

Harassment

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined in the district policy is prohibited. Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. “Harassment” includes all forms of racial, religious, and sexual harassment. Sexual harassment consists of unwelcome sexual advances; request for sexual favors; sexually motivated physical conduct or other verbal or physical conduct; communication of a sexual nature, when submission to that conduct is made a term, or condition, for obtaining an education, or submission to or rejection of the conduct is used as a factor in decisions affecting the student’s education, or the conduct has the purpose of effect of unreasonably interfering with the student’s educational environment. Sexual harassment can involve but is not limited to unwelcome verbal harassment, unwelcome pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching or physical contact. School Handbooks are even more descriptive regarding this offense.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	1-3 day suspension
Grades 3-5	★	1-3 day suspension	3-5 day suspension
Middle School	★	1-3 day suspension	3-5 day suspension Police referral
High School	★	1-3 day suspension	3-5 day suspension Police referral

Hazing

The district maintains a learning environment that nourishes respect for the individual. Hazing activities of any type are prohibited at all times. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs. For more information, refer to the District Hazing Policy (Policy ACC).

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	★	★
Middle School	Up to 10 day suspension Consideration for Expulsion	Up to 10 day suspension Consideration for Expulsion	10-day suspension Recommendation for

			expulsion
High School	Up to 10 day suspension Consideration for Expulsion	Up to 10 day suspension Consideration for Expulsion	10-day suspension Recommendation for expulsion

Insubordination

A deliberate refusal to follow an appropriate direction or to identify self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	1-3 day suspension
Grades 3-5	★	★	1-3 day suspension
Middle School	★	1-3-day suspension	3-5 day suspension
High School	★	1-3-day suspension	3-5 day suspension

Multiple/Chronic Violations

A student, who accumulates excessive referrals or several referrals for serious behavior, may be disciplined in light of the student's overall record. The student and parent will have a warning conference with a principal, and other appropriate staff members, to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

Nuisance Objects

Misuse or distribution of any object that causes distractions, such as pagers, radios, cell phones, squirt guns, video games, handheld computers, snaps, stink bombs, laser pointers etc. is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	★
Middle School	★	★	1-3-day suspension
High School	★	★	1-3-day suspension

Offensive Behavior

Offensive behavior, such as teasing, name-calling, put downs, inappropriate language, coercive behavior, or other mean-spirited behavior is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	1-3 day suspension
Grades 3-5	★	★	3-5 day suspension
Middle School	★	1-day suspension Counselor intervention	3-5 day suspension
High School	★	1-day suspension Counselor intervention	3-5 day suspension

Records or Identification Falsification

Falsifying signatures, data, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	Same/next day dismissal
Middle School	★	1-3 day suspension	3-5 day suspension
High School	★	1-3 day suspension	3-5 day suspension

Robbery or Extortion

Taking property from another person by use of force, threat of force, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
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Grades K-2	★	★	1 day suspension
Grades 3-5	★	1-day suspension	1-3 day suspension
Middle School	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Recommendation for expulsion; Police referral
High School	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Recommendation for expulsion; Police referral

Sexual Misconduct

Engaging in sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts and/or clothing covering a person's undergarments is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	1-3 day suspension Counselor intervention	3-5-day suspension
Middle School	Up to 10-day suspension Consideration for expulsion; Police referral	10 day suspension Consideration for Expulsion; Police referral	
High School	Up to 10-day suspension Consideration for expulsion; Police referral	10 day suspension Consideration for Expulsion; Police referral	

Technology and Telecommunication Misuse

Misuse of computer equipment or network; deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, Internet sites; deliberate contamination of system; unethical use of information or violation of copyright laws, is prohibited. It is expected that students will abide by the Acceptable Use Procedures. Parents are expected to read and discuss this guideline with their student. NOTE: Severity of network intrusion could result in police and/or federal investigation.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	Denial of access of up to 20 school days; Restitution	2-3 day suspension Denial of access for 40 school days; Restitution
Grades 3-5	★ Denial of access for a time period to be determined, Restitution	2-day suspension Access denied for a time period to be determined; Restitution	3-day suspension Access denied for a time period to be determined; Restitution
Middle School	★ Denial of access for a time period to be determined, Restitution	3-5 day suspension Denial of access indefinitely Restitution	10-day suspension and denial of access indefinitely Recommendation for expulsion; Restitution
High School	★ Denial of access for a time period to be determined, Restitution	3-5 day suspension Denial of access indefinitely Restitution	10-day suspension and denial of access indefinitely Recommendation for expulsion; Restitution

