

FORT ZUMWALT SCHOOL DISTRICT

HIGH SCHOOL STUDENT DISCIPLINARY GUIDELINES (Grades 9-12)

Revised: June 2011

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 (www.fz.k12.mo.us), or District Administrative Offices located at 110 Virgil, O'Fallon, MO.

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. 18511. Nothing in policy ACA prohibits a complaint from being filed with the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, Phone: (816) 268-0550.

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 parents/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. (house shoes/slippers not allowed).
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. low cut muscle shirts/halter tops/midribs/spaghetti straps/backless, or racer back apparel/sagging pants/short shorts/skirts which are above mid-thigh (undergarments cannot be exposed including boxers and bra straps)
 - c. undergarments cannot be exposed (including boxers and bra straps)
 - d. 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)
 - e. clothing which promotes drugs, alcohol, tobacco, and/or its products
 - f. clothing with sexually suggestive messages, messages that promote the occult, or messages of a vulgar nature
 - g. clothing with holes above mid-thigh in inappropriate places or exposing undergarments
 - h. jewelry and chains that may be used as a weapon including wallet chains that are 3 inches or longer or that present a safety concern
7. High School students will be required to wear their identification badges at all times in a clearly visible manner at or above waist level.
8. Additional dress regulations may be imposed upon students participating in certain extracurricular activities. When in the judgment 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 modification.

Bullying/Cyberbullying or harassment of any kind is serious in nature. Students should report any instances occurring on school property to a principal immediately.

Cell Phones / Portable Communication Devices

*Cellular phones may not be used or visible during the instructional school day. The Fort Zumwalt School District strongly discourages students from bringing cell phones, and portable communication devices to school. **Students possessing these items on school property do so at their own risk. Parents should not expect the district to be responsible for such items. In the instance that a device is suspected stolen or lost, the student must immediately report such to the office and file a written statement to document serial number and other identifiable information. This written statement will be forwarded to the School Resource Officer (SRO) or other law enforcement personnel. Use, display, or activation of these during the instructional school day will result in them being confiscated. Continued use will constitute insubordination. Students are strongly urged to leave IPODs, iPhones, Blackberrys, and portable communication devices at home.***

Cell Phones / Portable Communication Devices (can include unauthorized use/display of Ipods or electronic devices.)

1st Offense	Warning (parent notified by mail, student pick-up phone in office end of day)	4th Offense	Insubordination (10 days ZAEP, parent pick-up phone)
2nd Offense	2 Hours Detention (parent notified by mail, parent pick-up phone)	5th Offense	Blatant Insubordination (5 days OSS, parent pick-up phone)
3rd Offense	Insubordination (5 days ZAEP, parent pick-up phone)	6th or Greater Offense	Blatant Insubordination (10 days OSS, parent pick-up phone and possible referral for additional days)

All Saturday detentions are held at West High **DETENTION (including Saturday)** 1251 Turtle Creek O'Fallon, MO 63366

All incidents are documented in students' discipline records.

Academic Dishonesty

1st Offense Zero credit, parent notification

Bullying/Harassment/Cyberbullying

Each infraction will be dealt with on an individual basis up to and including suspension and expulsion, possible notification of law enforcement officials.

Class Disturbance/Inappropriate Behavior (minor in nature)

Per Offense 2 to 8 Hours

Defacing School Property (remuneration by student required)

1st Offense 4 Hours
2nd Offense 8 Hours

Driving to School Without Permission

1st Offense 4 Hours Saturday Detention
2nd Offense 8 Hours Saturday Detention

ID Badge (per semester)

3rd Offense Warning, parent notification (letter)
5th Offense 4 hours detention

Failure to Attend Detention

1st Offense Re-schedule detention hours

Minor Scuffling

1st Offense 2 to 4 Hours
2nd Offense 4 to 8 Hours

DETENTION (CONTINUED)

Possession of Tobacco (includes chewing tobacco)

1st Offense 4 Hours Notification of law enforcement if under the age of 18
 2nd Offense 8 Hours Notification of law enforcement if under the age of 18

Plagiarism (Level 1)

1st Offense Conference, letter to parent, grade reduction

Public Display of Affection (PDA)

1st Offense Warning
 2nd Offense 8 hours

Tardies - All Classes Per Semester, (less than 10 min late to any class)

5th Tardy 1st offense - warning/parent contact
 7th Tardy 4 Hours
 10th Tardy 4 hours
 15th Tardy 8 hours

Truancy (Purposeful absence from assigned class or area)

(part of an hour through 4 hours)(includes more than 10 min. late to class)

1st - 2nd Offense 4 hrs. and loss of driving privileges for 10 days,
 i.e. use of car for truancy, No Make-up Privileges

Truancy (Purposeful absence from assigned class or area)

(absent more than 4 hours)

1st Offense 8 hrs. and loss of driving privileges for 10 days,
 i.e. use of car for truancy, No Make-up Privileges
 2nd Offense 8 hrs. and loss of driving privileges for 30 days,
 i.e. use of car for truancy, No Make-up Privileges

Vulgar Language

1st Offense 4 hours
 2nd Offense 8 hours
 Subsequent (see insubordination)

ZUMWALT ALTERNATIVE EDUCATION PROGRAM (ZAEP) IN SCHOOL SUSPENSION

All incidents are documented in students' discipline records.

