

West St. Francois County

Middle School

2016-17

Discipline Policy

2016-17 West County Middle School Discipline Policy

This handbook is intended to be used as a policy guide for students, parents, teachers, and administrators. All parties should be familiar with its contents. Through the consistent use of classroom rules by the teacher and this policy by the administrator, the student will have a clear idea of the type of behavior expected of him/her. It will also be very clear to the student and his/her parents which consequences may be imposed upon him/her if undesirable behavior occurs.

PHILOSOPHY OF DISCIPLINE – We believe that a safe and orderly environment is required in order for maximum learning to occur. All students have a responsibility to act appropriately in the following areas: in transport to and from school; anytime while on the school campus; and at all school-related activities. It is the responsibility of students, parents, and school staff to cooperate in maintaining behavior, which will advance the purpose of education. Students are expected to treat peers, themselves, and staff with dignity and respect.

In order to help provide a learning atmosphere for each student, all teachers will have the approved Code of Conduct posted in their classroom along with any other classroom rules.

When staff members find it necessary to have a student report to the office because of a specific behavior, the administrator then will use this policy to assist in determining an appropriate consequence. The administrator will weigh each situation carefully and then, at his/her discretion, will choose an appropriate consequence(s). The consequences listed under each subheading are optional choices available to the administrator. If the seriousness of the offense or the frequency of the misbehaviors should warrant it, the administrator has the privilege of foregoing the suggested consequences outlined in this policy book and taking whatever action is deemed necessary. Failure of the student to complete the assigned disciplinary consequences will result in the assignment of alternative consequences as deemed necessary by the administrator.

SPECIAL SERVICES STUDENTS – All Special Services students are expected to follow the district discipline plan unless otherwise specified in the student's individual education plan (IEP). If a student has an individualized discipline plan as a part of his/her IEP, school personnel will implement the individual plan in lieu of the district plan. Modifications to a student's individualized discipline plan will be made by the IEP team (student, parents, teachers, and administrator).

STUDENT DISCIPLINE – The Board of Education has the legal authority to discipline (including suspension and expulsion) a student for his or her conduct, which is prejudicial to good order and discipline in the schools. The Board may also delegate to the superintendent the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in the district. Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. These rules will apply to all students in attendance in district instructional and support programs as well as school-sponsored activities and events.

Flagrant disregard for policies, rules, and regulations or continued truancy may result in suspension by the superintendent or expulsion. The superintendent may suspend a student for one hundred eighty (180) days; however, expulsion of the student is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to the endorsement by the building principal. The Board expects each teacher to establish and maintain a satisfactory code of conduct in the classroom.

As students progress in the district's schools, it is reasonable to assume an increase in age and maturity will result in the students taking greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action. When formal disciplinary action occurs, a student will be made aware of the charges, will be given an opportunity to respond to the charges, and then be given a notification of any disciplinary action that will take place. Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal/teacher to either contact the parent/guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

CELL PHONE – Students are not to have cell phones on or out in visible sight from the time the students arrive at school until school has been dismissed at 2:56 p.m. This also applies to all students riding a school bus. **Students are never permitted to use cell phones during the school day. A phone is available for use in the principal’s office and may be used only in case of emergency.**

GUM, CANDY, and BEVERAGES – Maintaining a clean, safe, and appropriate environment for education takes everyone’s help. It is for this reason that gum, candy, and soda are not allowed in school. A drink machine containing water and juices is available in the cafeteria to be used only during designated lunch times. Drinks are not allowed to be taken out of the cafeteria. All drinks brought for lunch must remain sealed until lunch and then disposed of before leaving the cafeteria.

DETENTION AND/OR ALTERNATIVE PLACEMENT OF STUDENTS – The provision of In-School Suspension (ISS) or an alternative placement program for student violations of policies, rules, and regulations shall provide principals with an alternative for dealing with discipline problems. When this alternative is appropriate, students will be assigned to serve ISS or be put in the alternative placement program. The principal shall determine these assignments and the determination of the time period for the assignment. Students currently serving Out of School Suspension (OSS) or placed in the alternative school will not be allowed to attend any school function.

DRESS 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 not meeting the guidelines below will be dealt with according to the discipline policy. Any staff member of the West County School District can make determinations of decency.

