

WEST COUNTY HIGH SCHOOL DISCIPLINE CODE 2016/2017

The purpose of discipline in the school setting is to prepare the student for life. As in society, in order to maintain an environment where people can live and learn, it is essential that rules be established and followed so that all may benefit from our education programs. Our goal is to prepare the student to discipline themselves, which is an important ingredient in reaching future goals.

Students need to be in school if they are to learn, however, from time to time we have students who have as their goal to disrupt class and prevent others from learning. At times it may be necessary to suspend students from school in order that others may learn. Schools need to be a safe place where students can reach their goals. We need to do what we can to insure our schools are free from drugs and physical violence.

When students choose not to follow rules, in some cases we will utilize In-School-Suspension (ISS). When these measures fail to correct the behavior, it may be necessary to use Out-of-School-Suspension (OSS) or Alternative Intervention School (AIS).

The Alternative Intervention School (AIS) may be used anytime that OSS is listed as the punishment for the infraction. AIS is an extension of our school and, if assigned, the student MUST serve their time in there before coming back to the high school. These days must be "quality" days where the student made measurable progress while he/she was there. The decision of "quality" days will be made by the AIS administrator. Transportation will be provided to and from the AIS campus by the West County School District.

The student code of conduct is designed to foster student responsibility, respect for the right of others and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequence listed in this policy, as allowed by law.

Corporal Punishment -- See Board policy 2670

Notification to Law Enforcement Officials – Certain offenses in this code state that law enforcement officials will be notified. In situations where the student is 16 and under the juvenile office will be notified. For students who are over 16 years of age, the city or county authorities will be notified.

Behaviors not Covered – Punishment for each offense listed may vary according to the severity of the offense. Should misbehavior be extreme and/or the offender's attitude be very negative, the maximum consequences may be implemented, even on the first offense.

NOTE: Any students that withdraws from school or goes to Home Schooling before completing an assigned disciplinary action will complete the disciplinary assignment upon return to school.

In-School Suspension (ISS)

Students will be allowed a maximum of ten (10) days of ISS per semester. Students assigned ISS will not be permitted to return to regular classes until they satisfactorily complete the ISS assignment. In the event that a student uses all of his/her days the next step will be OSS or AIS.

Out-of-School Suspension (OSS)

Students assigned to OSS may not be permitted to make-up work missed as a result of the suspension.

In cases involving serious, continuous, or flagrant violation of rules, the Superintendent or Board of Education may assign additional punishment.

Below are listed specific infractions of rules and their corresponding punishments:

TARDINESS

Tardiness to class - Getting to class on time is important. We have four minutes between classes, so there is not a good reason for being late to class.

- a) When a student accumulates five tardies, per quarter, the student will be assigned one (1) day (ISS).
- b) When two additional tardies are accumulated, per quarter, the student will be assigned two (2) days (ISS).
- c) When nine tardies are accumulated, per quarter, the student will be assigned three (3) days (ISS).
- d) When twelve tardies are accumulated, per quarter, the student will be suspended for two (2) days (OSS).

AUTOMOBILE/VEHICLE MISUSE

Uncourteous or unsafe driving on or around school property, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on school property.

First Offense: Suspension of parking privileges for 2 days

Parent Notification

Second Offense: Suspension of parking privileges for 5 days

Parent Notification

Third Offense: Revocation of parking privileges for remainder of the school year.

PERSONALLY OWNED TECHNOLOGY DEVICES VIOLATIONS

The use of cell phones, personal digital assistants, personal laptops and tablets or any other electronic communication device is not permitted during instructional time without teacher permission. Phone and other device usage will be allowed during class change time and at breakfast and lunch. It is expected that any device usage must be through the schools wifi or it is deemed a violation of the technology users' agreement.

- First Offense:** Confiscation, Principal/student conference, ISS
- Second Offense:** Confiscation, Principal/Student Conference, ISS, parental pick-up required
- Third Offense:** Confiscation, Principal/Student Conference, OSS, parental pick-up required

BUS OR TRANSPORTATION MISCONDUCT

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had happened at school. In addition, transportation privileges may be suspended or revoked.