Theft, Receiving or Possessing Stolen Property

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property, is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ Restitution	Same/next day dismissal Restitution
Grades 3-5	★ Restitution	1-3 day suspension Restitution	3-5 day suspension Restitution

Middle School	1- 3-day suspension Police referral Restitution	3 - 5-day suspension Police referral Restitution	5 - 10-day suspension; Consideration for expulsion; Restitution Police referral
High School	3-day suspension Police referral Restitution	5-day suspension Police referral Restitution	10-day suspension; Consideration for expulsion; Restitution Police referral

Threatening Physical Harm Toward Students, Staff Members or Other Persons

Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, staff members, or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★ 3-5 day suspension	Up to 10-day suspension
Grades 3-5	★ 1-3-day suspension	10-day suspension Consideration for expulsion	
Middle School	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral	
High School	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Consideration for expulsion; Police referral	

Tobacco Use or Possession

Possession or use of tobacco in any form on school property, in personal vehicles, in district buses or vehicles, or at district events, is prohibited. Consequences to students will be sequential and inclusive during their career within the District they attend.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	★	1-3 day suspension	3-5 day suspension Police referral
Middle School	1-3 day in-school suspension Tobacco cessation intervention; Police referral	2-3 day in-school suspension Tobacco cessation intervention; Police referral	3-5 day in-school suspension Tobacco cessation intervention; Police referral
High School	1-3 day in-school suspension Tobacco cessation intervention; Police referral	2-3 day in-school suspension Tobacco cessation intervention; Police referral	3-5 day in-school suspension Tobacco cessation intervention; Police referral

Trespassing

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator. Any student on suspension who goes to any school district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of school personnel is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★	★	★
Grades 3-5	★	★	Same/next day dismissal
Middle School	1-day suspension	1-3 day suspension	5-10 day suspension
High School	1-day suspension	1-3 day suspension	5-10 day suspension

Truancy

Farmington Area Schools have developed attendance policies consistent with current state, and county guidelines.

Compulsory attendance policies for students under the age of 16 years will be applied in cases of chronic absences or tardiness. Absences or tardiness which are not lawful include oversleeping, staying home to baby-sit, and missing the bus. A warning letter will be sent to the parent/guardian. A student under the age of 16 years with more than 7 unexcused absences may be referred to Dakota County Juvenile Court. For more information, refer to District Policy JE

Unique Situations

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful, including “pranks” are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or District’s needs.

Vandalism, Minor Acts (Less than \$500)

Littering, defacing, cutting, or damaging property that belongs to the school district, other students, staff members, or other individuals is prohibited. Placement of graffiti on any school property is defined as “unauthorized markings of paint, dye, or other similar substance that have been placed on real or personal property, or the authorized etching or scratching of the surfaces of such property, any of which markings, scratches, or etchings are visible from premises open to the public.”

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★ Restitution	★ Restitution	★ 1-3 day suspension Restitution
Grades 3-5	★ Restitution	1-3 day suspension Restitution	3-5 day suspension Restitution
Middle School	1-3 day suspension Restitution Police referral	5-day suspension Restitution Police referral	10-day suspension Recommendation for expulsion; Restitution Police referral
High School	1-3 day suspension Restitution Police referral	5-day suspension Restitution Police referral	10-day suspension Recommendation for expulsion; Restitution Police referral

Vandalism, Major Acts (More than \$500)

Littering, defacing, cutting, or damaging property that belongs to the school district, other students, staff members, or other individuals where damages are over \$500 are considered major acts of vandalism. Placement of graffiti on any school property is defined as “unauthorized markings of paint, dye, or other similar substance that have been placed on real or personal property, or the unauthorized etching or scratching of the surfaces of such property, any of which markings, scratches, or etchings are visible from premises open to the public.”

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★ Restitution	★ Restitution	1-3 day suspension Restitution
Grades 3-5	★ Restitution	1-3 day suspension Restitution	4-5 days suspension Restitution
Middle School	Up to 10-day suspension Consideration for expulsion; Restitution Police Referral		
High School	Up to 10-day suspension Consideration for expulsion; Restitution Police Referral		

Vehicle, Unauthorized Parking

Not having a parking permit or parking a motorized or non-motorized vehicle in unauthorized areas on school property is prohibited. Failure to adhere to parking regulations may result in towing or mechanical immobilization without warning.

