

# FORT ZUMWALT SCHOOL DISTRICT ELEMENTARY STUDENT DISCIPLINARY GUIDELINES (Grades K-5)

REVISED: JULY, 2002

The discipline policy listed is a summary taken from Policy JG and regulation JG-R. It is a fair representation of what has been adapted 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 regulations may do so at the administrative office of their child's school, or the District Administrative Offices located at 110 Virgil Street, O'Fallon, Missouri.

At the elementary (K-5) level, appropriate student behavior and lasting habits of good citizenship can best be accomplished by recognizing and rewarding good behavior. Students will be rewarded for following school rules and maintaining good citizenship through special recognition programs arranged by the principal. This is proven to be effective in maintaining a good learning environment and encourages the young student to abide by rules of good behavior. In addition, each teacher in the district maintains a system for both addressing poor discipline and rewarding good behavior in the classroom.

The district is committed to providing an environment free from intimidating, hostile, or offensive behavior, verbal or physical conduct or communication constituting sexual harassment. Sexual harassment 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.

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 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 of Student Personnel Services, at 110 Virgil Street, O'Fallon, MO 63366, (636) 240-2072, Ext. 228. 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.

Although in general, elementary discipline measures are less harsh than secondary discipline, there are certain infractions that the state's Safe Schools Act elementary as well as secondary. Severe penalties for the following acts include suspension from school, as well as notification to police and juvenile authorities:

1. Assault
2. Theft
3. Possession and/or use of a weapon
4. Arson
5. Having been charged with, convicted of, or pled guilty to a felony in a court of general jurisdiction
6. Posing a threat of harm to self or others
7. Having been charged with, convicted of, or pled guilty to certain felonious behavior in adult or juvenile court

The following information addresses the more typical elementary disciplinary problems that occur.

## Elementary (Grades K-2)

In most cases, teachers or supervising personnel of students in grades K, 1, and 2, address behaviors without involving other personnel. These children are young and inexperienced in a structured instructional setting. Therefore, the most appropriate approach is to establish and maintain appropriate behaviors with methods less structured than those outlined herein for older students. While the classroom teacher will handle many of the more minor violations of rules, in the event of chronic or serious misbehavior, the District's Elementary Discipline Referral and Feedback Form will be used to indicate incidents of misbehavior and the action taken.

## Elementary (Grades 3-5)

Intermediate elementary students in grades 3, 4, and 5, have experienced the structured school setting and are familiar with expectations and appropriate behavior. Classroom teachers must establish appropriate expectations with the entire class at the beginning of the school year, thereby providing the appropriate setting for instruction. The District's Elementary Referral and Feedback Form will be used to indicate incidents of misbehavior and action taken when an incident requires the intervention of the principal.

## Acts of Misconduct directed against persons or property which is prejudicial to the operation of the school requiring administrative action

1. Withdrawal of privileges
2. In-School Suspension
3. Referral to Outside Agencies
4. Financial restitution for acts of vandalism
5. Out-of-School Suspension
6. Possible referral to the Superintendent or Board of Education for further action
7. Notification of law enforcement officials

The following indicates consequences most likely to be used with elementary students (grades 3-5), depending on the nature of the infraction:

## Acts of Violence

1. Consequences as stipulated in the classroom management plan developed by the teacher
2. Verbal reprimand
3. Withdrawal of privileges
4. Written apology by the student
5. Conference with the student
6. Phone call to the parent by student to explain misbehavior
7. Conference with the parents by phone or in person
8. Repeated misbehavior may require a parent conference with the principal or the use of more serious disciplinary measures

## Acts of Serious Misconduct

1. Conference with parents by phone or in person
2. Conference with student
3. Time-out or In-school suspension
4. Withdrawal of privileges
5. Referral to outside agencies
6. Financial restitution for acts of vandalism
7. Out-of-School Suspension

## Out-of-school suspensions related to substances/chemicals

(Requires notification to law enforcement officials)

1. **Possession and/or use under the influence of drugs or alcohol**
  - a. **First Offense**  
5 to 10 days suspension by the principal **plus** referral to the superintendent for possible additional days (turning in make-up work is required)
  - b. **Second Offense:**  
10 days suspension by the principal **plus** referral to the superintendent for possible additional days (turning in make-up work is required)
2. **Sale of drugs or alcohol**  
10 days suspension by the principal **plus** referral to the superintendent for additional suspension days (turning in make-