TRUANCY-SKIPPING CLASS OR SCHOOL

First Offense:

- a) Skipping Class-Parent notified/One (1) day ISS.
- b) Skipping School (ALL DAY)-Parent notified/Three (3) days ISS

Second Offense:

- a) Skipping Class-Two (2) days ISS
- b) Skipping School (ALL DAY)-One (1) day OSS

Third Offense:

- a) Skipping Class-Three (3) days ISS
- b) Skipping School (ALL DAY) -Three (3) days OSS

FIGHTING ON SCHOOL PROPERTY

The act of quarreling, involving bodily contact in or on school property while going to and from school, including any activity under school sponsorship (dances, athletic events, bus, etc.) All parties actively involved will be subject to suspension.

- First Offense:** Five Days OSS
- Second Offense:** Ten Days OSS

STUDENT ASSAULT/HAZING

- First Offense:** 5-180 days OSS, notification to law enforcement officials and documentation in student's discipline record.
- Second Offense:** 10-180 days OSS, expulsion, notification of law enforcement officials and documentation in student's discipline record.

Depending on the severity, the student may be recommended to the Superintendent/Board for long term suspension.

BULLYING/CYBER BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance,

opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager."

Bullying/Cyber Bullying occurs when a student:

- *Communicated with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional or mental harm without legitimate purpose, or
- *Physically contact another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to:

- First Offense: 1-10 days ISS/OSS**
- Subsequent Offenses: 1-10 Days ISS/OSS or Alternative School Placement**
Dependent on severity of offense.

USE OF TOBACCO & E-CIG PRODUCTS ON SCHOOL PROPERTY

Tobacco and E-cig products are not to be brought on school property. Violators will have the product confiscated.

For students caught smoking or chewing tobacco the following will occur:

- a) **First Offense:**
Parent notified/Three (3) days (ISS).
- b) **Second Offense:**
The student will be subject to Five (5) days (ISS).

POSSESSION OF TOBACCO & E-CIG PRODUCTS

- a) A student found in possession of tobacco and/or e-cig products will be assigned 1 day (ISS).
- b) A second offense will be handled at the discretion of the administrator. (Two (2) days ISS).

PROFANITY AND/OR THREATENING LANGUAGE/OBSCENE GESTURES

Language which is not appropriate or language such as name calling will not be permitted here at school.

- a) **First Offense:**
Parent notified/Two (2) days (ISS)
- b) **Second Offense:**
Student may be subject to Four (4) days (ISS)
- c) **Third Offense:**
Student may be subject to Five (5) days (OSS)

DRUGS/ALCOHOL (POSSESSION, SALE OR DISTRIBUTION)

- a) **Possession of or attendance while under the influence of or soon after consuming any Unauthorized prescription drug, alcohol narcotic substance, unauthorized inhalants, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.**

Offense: 1-180 days suspension, expulsion, possible notification to law enforcement officials, documentation in student's permanent

- b) **Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.**

First Offense: 10 days OSS, Notification to law enforcement officials, and documentation in student's discipline record, upon the considered judgment of the school administration, the superintendent is authorized to suspend the student for an additional 1 – 170 school days OSS.

Subsequent Offense: Referral to superintendent for expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- c) **Violation of Board Policy 2870 "Administering Medicines to Students." Students may not possess or self-administer prescription or non-prescription medications at school. When medicine is to be administered at school it is to be done by the school nurse or other authorized school employee's and only with a doctor's written permission. Students must bring all medications to the school nurse's office and may not keep them in their possession while at school. In addition, students may not distribute prescription and/or non-prescription medicines to others. (See "b" above for consequences related to distribution of prescription or non-prescription drugs)**

Offense: ISS, 1-180 days OSS depending on the severity of the violation.

Any student found in violation of the drug/alcohol policy will be required to show proof of attending a drug/alcohol counseling program before returning to school.

***NOTE: The West County R-IV District may periodically use drug dogs under the supervision of the St. Francois County Sheriff's Department to inspect the school buildings and grounds for possible drug substances and paraphernalia.**

INSUBORDINATION

All students who attend West County High School are expected to cooperate with all staff members at school. Any student who refuses through verbal or other actions to immediately cooperate with any legitimate request of a teacher or administrator shall be subject to the following:

- a) **Parent notified/the student may be subject to a suspension for a maximum of ten days or (ISS) depending on the severity of the incident.**

DRESS CUTS TO PE

Every student is expected to dress out for P.E. Students will be permitted three (3) dress cuts per semester unless they have doctors excuse

- 4 dress cuts - 1 day ISS
- 5 dress cuts - 2 days ISS
- 6 dress cuts - 3 days ISS

VANDALISM

The destruction of school property is serious. Anyone who willfully destroys school property will be subject to the following:

- a) Parent notified and the student will be required to pay for the damages.
- b) If the damage done is serious the student will be required to pay for the damage and serve two days (ISS).
- c) If damage is severe the student will make restitution for the damage and may serve a maximum of ten (10) days (OSS).
- d) Depending on the severity, the student may be recommended to the Superintendent/Board for long term suspension or expulsion.

