

FORT ZUMWALT SCHOOL DISTRICT

HIGH SCHOOL STUDENT DISCIPLINARY GUIDELINES (Grades 9-12)

Revised: July, 2005

The discipline policy listed is a summary taken from Policy JG and regulation JG-R. It is a fair representation of what has been adopted by the Board of Education but does not include all of the information in the policy and regulation. Parents wishing to review the entire policy and regulation may do so at the administrative office of their child's school, the District website, or District Administrative Offices located at 110 Virgil, O'Fallon, MO. (www.fzschoools.org)

The Fort Zumwalt Board of Education declares a policy against and prohibits racial harassment. Policy ACA prohibits any oral, written, graphic or physical conduct related to an individual's race, color or national origin so as to not interfere with or limit his/her ability to participate in or benefit from programs. Examples of this conduct can include, but are not limited to, racial name calling, graffiti, cartoons of a negative demeanor, racially motivated harassing, threatening or intimidating comments, and physical acts of aggression. Allegations of racial harassment should be reported to the most immediate administrator or the Title VI coordinator, Assistant Superintendent - Student Personnel Services, at 110 Virgil Street, O'Fallon, MO 63366, Phone: (636) 240-2072, Ext. 233. Nothing in policy ACA prohibits a complaint from being filed with the Office of Civil Rights, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, Missouri 64153-1367, Phone: (816) 880-4200.

The district is committed to providing an environment free from intimidating, hostile, or offensive behavior, verbal or physical conduct or communication constituting sexual harassment and/or assault. Sexual harassment or assault by a student against any student is prohibited. Sexual Harassment of a student by another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, letters, or physical contact such as patting or pinching. Assault may include touching, probing, grabbing and groping.

STUDENT APPEARANCE - Student dress and grooming should be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parent/guardian with the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots, or other types of footwear.
3. Items of clothing or jewelry associated with a controlled substance are not permitted.
4. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
6. Students shall not wear the following:
 - a. hats, bandannas, shower caps or other non-therapeutic headgear inside the school building
 - b. tank tops/low cut muscle shirts/halter tops/midribs/bustiers/spaghetti straps/backless apparel/sagging pants/short shorts(undergarments cannot be exposed)
 - c. clothing/stickers/insignias/colors/visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (including rebel flags and swastikas)
 - d. clothing which promotes drugs, alcohol, tobacco, and/or its products
 - e. clothing with sexually suggestive messages, messages that promote the occult, or messages of a vulgar nature
 - f. clothing with holes in inappropriate places
 - g. jewelry and chains that may be used as a weapon or that present a safety concern

When in the judgement of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat of safety, the student may be required to make modifications.

CELL PHONES- Cellular phones, pagers, beepers and portable communication devices may not be used during school hours. Use, display or activation of these during school hours could result in them being confiscated. Continued use could constitute insubordination.

All Saturday detentions are held at West High **DETENTION (including Saturday)** 1251 Turtle Creek O'Fallon, MO 633

<u>Minor Scuffling</u>	<u>Truancy</u>
1st Offense 2 to 4 Hours	1st Offense 4 hrs. and loss of driving privileges for 10 days, i.e. use of car for truancy (part of an hr. through 4 hrs.)
2nd Offense 4 to 8 Hours	1st Offense 8 hrs. and loss of driving privileges for 10 days, i.e. use of car for truancy (absent more than 4 hrs.)
	2nd Offense 8 hrs. and loss of driving privileges for 30 days, i.e. use of car for truancy
<u>Possession of Tobacco (includes chewing tobacco)</u>	
1st Offense 4 Hours	
2nd Offense 8 Hours	
<u>Vulgar Language</u>	<u>Late Arrivals to School (more than 10 min late to 1st hr)</u>
1st Offense 4 Hours	5th Offense 4 Hours - Plus may result in truancy violation, loss of final exempt status
2nd Offense 8 Hours	7th Offense 8 Hours - Plus may result in truancy violation
<u>Class Disturbance/Inappropriate Behavior (minor in nature)</u>	<u>Late Arrivals to School (driver) (more than 10 min late to 1st hr)</u>
Per Offense 2 to 8 Hours	3rd Offense 2 Hours and possible loss of driving privileges for 10 days
	5th Offense 4 Hours and possible loss of driving privileges for 30 days, loss of final exempt status
	7th Offense 8 Hours and possible loss of driving privileges for the year
<u>Defacing School Property (remuneration by student required)</u>	<u>Unexcused Tardies - All Classes - Per Semester</u>
1st Offense 4 Hours	10th 4 Hours, loss of final exempt status
2nd Offense 8 Hours	
<u>Driving to School Without Permission</u>	
1st Offense 4 Hours	
2nd Offense 8 Hours	