- All shorts must be at fingertip length and have no holes. Shorts should be properly fitted and in good taste.
- Spandex shorts may be worn under gym shorts but must also be fingertip length.
- In the event that shorts are worn underneath a skirt, the shorts or the skirt must be fingertip length.
- Dresses/skirts must be fingertip length and also be properly fitted and in good taste. No undergarments are to be seen at any times.
- Obscene emblems or obscene writing, liquor/tobacco or drug advertisements or inappropriate messages may not be worn on clothing or body. No sexual innuendos.
- Midriff tops or tops that do not extend over the tops of the hips, muscle shirts, tank tops, and tops with spaghetti straps may not be worn to school. Sleeveless blouses/shirts must be tight around the shoulder/arm.
- Tops, which have been torn/cut to reveal more than the manufacturer intended by design, and tops with holes (cut/torn) which reveal glimpses of the upper body or undergarments are not permitted.
- Pants should be properly fitted. Excessive sagging of pants is not permitted.
- Hair must be clean and well groomed. Only natural hair colors are permitted.
- No hats or sunglasses may be worn in the building during school hours.
- Students must wear shoes while in school. No slippers or house shoes should be worn.
- Pajamas are not proper attire and are not allowed to be worn.
- Chains on wallets, as necklaces, or as bracelets are not allowed.
- Facial piercing is not allowed.
- No devices that alter the physical appearance including, but not limited to, gauges placed in any portion of the body are allowed.
- All students enrolled in Physical Education (PE) must wear clothes that are in accordance with the district dress code.

A final decision on what constitutes acceptable dress or grooming styles is made by administration.

HARASSMENT – The West County School District is committed to providing an environment free from intimidating, hostile or offensive behavior, sexual harassment, bullying, and threats made toward students or staff members. Sexual harassment by an employee, student, or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

BUS RULES – In order that a more uniform type of discipline can be obtained on West County R-IV School District buses, the following rules regarding student conduct on all buses have been developed.

- Individually assigned seats may be assigned by the bus driver.
- No student shall be out of his/her seat while the bus is in motion.
- Students are to remain seated until the bus comes to a complete stop while loading and unloading students.
- No student shall extend any part of their body out of the bus windows while the bus is in motion.
- No metal cans, glass bottles, or carbonated or alcoholic beverages shall be taken on a school bus at any time.
- No food, other than a student's lunch, may be taken aboard a school bus by a student.
- No smoking or chewing tobacco will be allowed on a bus at any time.
- No fighting or rowdy behavior will be allowed on a school bus.
- Loud, abusive, or profane language will not be permitted on the school bus.
- Large bulky items may be permitted on the bus only so long as they do not block the aisle or are confined to individual student's seats.
- No material of any type is to be thrown on the bus or out the windows or doors of the bus.
- No student is to leave or enter the bus through the rear emergency door except in an actual emergency.
- Radios, tape recorders, and other electronic devices are not to be played on the bus.
- Students may not ride any bus route other than their assigned bus unless they have written authorization signed by the principal's office.
- Only students actually enrolled and attending West St. Francois County R-IV Schools shall be permitted to ride any district school bus.

FIGHTING, STEALING AND VANDALISM – Fighting, stealing, and vandalizing will be given a more severe penalty with each consecutive violation. These violations will accumulate during the entire length of the middle school enrollment.

BULLYING – It is the goal of this school to provide a safe and secure educational environment for all students. Bullying is intolerable and will be taken very seriously. Bullying is defined as unreasonable and inappropriate behavior which intimidates, offends, degrades, insults, or humiliates another person. This includes physical, verbal, and cyber bullying. Students being or witnessing bullying should report the incident to school officials immediately.

NON-SCHOOL ITEMS – Possession of non-school items that have no legitimate educational purpose are not allowed during school hours and will be confiscated and returned back to the parent.

Examples would include but are not limited to:

- electronic devices (cell phones are discussed independently)
- skateboards are not allowed at school
- MP3 players
- headphones
- CD players

PHYSICAL EDUCATION (PE) – All students are required to be enrolled and **participate** in physical education. Participation is defined as dressing in school-appropriate attire, wearing non-marring soled shoes, and actively engaging in the day's activities. Failure to participate will result in reduction of grade and possible disciplinary action.

STUDENT SUSPENSION AND APPEAL PROCESS – The Board of Education believes that the right of a student to attend West County Middle School carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules, and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school. Therefore, the administrative decision to remove a student from the school because of willful violation of school rules and regulations shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. As a part of the re-entry process following a suspension, an effort will be made to meet with the student, the student's parents, a school administrator, and other appropriate personnel who have a vested interest in that student (Caring Communities social workers, Division of Family Services caseworkers, juvenile officers, teachers, counselors, etc.). School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education.

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days. The student and/or parent/guardian may appeal the principal's decision of suspension to the superintendent.

In the case of suspension of a student by the superintendent for a period of more than ten (10) days, the student and parents/guardians may appeal the decision of the superintendent to the Board of Education. Upon filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board renders its decision, unless in the judgment of the superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student, and parents/guardians and the student shall be immediately removed from school. Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) days, the superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials, and the reasons for such action. The Board upon request shall grant a hearing to the appealing party at its next regularly scheduled Board meeting or a special meeting of the Board of Education.