***NOTE-Students will not be allowed to attend extra-curricular activities until such time as restitution has been made.**

SETTING FIRES AT SCHOOL

Students found setting fires at school will be handled in the following manner:

- a) Parent notified/The student shall be subject to 1-180 days OSS
- b) Appropriate law enforcement officials notified.
- c) Depending on the severity, the student may be recommended to the Superintendent/Board for long term suspension or expulsion.

DISRESPECTFUL CONDUCT OR SPEECH

Verbal, written or symbolic language or gesture directed at a staff member or other students that is rude, vulgar, defiant or considered inappropriate to public settings.

Offense: ISS, 10 Days OSS, Parent/Guardian notified; possible recommendation for long term suspension depending on the severity of incident

STRIKING A STAFF MEMBER

A student who strikes a staff member will be handled in the following manners:

- a) Parent notified/The student will serve 1-180 days OSS.
- b) Appropriate law enforcement officials notified.
- c) Recommendation to the Superintendent/Board for long term suspension or expulsion.

THEFT OR EXTORTION

Students who appropriate another's property without their permission is guilty of theft. Students who attempt to gain another's property through coercion are guilty of extortion. Students will be dealt with in the following manner:

First Offense: Principal/student conference, parent/guardian notified, 1-180 days OSS, restitution, depending on nature of incident law enforcement officials may be notified.

Second Offense: Depending on the nature of the incident, notification to law enforcement officials, 1-180 days OSS, restitution

***Note-Students will not be allowed to attend extra-curricular activities until such time as restitution has been made.**

UNAUTHORIZED PRESENCE ON CAMPUS

Persons who are not enrolled at West County are not permitted to be on campus during school hours unless they check in at the administrative office. Violators will be handled in the following manner:

- a) The person will be asked to leave.
- b) Refusal to leave will result in the person being charged with trespassing.
- c) Local law enforcement officials will be notified.

Students who are suspended from school are not to be on campus or at any school function at another site for any reason, without permission from the school administrator. Failure to follow these directives will result in the following:

- a) Parent notified/The student shall be subject to an additional suspension from school up to ten days (OSS).
- b) Local law enforcement officials will be notified.

NON-SCHOOL RELATED RECREATIONAL OBJECTS

Certain recreational objects such as jam-box radios, tape players, skateboards, hip pocket stereos, playing cards, and baseball cards are not permitted here at school. We ask that they not be brought to school. Those who do not comply will be subject to the following:

- a) If the student was cooperative and the incident did not disrupt class the device will be confiscated and turned into the office to be picked up at the end of the day.
- b) If the incident was disruptive the device will be turned into the office and will be returned only after a parent conference is held. If the student refuses to surrender the object in question, the student will be sent to the office and discipline will relate to insubordination.

PUBLIC DISPLAY OF AFFECTION

Inappropriate display of affection such as kissing, embracing, etc. are not acceptable here at school. Keep your hands to yourself. Parents of students who do not comply with this directive will be notified.

ACADEMIC INTEGRITY

The integrity of the academic program and the evaluation of each student's achievement are of primary concern to all educational institutions. Cheating on any exercise not only reflects dishonesty, on the part of the person cheating, but also diminishes the value of the work done. Any student who cheats or plagiarizes is subject to the following:

First Offense:

- a) Parent notified/Student receives no credit for assignment.
- b) Student referred to principal.

Second Offense:

- a) Parent notified/Student receives no credit on assignment.
- b) Student serves two (2) days of (ISS).