ZUMWALT ALTERNATIVE EDUCATION PROGRAM (IN SCHOOL SUSPENSION)

Removal From Saturday Detention Hours

1st Offense	3 to 5 days
2nd Offense	5 to 10 days
Additional Offenses	5 to 10 days

Failure to Attend Saturday Detention Hours Assigned for Truancy

1st offense	3 to 5 days
2nd offense	5 to 10 days

Class Disturbance/Inappropriate Behavior

Per Offense	5 to 10 days
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Truancy

3rd Offense	3 to 5 days, and, if applicable, loss of driving privileges for 175 days
4th Offense	10 days

Late Arrivals to School

9th Offense	3 days
11th Offense	5 days
13th Offense	10 days
Additional Offenses	See Chronic Disciplinary Violations

Major Scuffling (includes instigator, if applicable)

1st Offense	3 to 10 days
2nd Offense	3 to 10 days

Driving to School Without Permission

3rd Offense	3 to 5 days
4th Offense	10 days

Possession of Tobacco (including chewing tobacco)

3rd Offense	3 to 5 days
4th Offense	10 days

Use of Tobacco (including chewing tobacco)

1st Offense	5 days
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Failure to Complete Zaep Assignments

Any assigned work not completed by the student will be treated by the teacher the same as work not completed in the teacher's classroom

Insubordination

3 to 10 days

Nuisance Items - (May include Laser Pointers)

3 to 10 days - Possible notification of law enforcement officials

Disrespect Disparaging or demeaning language or defamation of a person's religion, gender or ethnic origin; disrespectful/disruptive speech or conduct (verbal, written or symbolic language).
5 to 10 days

Repeated Disciplinary Violations

5 to 10 days

Theft, Attempted Theft, or Knowing Possession of Stolen Property (Less than \$20)

3 to 10 days PLUS restitution for damages

Vandalism (Less than \$20)

3 to 10 days PLUS restitution for damages

Lighting a match or lighter

3 to 10 days

Depantsing of student(s) in presence of student(s) of same sex

3 to 10 days

Careless and Reckless Driving While on the Way to or from School, or in connection with any school activity. (Reported by local authority)

Revocation of driving privileges for a short (9 weeks) or long (1 year) term.

Careless and Reckless Driving While on School Property (violations include: excessive speed, driving on grass, careless/imprudent handling, passengers not in vehicle)

Revocation of driving and parking privileges for the school year

Cheating/Plagiarism

1st Offense Zero to the student involved and a zero to the accomplice (if it can be proven). Phone call by the teacher to the parents.

2nd Offense Zero to the student involved and a zero to the accomplice (if it can be proven). The student (or students) involved will also lose their final exempt status. Office referral and parent conference.

Additional Offenses Zero to the student, 3-5 day assignment to ZAEP; possible removal from honors (NJHS/NHS, class officers, student council, etc.). Office referral & parent conference.

Unexcused Tardies

15th	3 days
20th	5 days
25th	10 days

OUT OF SCHOOL SUSPENSION

I.D. Badge Violation (if necessary, replacement badge will be required)

5th Offense	1 day
10th Offense	1 day
15th Offense	See Chronic Disciplinary Violations

Failure to Attend Saturday Detention

1st Offense	1 day
2nd & Additional Offenses	A ratio of 2:1 will be used (example: 4 detention hours is equivalent to 2 days suspension)

Unexcused Tardies

30th	5 days
Additional Offenses	- See Chronic Discipline

Possession of Tobacco (includes chewing tobacco)

5th Offense	5 days
Additional Offenses	10 days

Use of Tobacco (includes chewing tobacco)

2nd Offense	5 days
Additional Offenses	10 days

Chronic Disciplinary Violations

5 to 10 days with possible referral to the superintendent for additional suspension days.

OUT OF SCHOOL SUSPENSION (CONTINUED)

Suspension from Zumwalt Alternative Educational Program

Suspended without make-up privileges for the remaining number of in-school suspension days, unless the disciplinary infraction would result in more days than are remaining.

Blatant Disrespect

Disparaging or demeaning language or defamation of a person's religion, gender or ethnic origin; disrespectful/disruptive speech or conduct (conduct or verbal, written or symbolic language).

Student to Student 5 to 10 days with possible referral to the superintendent for additional suspension days.

Student to Staff 5 to 10 days with possible referral to the superintendent for additional suspension days.
No make-up privileges

Blatant Insubordination

Defiantly disregards reasonable and repeated requests.