STUDENT EXPULSION – The Board of Education may originate suspension or expulsion proceedings on its own motion for student conduct, which is deemed prejudicial to good order and discipline in the schools or which tends to impair the moral or good conduct of the student. However, only the Board has the authority to expel a student from school.

If a student consistently refuses to conform to school policies, rules, and/or regulations, the principal and/or superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as the guideposts for the proceedings:

*Board action shall begin with a written notification of the charges against the student. The student and parents/guardians or others having custodial care shall have a copy of written charges. Such notification will include charges, contemplated action, the time and place of a hearing on such charges, and that the student, parents/guardians, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.

*At said hearing the Board of Education or counsel shall present the charges, testimony, and evidence as may be deemed necessary to support the charges. The Board will expect the principal or designee in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians, or others having custodial care or counsel shall have the right to cross-examine witnesses presented on behalf of the charges and to present testimony in defense there against.

*At the conclusion of the hearing or in an adjourned meeting the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians, or others having custodial care and counsel, if applicable. Re-admission of an expelled student is possible only through consent of the Board of Education.

STUDENT PARTICIPATION – Any student under a suspension or an expulsion may not participate or attend a school function on the day of that suspension/expulsion.

TRANSPORTATION – Students who reside one mile from their school of attendance are eligible for free transportation. This is a privilege and can be revoked due to inappropriate behavior. Rules that should be observed while on the bus are listed in this document. All student behavior will be disciplined as if it occurred at school. In addition, bus privileges will be revoked for a progressive predetermined length of time. At any time administration can revoke bus privileges from a student if it is in the best interest of the other students.

DEFINITIONS

ALTERNATIVE SCHOOL (A.S.) – Placement in the Park Hills Central Alternative School Program

CHRONIC OFFENDER – Subject to review by the principal with recommendation to the superintendent for continued action by the Board of Education

CORPORAL PUNISHMENT – Administering of swats to the buttocks area with a paddle in accordance to board policy

DAYS – Actual school days in session (does not include weekends and holidays)

DETENTION (DT) – Separating child from normal routine at noon, before school, after school, or on Saturday

INAPPROPRIATE DISPLAY OF AFFECTION – The public display of affection between any two individuals and may include but is not limited to hand holding, arm-in-arm, inappropriate touches, hugging, and kissing

IN SCHOOL SUSPENSION (ISS) – Students may be assigned to In-School Suspension. Those students who are assigned will be given all assignments missed in the regular classroom and will also receive remedial assignments to complete that focus on the basics of education and the state assessment. Students will be required to complete these additional assignments before being allowed to return to the regular classroom.

MISBEHAVIOR NOT COVERED – This will be dealt with by the administrator in charge as he/she deems necessary.

Out of School Suspension (OSS) – Out-of-school suspension is suspension that does not count toward the attendance policy but students are not allowed to receive credit for missed assignments.

All discipline occurrences will be documented in the student's discipline record.

TECHNOLOGY USAGE *(Technology Safety)*

For the purposes of this regulation and related policy and forms, the following terms are defined:

User – any person who is permitted by the district to utilize any portion of the district’s technology resources, including but not limited to students, employees, board members, and agents of the school district

User Identification – any identifier who would allow a user access to the district’s technology resources or to any program including but not limited to email and Internet access

Password – a unique word, phrase, or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user ID as belonging to a user

Student Users

No student will be given access to the district’s technology resources until the district receives a *User Agreement* signed by the student and the student’s parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

Privacy

A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the district’s technology resources. All district technology resources are considered district property.

The district may maintain or improve technology resources at any time. The district may remove, change, or exchange hardware or other technology between buildings, classrooms, employees, students, or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system, or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district’s technology resources, and downloaded material, including files deleted from a user’s account, may be intercepted, accessed, or searched by district administrators or designees at any time.

Violations of Technology Usage Policies and Procedures

Use of the district’s technology resources is a privilege, not a right. A user’s privileges may be suspended pending an investigation concerning use of the district’s technology resources. Any violation of district policies, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations, and procedures. Employees may be disciplined or terminated and students suspended or expelled for violating the district’s policies, regulations, and procedures. Any attempted violation of district policies, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited
2. Using another person's user ID and/or password is prohibited
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited
6. Unless authorized by the district, noneducational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing, or disseminating information using district resources, including email or Internet access that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing, or disseminating information using school or district resources, including email or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character, or of a person's race, religion, or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
14. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio, or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved, or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school or district computer, network, or any external network are prohibited.

Online Safety – Disclosure, Use, and Dissemination of Personal Information

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use Web-based e-mail, messaging, videoconferencing, or chatting services except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies, and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number, or email address of any student without permission.