***Second offense need not be in same subject area. A student who is found copying a neighbor's math paper and is later discovered cheating on a social studies test will be guilty of a second offense.**

SHOOTING OR DISCHARGE OF FIREWORKS

The discharge of fireworks is not permitted on school property. Students who violate this directive will be handled in the following manner:

- a) Parent notified/The student may be suspended up to ten days (OSS) depending on severity of the incident.**
- b) Depending on severity, the student may be recommended to the Superintendent/ Board for long term suspension or expulsions.**

WEAPONS ON SCHOOL PROPERTY

- A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930(g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.**

First Offense: ISS, 1-180 days OSS, or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: 11-180 days OSS or expulsion, notification to law enforcement officials and documentation in student's discipline record.

- B. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).**

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record

SEXUAL HARASSMENT

The school district is committed to providing an environment free of intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to the including suspension and/or expulsion of the student. Depending on the severity law enforcement officials may be notified.

- A. Use of verbal, written or symbolic language that is sexually harassing.**

First Offense: Principal/student conference, ISS, 1-180 days OSS, or expulsion

Subsequent Offense: ISS, 1-180 days OSS, or expulsion

- B. Physical contact that is sexually harassing.**

First Offense: ISS, 1-180 days OSS, or expulsion

Subsequent Offense: 11-180 days OSS or expulsion

FALSE ALARMS

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

First Offense:	Principal/Student Conference, in-school suspension, 1 – 180 days OSS, or expulsion, and immediate report to law enforcement
Subsequent Offense:	In-school suspension, 1 – 180 days OSS, or expulsion and immediate report to law enforcement

HALL PASSES

When a student leaves a class or the cafeteria during lunch the student will be required to possess a hall pass completed by the sending teacher. The pass will contain the students name, date, time, departing location, arrival location, teacher signature and time returned.

CORPORAL PUNISHMENT

The Board of Education has approved the use of corporal punishment provided all other remedies have failed to correct the behavior. This type of punishment will be used only by certified staff in the presence of a witness.

NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

Certain offenses in this code state that law enforcement officials will be notified. In situations where the student is sixteen years old and under, the Juvenile office will be notified. For students who are over sixteen years of age, city or county authorities will be notified.

SCHOOL RELATED ACTIVITIES

The rules in this code apply to all school sponsored activities including dances, sports activities and club activities.

COMPUTER USE BY STUDENTS
WEST COUNTY SCHOOL DISTRICT
USER AGREEMENT GUIDELINES

The West County School District attempts to provide up-to-date computer and/or media equipment for use by its patrons. In order to maintain this equipment in good working order, it is necessary to require users to exercise good judgment and respect for the equipment when using the equipment. It should also be understood that the equipment is provided for the express purpose of education. A User Agreement must be signed before having access to any computer/media equipment.

1. Any damage, whether intended or accidental, will be the financial responsibility of the user.
2. It is the user's responsibility to report any problems with the computer equipment immediately.
3. Users are to utilize the computer/media equipment for its intended purpose.
4. Software not licensed to the school district should not be used or loaded into any computer at any time.
5. Students should use the computer equipment for class work assigned by their instructor unless given permission by their instructor to use the computer for personal use. (The network system administrator can deny a user's request to utilize the computer for personal use).
6. Computers/media equipment should not be marked on, colored or in any way defaced by a user.
7. Horseplay of any kind is not allowed around any computer/media equipment.
8. Food or beverages are not allowed around any computer/media equipment.
9. Users are not to violate any copyright laws, rules, or regulations when using district computer/media equipment.
10. Users are not to alter any computer/media equipment configuration settings or passwords.
11. Users should not assign any unauthorized security protection to any files, programs or computer/media equipment.
12. Use of obscene, abusive, or other wise objectionable language, sound, or images in either public or private files or messages is prohibited.
13. Users are solely responsible for the use of their registered account and password. Only the registered user should access the assigned account.
14. Abusive, physical handling of any equipment by any user is not permitted.
15. Unauthorized copying of any files or media is prohibited.

VIOLATION OF DISTRICT RULES WILL RESULT IN THE FOLLOWING:

Computer/Internet Violations – Use of the district's technology resources is a privilege, not a right. Violations are in accordance with the district Technology Usage Agreement signed by all computer users. A violation is any use of the computer/internet outside the acceptable use policy outlined in the usage agreement (i.e. obscene, inappropriate sites, profane language, inappropriate use, etc...).