Academic Dishonesty

2nd Offense 3 days, Zero credit, parent contact

Careless and Reckless Driving While on the Way to or from School, while on school property, or reported by local authority

(violations include: excessive speed, driving on grass, careless/imprudent, passengers not in vehicle)

1st Offense - 5 days - Revocation of driving/parking privileges for 9 weeks.
 2nd Offense - 10 days - Revocation of driving/parking priv. for (1) year duration

Class Disturbance/Inappropriate Behavior (moderate or repeated in nature)

Per Offense 5 to 10 days

Depantsing of student(s) in presence of same gender audience resulting in improper exposure (underwear exposed)

5 days

Driving to School Without Permission

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

Failure to Attend Detention Hours

2nd Offense 3 days
 3rd & Additional Offenses 5 days

ID Badge (per semester)

10th Offense 3 days
 15th Offense (see Chronic Disciplinary Violation)

Improper Exposure - undergarment exposed in presence of differing gender i.e.: including sagging pants

5 days

Insubordination

3 to 10 days

Lighting a Match or Lighter

3 to 10 days

Major Scuffling (includes instigator, if applicable)

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

Nuisance Items - (May include Laser Pointers, IPODs, MP3s)

3 to 10 days - Possible notification of law enforcement officials

Public Display of Affection (PDA)

3rd Offense 5 days
 Subsequent See Blatant Insubordination

Possession of Tobacco (including chewing tobacco)

3rd Offense 3 to 5 days - notification of law enforcement if under 18 years
 4th Offense 10 days - notification of law enforcement if under 18 years of age

Plagiarism

Level 1 Subsequent offenses - 3 days, zero credit, parent, student conference with principal
 Level 2 1st Offense - Zero credit, parent contact
 Subsequent offenses - 5 days, zero credit, parent, student conference with principal

Removal from Detention Hours

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

Sexual Harassment/Sexual Misconduct

3 to 5 days

Theft, (Less than \$30)

3 to 10 days - PLUS restitution for damages or replacement if applicable

Sexting or possession of sexually explicit vulgar or violent material

1st Offense 5 to 10 days, notification of law enforcement officials.

Knowingly Possession of Stolen Property (Less than \$30)

3 days - PLUS restitution for damages or replacement if applicable

Tardies (all classes -per semester) Less than 10 min. late to any class

20th Tardy 3 days
 25th, 30th, 35th Tardy 5 days

Truancy (Purposeful absence from assigned class area off campus)

Part of an hour through 4 hours

3rd Offense 3 to 5 days, and, if applicable, loss of driving privileges for 175 days, No Make-up
 6th Offense 5 days No Make-up

Absent more than 4 hours

4th Offense 5 days No Make-up

Unauthorized Use of Electronic Devices (during test or quiz, also includes cheating and plagiarism)

1st Offense Item can be confiscated & returned end of day
 2nd Offense Item confiscated & office referral - parents must pick item up from principal
 Additional Offenses See insubordination and blatant subordination

Use of Tobacco (including chewing tobacco)

1st Offense 5 days - notification of law enforcement if under 18 years of age

Vandalism (Less than \$30)

3 to 5 days PLUS restitution for damages

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. Zero credit awarded.

OUT OF SCHOOL SUSPENSION

All incidents are documented in students' discipline records.

Academic Dishonesty

Subsequent Offenses 5 days, Zero credit, parent conference

Assault

Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent injury, includes puncturing/sticking other students with pins/needles/other object(s) 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.

Blatant Disrespect (Student to Student and/or Student to Staff)

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 or gesture directed to staff or student).

5 - 10 days with possible referral to Superintendent for additional suspension days

Blatant Insubordination

Defiantly disregard for reasonable and repeated requests.

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

Related to Cell Phones

5th Offense	5 days, parent pick-up phone
6th Offense & Subsequent offenses	10 days, parent pick-up phone and possible referral to Superintendent for additional days

Bullying/Hazing/Harassment/Cyberbullying

Each infraction will be dealt with on an individual basis up to and including suspension and expulsion and possible notification of law enforcement

Chronic Disciplinary Violations

5 to 10 days with possible referral to Superintendent for additional suspension days

Conduct Prejudicial to the Good Order and Discipline of School

(includes Felony Charges)

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

Depantsing of student(s) resulting in Indecent Exposure in presence of differing

gender audience 10 days with referral to Superintendent for additional suspension days, notification to law enforcement officials

Depantsing of student(s) resulting in Improper Exposure (undergarment exposed) in front of differing gender audience

5 days

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; notification to law enforcement officials.

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.

