

FORT ZUMWALT SCHOOL DISTRICT

HIGH SCHOOL STUDENT DISCIPLINARY GUIDELINES (Grades 9-12)

Revised: June 1, 2015

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 555 E. Terra Lane, 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 555 E. Terra Lane, 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/midriiffs/backless, or racer back apparel/sagging pants/extremely short shorts/skirts
 - 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. All high school students must carry ID badges at all times and present them immediately and respectfully upon request from any staff member. Staff will request to view ID badges when determining or verifying a student's name.
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 unless encouraged to do so for educational programming. Inappropriate or unauthorized use of electronic devices to capture, videotape, transmit or duplicate an unauthorized picture of school staff, students, or school documents; includes electronic cheating will result in discipline. **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, Blackberry's, 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
2nd Offense	See ZAEP

Dishonesty

Any act of deceit, whether verbal or written, including forgery
 4 hours, nullification of document, parent contact

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.

Failure to Attend Detention

1st Offense	Re-schedule detention hours
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DETENTION (CONTINUED)

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

Minor Scuffling

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

Possession of any Tobacco (including chewing tobacco & electronic cigarettes)

1st Offense 4 hours, possible notification of law enforcement if under age 18
2nd Offense 8 hours, possible notification of law enforcement if under age 18

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
10th Tardy 2nd Offense - 4 hours
15th Tardy 3rd Offense - 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
Subsequent Offenses 10 days, zero credit, course failure, parent conference, removal from extra-curricular activities

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

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

Per Offense 5 to 10 days

Dishonesty

Any act of deceit, whether verbal or written, including forgery

Subsequent Offenses 5 days, nullification of document, parent contact

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

Disparaging or Demeaning Language 3 to 10 days
Disrespectful conduct or speech

Disruptive Conduct or Speech

Verbal, written, pictorial or symbolic language or gesture that is overtly violent otherwise rude, vulgar, defiant, considered inappropriate in education settings or that materially and substantially disrupts classroom work, school activities or school functions.

1st offense 3 to 5 days
Subsequent Offenses See Chronic Discipline Violation

Failure to Attend Detention Hours

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

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

Possession of any Tobacco (including chewing tobacco & electronic cigarettes)

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

Public Display of Affection (PDA)

3rd Offense 5 days
Subsequent See Blatant Insubordination

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

Sexting, transmitting or possession of sexually explicit vulgar or violent material

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

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

20th Tardy 3 days
25th, 30th, 35th Tardy 5 days
Subsequent Offenses See Chronic Discipline

Truancy (Purposeful absence from assigned class area off campus)

More than 10 minutes, less than 4 hours

3rd Offense 3 days, and, if applicable, loss of driving privileges for 175 days, No Make-up
4th Offense 5 days No Make-up
5th Offense 5 days No Make-up

Truancy (Purposeful absence from assigned class area off campus)

More than 4 hours

3rd Offense 5 days, and, if applicable, loss of driving privileges for 175 days, No Make-up
4th Offense 5 days No Make-up

Technology Misconduct

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

Theft, (Less than \$30)

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

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

3 days - PLUS restitution for damages or replacement if applicable

ZAEP (CONTINUED)

IN SCHOOL SUSPENSION - All incidents are documented in students' discipline records.

Unauthorized Use of Electronic Devices (during test or quiz, also includes academic dishonesty)

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

Use of Tobacco (including chewing tobacco and electronic cigarettes)

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.

Acts of Violence

10 days with referral to Superintendent for additional suspension days or expulsion, notification of law enforcement

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

Assault - 3rd Degree

Using physical force, such as a hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree

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

Assault - 1st & 2nd Degree

Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first & second degree

10 days with possible referral to the Superintendent for additional suspension days or expulsion 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.

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.

Depansing 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

Depansing 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; possible notification of law enforcement officials.

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

Misuse of Electronic Device/Videotaping

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

Possession of any Tobacco (including chewing tobacco & electronic cigarettes)

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/Sexual Misconduct/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

Includes: 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.

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

More than 10 minutes, less than 4 hours

6th Offense 5 days, No Make-up privileges
Additional Offenses See Chronic Disciplinary Violations

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
Additional Offenses See Chronic Disciplinary Violations

OUT OF SCHOOL SUSPENSION (CONTINUED)

All incidents are documented in students' discipline records.

Technology Misconduct

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

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.

Use of Tobacco (includes chewing tobacco and electronic cigarettes)

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

Vandalism (\$30-\$100)

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

Vandalism (over \$100)

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

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.

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.

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;

*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, and mandatory drug testing for driving privileges. Rejection of drug testing results in revocation of driving privileges for year. 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; permanent loss of driving privileges effective for the first suspension day through the student's high school career. 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 165 days by the Superintendent (total of 175 school days which is equivalent to one school year). Recommendation of permanent expulsion to the Board of Education. Optional Board of Education Committee hearing to petition for alternative to expulsion, resulting in mandatory drug testing upon students return to school. Positive test result, or denying of test, will result in permanent expulsion. Notification of 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, permanent loss of driving privileges effective through the first day of suspension through students high school career.

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.