

FORT ZUMWALT SCHOOL DISTRICT

ELEMENTARY STUDENT DISCIPLINE GUIDELINES

(GRADES K-5)

Revised: June 2011

At the elementary (K-5) level, appropriate student behavior and lasting habits of good citizenship can best be accomplished by recognizing good behavior. Students will be recognized for following school rules and maintaining good citizenship through special recognition programs arranged by the principal. This is seen as being effective in maintaining a good learning environment and encourages the young student to abide by rules of good behavior. In addition, teachers are encouraged to have a system for recognizing good behavior in the classroom. The greatest rewards are intrinsic, knowing that productive behavior contributes to the success of the school community.

However, when the rights and privileges of others have been abridged, the educational process interrupted, or illegal acts committed, which include off campus misconduct that is prejudicial to good order or discipline in the schools or impairs the morale and good conduct of students, policy dictates that certain consequences be appropriately applied. Each principal will establish a brief list of simple school rules to ensure an appropriate atmosphere for instruction. In addition, classroom teachers will also have a classroom management plan that has been approved by the principal. Special rules will also be posted for the cafeteria, playground and the school bus.

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

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 Student Personnel Services, at 110 Virgil Street, O'Fallon, MO 63366, Phone: (636) 240-2072, Ext. 236. Nothing in policy ACA prohibits a complaint from being filed with the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, phone: (816) 268-0550.

Elementary (Grades K-2)

Students in the primary grades typically demonstrate behaviors that are less severe than older students and coupled with their inexperience in a structured instructional setting need to be addressed for misbehavior differently. Therefore, the most suitable 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 Elementary Discipline Referral and Feedback Form will be used to indicate incidents of misbehavior and action taken when an incident requires the intervention of the principal. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might call for because of repeated misconduct. In situations such as this, the student's last act of misconduct could very well be of a milder nature than some of the previous acts of misconduct, causing the administration to recommend firmer disciplinary action because of repeated misconduct. This code includes, but is not limited to, acts of students on school playgrounds, parking lots, school buses, bus stops or at a school activity which includes behaviors both on and off campus.

Elementary (Grades 3-5)

Two times during the year, administrators will present information to 3-5 grade students. These presentations will outline expectations for behavior. These presentations will include information related to courtesy, cooperation, respect, racial and sexual harassment, threats of violence, bullying and cyberbullying, safety, and responsibility. Intermediate elementary students (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 Elementary Discipline Referral and Feedback form will be used to indicate incidents of misbehavior and action taken when an incident requires the intervention of the principal. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might call for because of repeated misconduct. In situations such as this, the student's last act of misconduct could very well be of a milder nature than some of the previous acts of misconduct, causing the administration to recommend firmer disciplinary action because of repeated misconduct. This code includes, but is not limited to, acts of students on school playgrounds, parking lots, school buses, bus stops or at a school activity which includes behaviors both on and off campus.

STUDENT USE OF CELL PHONES/PORTABLE ELECTRONIC DEVICES

The Fort Zumwalt School District strongly discourages students from bringing cell phones and other electronic 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 law enforcement personnel.

Acts Of Misconduct Which Are Minor In Nature

Minor misbehaviors may impede the orderly operation of the classroom or school. Such misbehavior can usually be handled by an individual staff member, but sometimes requires the intervention of other school support personnel. These misbehaviors may include, but are not limited to, the following:

1. Classroom disruptions such as excessive talking, inappropriate sounds, out of seat without permission, distracting others, etc.
2. Dishonesty
3. Failure to follow or carry out directions
4. Scuffling
5. Possession of prohibited articles such as water pistols, radios and other electronic devices, etc.
6. Other minor misbehaviors as stipulated in the approved classroom management plan

Acts Of Misconduct Of A More Serious Nature

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school will be handled more sternly than those previously described. Those infractions which result from the continuation of minor misbehaviors, listed previously, require the intervention of personnel on the administrative level because the execution of disciplinary options has failed to correct the situation. These behaviors may include but are not limited to:

- | | |
|---------------------------------------|--|
| 1. Bullying Behavior | 9. Fighting |
| 2. Persistent or habitual misconduct | 10. Sexual Harassment/Sexting |
| 3. Threats of Violence | 11. Racial Harassment |
| 4. Habitual late arrival to school | 12. Possession/Use of Tobacco |
| 5. Blatant Disrespect/Insubordination | 13. Assault/Sexual Assault |
| 6. Theft/Possession of stolen items | 14. Truancy |
| 7. Vandalism | 15. Possession and/or Use of a Firearms/
Weapon/Explosives/Nuisance Items |
| 8. Cheating | |

The appropriate disciplinary response to these misbehaviors includes intervention or referral to the principal by the staff member who is supervising the student or who observes the misbehavior. Disciplinary options available to the principal for this type of conduct include, but are not limited to:

1. Consequences as stipulated in the approved classroom management plan as approved by the principal
2. Verbal reprimand
3. Withdrawal of privileges
4. Conference with parents by phone or in person. At this time parents may be notified that persistent misbehavior could result in temporary removal of the child from the classroom or from school.
5. Conference with student
6. In-School Suspension
7. Withdrawal of privileges such as recess, possible loss of field trip privileges, assemblies, or school activities, etc.
8. Referral to outside agency or school district support service
9. Financial restitution, if applicable
10. Bus/Out-of-school suspension - Turning in make-up work will be required
11. Possible referral to Superintendent or Board of Education for further action
12. Notification of law enforcement officials

Acts Of Misconduct On School Buses

Student behavior on school buses is expected to be orderly and such that it does not jeopardize the safety of others on the bus. Instances of misconduct which pose serious safety concerns will require the bus driver to report the serious incident as quickly as possible to the appropriate principal in order for immediate action to be taken. Incidents of a more serious nature may require immediate consequences, including suspension.

Acts Of Misconduct On School Buses (continued)

Grades K-2

- 1st Offense - Notice to Parents and/or Conference
- 2nd Offense - Notice to Parents and/or Conference
- 3rd Offense - 3 day bus suspension
- 4th Offense - 5 day bus suspension
- 5th Offense - Suspension from bus

Grades 3-5

- 1st Offense - Notice to Parents and/or Conference
- 2nd Offense - 3 day bus suspension
- 3rd Offense - 5 day bus suspension
- 4th Offense - 10 day bus suspension
- 5th Offense - Suspension from bus

OUT-OF-SCHOOL SUSPENSIONS RELATED TO SUBSTANCES/CHEMICALS

(Substances/Chemicals refer to drugs, alcohol, or any substances represented to be such.)

The presence of a student in this category constitutes a threat to other students as well as himself/herself and has a negative effect upon the learning atmosphere. Since this type of offense is also against the law, any substance case will be reported to the appropriate legal authority. Out-of-school suspensions in this category will, hopefully, serve as a deterrent, a protector of other students, a consequence for breaking the school rules, and, if needed, lead the parent and child to appropriate treatment services.

POSSESSION AND/OR USE/UNDER THE INFLUENCE

First Offense: + Referral to Superintendent for possible additional suspension days. Turning in
5 to 10 days by principal make-up work will be required. Notification to law enforcement officials.

NOTE: Parents must have an intake assessment conducted for their child at a recognized resource agency for substance abuse. (See attached Resource Agency List) An Intake Assessment Verification Form will be provided by the principal. Turning in make-up work will be required.

Second Offense: + Referral to Superintendent for possible additional suspension days. Turning in
10 days by principal make-up work will be required. Notification to law enforcement officials.

SALE

First Offense: + Referral to Superintendent for additional suspension days. Turning in make-
up work will be required. Notification to law enforcement officials.

Re-Entry Conferences

Before a student can re-enter school following an extended out-of-school suspension, the student and parent must have a conference on the re-entry date with the appropriate administrator and/or counselor. The appropriate counselor will schedule a second conference with the student within one month after returning to school. When 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 out-of-school suspension may carry into the next year.

This 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, or the District Administrative Offices located at 110 Virgil St., O'Fallon, Missouri.