Fighting

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

Hacking District Computers/Programs/Information Systems

Each infraction will be dealt with on an individual basis up to and including suspension and expulsion from school

ID Badge (per semester)

15th Offense See Chronic Disciplinary Violations

Inappropriate Behavior/Chronic Disciplinary Violations

5 to 10 days with possible referral to the superintendent for additional suspension days. (see Chronic Disciplinary Violation)

Indecent Exposure - skin exposed in presence of same gender audience.

(including mooning) 5 days with possible referral to superintendent for additional days, possible notification to law enforcement officials

Indecent Exposure - skin exposed in presence of differing gender audience

(including mooning) 10 days with referral to superintendent for additional suspension days; notification to law enforcement officials

Internet Misuse - Suspension or revocation of Internet & Computer access as well as

possible disciplinary action taken up to and including suspension and expulsion from school and possible notification of law enforcement officials.

Misuse of Mace/Spray Irritant

5 to 10 days with possible referral to Superintendent for additional suspension days and notification of law enforcement.

Possession of Tobacco (includes chewing tobacco)

5th Offense 5 days - notification of law enforcement officials if under age 18
Additional Offense: 10 days- notification of law enforcement officials if under age 18

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.

Racial Harassment/Sexual Harassment/Slurs/Ethnic Comments

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, possible notification of law enforcement

Sexual Assault

May include touching, probing, grabbing and groping.

10 days with referral to Superintendent for additional suspension days, notification to law enforcement officials.

Suspension from Zumwalt Alternative Educational Program

Suspended for the remaining number of in-school suspension days, (No Make-up) unless the disciplinary infraction would result in more days than are remaining.

Tardies (all classes/per semester)

Beyond 35 Tardies See Blatant Insubordination

Truancy (Purposeful absence from class or assigned area on or off campus)

Absent more than 4 hours

5th Offense 5 days, No Make-up privileges
7th Offense 10 days, No Make-up privileges

Theft (\$30 - \$100)

5 to 10 days with possible referral to Superintendent for additional suspension days. Possible notification to law enforcement officials PLUS restitution if applicable.

Theft (over \$100)

10 days with possible referral to the Superintendent for additional suspension days, notification of law enforcement. Restitution and/or replacement if applicable.

Knowingly Possessing Stolen Items (\$30-\$100)

5 to 10 days, possible notification of law enforcement, restitution if applicable.

Knowingly Possessing Stolen Items (over \$100)

10 days, notification of law enforcement, restitution if applicable.

Threats of Violence

Each infraction will be dealt with on an individual basis up to and including suspension and expulsion of a student, possible notification of law enforcement officials.

Vandalism (\$30-\$100)

5 to 10 days, possible notification of law enforcement, restitution if applicable

OUT OF SCHOOL SUSPENSION (CONTINUED)

All incidents are documented in students' discipline records.

Vandalism (over \$100)

10 days with possible referral to Superintendent for additional suspension days.
Notification to law enforcement officials, restitution for damages if applicable

Use of Tobacco (includes chewing tobacco)

2nd Offense 5 days (if under 18, notify law enforcement)
Additional Offenses 10 days

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.

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.

Having Been Charged with, Convicted of, or Pled Guilty to Felony in Court of General Jurisdiction (Safe Schools Violation-Felony)

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.

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/sodomy 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 to a minor 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.
- j. Statutory Rape & Sodomy §566.032 and §566.062, RSMo;
- k. Harassment §565.090 RSMo;
- l. Stalking §565.225 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 SUBSTANCES/CHEMICALS

Substances/Chemicals refer to drugs, alcohol, or any substances represented to be such as well as unauthorized or misuse or distribution of prescription drugs and over-the-counter drugs.

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.

***Students must have an intake assessment for these infractions.**

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, **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, notification to law enforcement officials.

3rd offense 10 days by principal; **PLUS** recommendation of permanent expulsion to Board of Education; notification to law enforcement officials

Sale of Substances/Chemicals

1st Offense 10 days by principal; **PLUS** 165 days by the Superintendent for a total of 175 days which is equivalent to one school year, notification of law enforcement officials.

2nd Offense 10 days by principal; **PLUS** recommendation of permanent expulsion to Board of Education; notification to law enforcement officials.

MAKE -UP OPTIONS FOR SUSPENDED STUDENTS Students must have an intake assessment for these infractions.

Make-up work whether for excused absences or suspension will be given for five (5) days at a time. This work must be completed and returned before an additional five (5) days of assignments will be given to the student. The final five (5) days of make-up work must be returned to the teacher the first day of re-entry to school in order for the student to receive credit for the final five (5) days of make-up work. Make-up assignments must be picked up in the appropriate grade level office AFTER the regular school day, unless other arrangements are approved by the appropriate grade level principal.

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 social 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. Students may attend PAS only (1) time during their secondary career. 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 depending on the seriousness of the infraction. The community service is to be arranged by the parent. The appropriate forms are available through the grade level assistant principal. Six hours (6) of community service is equivalent to one day of suspension for high school students. One hour (1) of community service is equivalent to one hour (1) of detention.