Grades	First offense
High School	Mechanical Immobilization of vehicle

	Police referral Possible applicable fines
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Weapons (exclusive of firearms)

The possession, real or implied, and or use of items (for example but not limited to, knives, objects designed like a weapon, chains, arrows, air guns, bb guns, blades, clubs, metal knuckles, and objects that have been modified to serve as a weapon) which are considered dangerous, illegal, or which could possibly cause harm, destruction or disruption is strictly prohibited on school property or at school activities. This includes weapons and items designed for other purposes but can be used to inflict bodily harm or intimidate such as files, pencils, and scissors are also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	★ Parent contact	1-3 day suspension Police referral	3-5 day suspension Police referral
Grades 3-5	1-3-day suspension Police referral	3-5-day suspension Police referral	Up to 10-day suspension Consideration for expulsion; Police referral
Middle School	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Recommendation for expulsion; Police referral	
High School	Up to 10-day suspension Consideration for expulsion; Police referral	Up to 10-day suspension Recommendation for expulsion; Police referral	

Additional Discipline Information

Police Referral • Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police.

Special Education or Disabled Students • Consequences for Special Education or disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special Education students and their parents may request modification of those policies and accommodations where appropriate.

Unique Situations • Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances at a particular school may call for an adjustment in the discipline policies to meet the school's needs.

Modification of Consequences • Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

Parental Questions About Discipline • Parents may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation.

Corporal Punishment • Independent School District 192 strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

Physical Restraint • Physical restraint may be utilized by administrators, teachers, and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself, others, or property.

School District Locker Policy • It is the policy of Independent School District 192 and the State of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. **School authorities may conduct inspection of lockers for any reason at any time, without notice, without student consent, and without search warrants.**

The personal possessions of a student within a locker may be searched only when school authorities have 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 must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

Discipline Procedures • All disciplinary actions shall be processed pursuant to District 192's discipline policy and the requirements of the Minnesota Pupil Fair Dismissal Act.

- Any student who violates a school policy or rule may be subjected to the consequences established in the student handbook.
- Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.

Any student who is being dismissed from school for more than one day will be provided written notice containing a statement of the facts giving rise to the dismissal (including pertinent statements of staff members and the student), the grounds for dismissal, a copy of the Pupil Fair Dismissal Act, and a plan established for the student's readmission. The parents or guardian of the dismissed student shall be provided written notice of the dismissal by certified mail within 48 hours of the informal conference. The parent's notice will include all the elements contained in the student's notice.

- Any suspension that exceeds ten days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded ten days in length.
- All students who violate a school policy or rule that has a potential consequence of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statue #127.27 to 127.38.)

Definitions

“Exclusion” means an action taken by a School Board to prevent enrollment or reenrollment of a pupil for a period, which shall not extend beyond the school year.

“Expulsion” means an action taken by a School Board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date student is expelled.

“Removal” means any action taken by a teacher, principal, or other school district employee, to prohibit a pupil from attending class for a period not to exceed five class or activity periods. A student may be removed from class for violating the district’s discipline policy, or for willful conduct that disrupts the rights of others to an education, or which endangers other individuals or the property of the school.

“School location or property” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrance or departure from school premises or events, and all school related functions.

“School personnel” means any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

“Suspension” means an action taken by the school administration, under the district’s discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days, provided that an alternative program shall be implemented when that suspension exceeds ten days.

Possible Disciplinary Consequences

District staff can use the following consequences or actions when discipline infractions occur. These could include:

- **Student conference.**
- **Parent/guardian conference.**
- **Fine** - A financial penalty assessed of a student by the school.
- **Restitution** - Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.
- **Offensive behavior class** - Assignment to an out-of-school class involving cases of sexual harassment, racially offensive behavior or speech and actual or threatened violence.
- **Tobacco education class** - Assignment to an educational class when the tobacco policy is violated.
- **Smoking cessation class** - Assignment to a smoking cessation class when the tobacco policy is violated.
- **Truancy referrals** - Referral to Dakota County authorities when unexcused absences exceed the legal limits.
- **Removal from class** - Removal from a particular class for up to five class periods due to inappropriate behavior.
- **In-school suspension** - Removal from classes to an in-school suspension room under the direction of staff.
- **Out-of-school suspension** - Action taken by the school administration, under the district's discipline policy, which prohibits a pupil from attending school. This definition does not apply to dismissal from school for one school day or less. In no event shall a single suspension exceed 15 school days provided that an alternative program shall be implemented to the extent that suspension exceeds ten days. Students may not be on school property during the suspension or they are subject to trespassing.
- **Police referral** - Contact by the school administration with the local police department to inform them about illegal behavior engaged in by a student.
- **Exclusion** - Action taken by the School Board to prevent enrollment or re-enrollment of a student for a period which shall not extend beyond the school year.
- **Expulsion** - Action taken by the School Board to prohibit a student from attending school for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled.
- **Restriction or loss of school privileges.**
- **Suspension from extra curricular activities.**
- **Other disciplinary action deemed appropriate by Independent School District 192**