Student to Staff 5 to 10 days with possible referral to superintendent for additional suspension days.

Vandalism

5 to 10 days with possible referral to the superintendent for additional suspension days; no make-up privileges for incidents resulting in a referral to the superintendent for additional suspension days; possible notification to law enforcement officials and possible documentation in student discipline record **PLUS** restitution for damages.

Fighting

5 to 10 days with possible referral to the superintendent for additional suspension days; possible documentation in student discipline file and notification of law enforcement officials.

Assault

Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury, includes puncturing person or sticking other students with pins, needles or other objects and fights which result in personal injury.

5 to 10 days with possible referral to superintendent for additional suspension days; possible notification to law enforcement officials and documentation in student discipline file; no make-up privileges.

Sexual Assault

May include touching, probing, grabbing and groping.

10 days with possible referral to superintendent for additional suspension days, possible notification to law enforcement officials and possible documentation in student discipline record; no make-up privileges.

Act of Violence

An act of violence means the exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.

10 days with a referral to the superintendent for additional suspension days or expulsion; notification to law enforcement officials, and documentation in student discipline record; no make-up privileges.

Bullying/Hazing/Harassment

Each infraction will be dealt with on an individual basis up to and including suspension and expulsion of the student.

Truancy

5th Offense 5 days
Additional Offenses 10 days

Misuse of Mace/Spray Irritant

5 to 10 days with possible referral to superintendent for additional suspension days.

Depantsing of student(s) in presence of staff and /or male and female students.

5-10 days with the possible referral to superintendent for additional suspension days; possible notification to law enforcement officials and possible documentation in student discipline record.

Indecent Exposure (including "mooning")

10 days with possible referral to superintendent for additional suspension days; possible notification to law enforcement officials and possible documentation in student discipline record.

Theft, Attempted Theft, or Knowing Possession of Stolen Property (Over \$20)

5 to 10 days with possible referral to the superintendent for additional suspension days; no make-up privileges for incidents resulting in a referral to the superintendent for additional days; possible notification to law enforcement officials and possible documentation in student discipline record **PLUS** restitution.

Possession /Use of Commercially Prepared Fireworks/Explosives Nuisance Items/Drug Paraphernalia

5 to 10 days with possible referral to the superintendent for additional suspension days; possible notification of law enforcement officials.

Wearing of Obvious Gang Apparel/Using Gang Graffiti

Each infraction will be dealt with on an individual basis, up to and including suspension and expulsion of the student.

Explosives/Arson

Starting or attempting to start a fire or causing an explosion with the intention to damage property or buildings. Includes setting paper on fire, misusing a match or lighter, burning or scorching hair, clothing or personal property.

10 days with possible referral to the superintendent for additional suspension days or expulsion; no make-up privileges; notification to law enforcement officials and documentation in student discipline record.

Possession or use of a Weapon

Weapon (the term "weapon" is defined to mean one or more of the following): (See Policy JFCJ)

- a. a firearm as defined in 18 U.S.C. 921
- b. any device defined in §571.010 RSMo., including a black jack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
- c. any instrument or device customarily used for attack or any instrument device used to inflict physical injury or harm to another person.
- d. any instrument or device as defined as a dangerous weapon in 18 U.S.C. 930 OR 18 U.S.C. 921

10 days with a referral to the superintendent for suspension for at least one (1) calendar year or permanent expulsion in accordance with Policy JFCJ; notification to law enforcement officials; documentation in student discipline record; no make-up privileges. (See a,b,c and d above)

Racial Harassment/Sexual Harassment

Allegations of racial/sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student, documentation in student discipline record; no make-up privileges if referred to the superintendent.

Posing a Threat of Harm to Self or Others

A student who, due to past misconduct committed either in school or away from school, poses a threat of harm to himself/herself or others at schools may be suspended or expelled.

OUT OF SCHOOL SUSPENSION (CONTINUED)

False Alarm

Tampering with emergency equipment, setting off false alarms, making false report, dialing 911.

Each infraction will be dealt with on an individual basis up to and including suspension and expulsion of the student.

Having Been Charged with, Convicted of, or Pled Guilty to Felony in Court of General Jurisdiction

A student who has been charged with, convicted or pled guilty in a court of general jurisdiction (i.e., an adult court, not a juvenile or family court) to commission of a felony criminal violation of state or federal law may be suspended or expelled. If the charges are substantially dismissed or the student is acquitted, the student may be readmitted or enrolled.

Having Been Charged with, Convicted of, or Pled Guilty to Certain Felonious Behavior in Adult Court or Juvenile Court

A student shall be immediately suspended and may be expelled if the student has been charged with, convicted of, or pled guilty in a court of jurisdiction to one of the following enumerated offenses.