First Offense:

1. Written report sent from District Computer Coordinator.
2. Loss of computer/media equipment for 3 class days.

3. 3 days in school suspension
4. Written report of violation submitted to the building administrator.
5. Conference with building administrator.
6. Letter sent to parents with copies of infraction reports.

Second Offense:

1. Written report sent from District Computer Coordinator.
2. Conference with building administrator.
3. Loss of computer/media equipment for 5 class days.
4. 5 days in school suspension.
5. Loss of internet and email usage for remainder of school year.
6. Letter sent to parents with copies of infraction reports for the first and second offenses.

Third Offense:

1. Written report sent from District Computer Coordinator.
2. 5 days of out of school suspension.
3. Dropped from computer class and loss of all district computer/media access.
4. Letter sent to parents with copies of infraction reports for first, second, and third offenses.

Students with disabilities will be disciplined in accordance with the law.

RULES FOR IN-SCHOOL-SUSPENSION

- 1. Students assigned to detention will not be permitted to leave the room except in emergencies. Scheduled break will be permitted to allow students to use the restrooms.**
- 2. Students in detention will eat lunch at a separate time and place from the rest of the students.**
- 3. Students who misbehave in detention and violate the rules will be suspended for the number of days remaining in detention + 1 day. Students who are assigned to detention for (1) day and misbehave will be suspended for (2) days. A student suspended from ISS will have to serve the ISS time after the suspension.**
- 4. Students assigned to detention will be responsible for completing all assignments in detention and will not be allowed to return to class until all assignments are completed. Students will receive 80% credit for all work in detention, including tests. Pop quizzes 15 points and under will not be made up.**
- 5. Students in detention may not talk to other students in the room without permission from the teacher. This includes lunch.**
- 6. Students will report to the Middle School gym at 7:35 a.m. or immediately upon arrival at school.**
- 7. Students who are absent from detention will be scheduled for another day.**
- 8. Food or beverages may not be brought in the room. Gum chewing will not be permitted.**
- 9. Students may not be called out of the room by other students or teachers. If a teacher desires to talk to a student in detention that teacher must go to the detention room to talk to the student.**
- 10. No more than (10) days, per year, may be spent in detention. Students who commit another offense which would require a (3) day detention will be suspended for (3) days. Repeated incidents will result in suspension or expulsion.**
- 11. Students assigned to detention will be given a (1) day period before serving detention to gather their assignments. Assignment sheets will be given to the teacher to be completed and available in the ISS room for student use.**
- 12. A student assigned to detention must have pencil and paper upon entering the class.**
- 13. Students who refuse to serve ISS will be suspended the number of days ISS + 1 day. These days out will count on our attendance policy.**

WEST COUNTY HIGH SCHOOL DRESS/GROOMING CODE

The purpose of the West County R-IV dress code is to promote an image of personal pride in appearance which is in good taste and meets the basic requirements of decency. Students are prohibited from dressing in a manner deemed to be inappropriate for the school setting and, thereby, disruptive to the learning environment. Final decisions on what constitutes acceptable dress/grooming lies with administration. It includes the following:

1. All shorts must be fingertip length and have no holes. Shorts should be properly fitted and in good taste. Dresses and skirts must be fingertip length and also be properly fitted and in good taste.
2. Pants should be properly fitted. Excessive sagging of pants is not permitted. Holes in pants must be below fingertip length.
3. Midriff tops or tops that do not extend over the tops of the hips, muscle shirts, tank tops, racer backs and tops with spaghetti straps may not be worn to school. Sleeveless blouses/shirts must be tight around the shoulder/arm.
4. Tops which have been torn/cut to reveal more than the manufacturer intended by design and tops/shirts with holes cut/torn) which reveal glimpses of the upper body or undergarments are not permitted.
5. Obscene emblems, obscene writing, liquor/tobacco or drug advertisements may not be worn on clothing or body accessories.
6. No pajamas, slippers or bedtime apparel.
7. Students must wear shoes while in school.
8. Hair must be clean and well groomed. Only natural hair colors are permitted.
9. No hats or sunglasses may be worn in the building during school hours.
10. Chains on wallets are not permitted. Piercings that are a danger to the individual or other students are prohibited.

Failure to meet these dress/grooming requirements will result in one of the following actions:

- ❖ Parent called/Appropriate clothes brought to school.
- ❖ Parent called/Student sent home from school.
- ❖ Punishment given through the discipline policy (Insubordination).