Students shall be immediately suspended and may be expelled if a petition has been filed in Juvenile or Family Court alleging that the student has committed, or if the student has been found by the Juvenile or Family Court to have committed an act while if committed by an adult would be one of the following offenses:

- a. First degree murder under §565.020, RSMo;
- b. Second degree murder under §565.021, RSMo;
- c. First degree assault under §565.050, RSMo;
- d. Forcible rape under §566.030, RSMo;
- e. Forcible sodomy under §566.060, RSMo;
- f. Robbery in the first degree under §569.020 RSMo;
- g. Distribution of drugs under §195.212 RSMo;
- h. Arson in the first degree under §195.212 RSMo;
- i. Kidnapping, when classified as a Class A felony under §565.110 RSMo.

*If charges have been dismissed, or if the pupil has been acquitted or adjudicated not to have committed any of the above acts, the pupil may be readmitted or enrolled.

OUT OF SCHOOL SUSPENSION-RELATED TO SUBSTANCE/CHEMICALS

SUBSTANCES/CHEMICALS REFER TO DRUGS, ALCOHOL OR ANY SUBSTANCE REPRESENTED TO BE SUCH

Because of the seriousness of this offense, consequences will not start over at the beginning of each school year. A second offense at any point during a student's secondary school career will constitute the consequences for the second offense.

Possession and/or Use/Under the Influence of Substances/Chemicals

1st Offense 10 days by principal; **PLUS** 50 days by the superintendent, notification to law enforcement officials and documentation in student discipline record. **PLUS** an additional 10 days for students who bring or contribute to the distribution of the item resulting in the involvement of other students. **PLUS** an additional 10 days for bringing large quantities of substances/chemicals onto school property.

2nd Offense 10 days by principal; **PLUS** 90 days by the superintendent; no make-up privileges. **PLUS** an additional 10 days for the student who brings or contributes to the distribution of the item resulting in the involvement of other students, no make-up privileges; notification to law enforcement officials and documentation in the student discipline record.

3rd offense 10 days by principal; **PLUS** recommendation of permanent expulsion to Board of Education; notification to law enforcement officials and documentation in student discipline record.

Sale of Substances/Chemicals

1st Offense 10 days by principal; **PLUS** 165 days by the superintendent for a total of 175 (high school) days which is equivalent to one school year with no make-up privileges; notification to law enforcement officials and documentation in student discipline record.

2nd Offense 10 days by principal; **PLUS** recommendation of permanent expulsion to Board of Education; notification to law enforcement officials and documentation in student discipline record.

MAKE -UP OPTIONS FOR SUSPENDED STUDENTS

Students will only be permitted make-up privileges during their first out-of school suspension of five or more days. Guidelines for getting make-up work for the first out-of-school suspension are in FILE: JG-R - Student Discipline. Privileges will not be provided to students suspended from the Zumwalt Alternative Education Program, whose parents choose an out-of-school suspension over an in-school suspension, or to students suspended for arson, assault, blatant disrespect to a staff member, or possession/use of explosives/dangerous weapons. Furthermore, no make-up privileges apply for suspensions with referrals to the Superintendent for racial harassment, theft, threats of violence, and vandalism. Make-up work completed for out-of-school suspensions will be for pass/fail credit. A "pass" grade will be noted in the gradebook for no more than a "C" letter grade or percentage grade of 70. A "fail" grade will be noted in the gradebook as an "F" letter grade of the actual percentage grade earned.

POSITIVE ALTERNATIVE TO SUSPENSION (PAS)

PAS is an optional program designed to assist students who have been assigned long term suspension. The program provides the student with an opportunity to continue academic work while engaging in activities which are designed to promote prosocial skills all within a supporting and accepting environment. PAS is available to many of the students who have been assigned a long-term suspension (more than 10 days) and have been referred to PAS by the Superintendent. Parents and family participation in weekly meetings at PAS is a required element of the program.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Discipline of special education students will be in accordance with discipline policies and/or the student's Individual Education Plan (IEP). Complete copies of all disciplinary guidelines are available in each building office.

END OF YEAR DISCIPLINE

When detentions, in-school, or out-of-school suspensions occur at the end of the school year and are for more school days than are left in the current school year, the discipline will carry into the next school year. An option of community service may be made available to parents of students with carryover suspensions, with the exception of those infractions where no make-up privileges are allowed, as outlined in paragraph one of this subsection. The community service is to be arranged by the parent. The appropriate forms are available through the grade level assistant principal. Six hours of community service is equivalent to one day of suspension for high school students.