Electronic Mail

1. A user is responsible for all email originating from the user's ID or password.
2. Forgery or attempted forgery of email messages is illegal and is prohibited.
3. Unauthorized attempts to read, delete, copy, or modify email of other users are prohibited.
4. Users are prohibited from sending unsolicited electronic mail to more than ten (10) addresses per message, per day, unless the communication is a necessary employment-related function or an authorized publication.
5. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations, and procedures.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations, or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations, and procedures may request a waiver from the building principal, superintendent, or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The district's technology resources are available on an "as is, as available" basis.

Computer/Internet Violations

Use of the district's technology resources is a privilege, not a right. A violation is any use of the computer/Internet outside the acceptable use policy outlined in the usage agreement will be addressed through the district discipline policy.

POLICY VIOLATIONS

<i>Offense</i>	<i>1st Office Referral</i>	<i>2nd Office Referral</i>	<i>3rd Office Referral</i>
Affection – Inappropriate display of	<ul style="list-style-type: none"> • Student Conference • Verbal Warning • Parent Contact 	<ul style="list-style-type: none"> • Parent Contact • 1-4 days DT/ISS 	<ul style="list-style-type: none"> • Parent Contact • 3-5 days ISS
Alcohol/Drugs – Smell/Possession of/use of/under influence of at school/school activity, selling, of drug paraphernalia	<ul style="list-style-type: none"> • Parent Contact • Juvenile/Civil authorities will be contacted • 1-10 days ISS/ 1-180 days OSS • Recommend student participate in non-alcohol and drug support group while in school 	<ul style="list-style-type: none"> • Parent Contact • Juvenile/civil authorities will be contacted • 1-10 days ISS/1-180 days of OSS • Recommend Support Group 	<ul style="list-style-type: none"> • Parent Contact • Expulsion • Juvenile/civil authorities will be contacted
Arson – Starting a fire or causing an explosion with the intention to damage property or building	<ul style="list-style-type: none"> • Parent Contact • 1-10 days ISS/ 1-180 days OSS/expulsion • Notification to law enforcement officials • Placement in Alternative School 	<ul style="list-style-type: none"> • Parent Contact • 1-10 days ISS/1-180 days OSS/expulsion • Notification to law enforcement official 	<ul style="list-style-type: none"> • Parent Contact • 1-10 days ISS/1-180 days OSS/expulsion • Notification to law enforcement official
ASAP Violation – Not attending required after-school tutoring without prior approval	<ul style="list-style-type: none"> • Parent Contact • 1 day of ISS for each day missed 	<ul style="list-style-type: none"> • Parent Contact • 1 day of ISS for each day missed 	<ul style="list-style-type: none"> • Parent Contact • 1 day of ISS for each day missed
Assault – Cumulative over middle school career	<ul style="list-style-type: none"> • Parent Contact • 1-10 days of OSS/Expulsion • Notification of law enforcement officials 	<ul style="list-style-type: none"> • Parent Contact • 11-180 days OSS/Expulsion • Notification of law enforcement officials 	<ul style="list-style-type: none"> • Parent Contact • 11-180 days OSS/Expulsion • Notification of law enforcement officials
Bullying (Cyber Bullying) – Unreasonable and inappropriate behavior which intimidates, offends, degrades, insults, or humiliates another person	<ul style="list-style-type: none"> • Parent Contact • Conference with Counselor • Development of Behavior Plan 	<ul style="list-style-type: none"> • Parent Conference • Modification of Behavior Plan • Placement in Social Interaction Class • 1-3 days ISS 	<ul style="list-style-type: none"> • Parent Conference • 3-10 days of ISS/Placement in Alternative School
Bus Incidents - Not following rules, disrespectful, insubordination. <i>*The West St. Francois County R-IV School District may employ the non-discriminate use of video cameras on the school buses to monitor student behavior.</i>	<ul style="list-style-type: none"> • Parent contact • Discipline for action as if it occurred at school • 1-5 days bus suspension 	<ul style="list-style-type: none"> • Parent Contact • Discipline for action as if it occurred at school • 1-10 days bus suspension 	<ul style="list-style-type: none"> • Parent Contact • Discipline for action as if it occurred at school • 1-20 days bus suspension • Permanent bus suspension

Cheating – Including Plagiarism	<ul style="list-style-type: none"> • Parent Contact • No Credit for Assignment 	<ul style="list-style-type: none"> • Parent Contact • No Credit for Assignment • 1-3 days of ISS 	<ul style="list-style-type: none"> • Parent Contact • No Credit for Assignment • 1-5 days of ISS
Disrespect Toward Staff	<ul style="list-style-type: none"> • Parent Contact • 1-3 days ISS 	<ul style="list-style-type: none"> • Parent Contact • 1-5 days ISS 	<ul style="list-style-type: none"> • Parent Contact • 1-180 days of OSS
Cell Phone Inadvertent Use	<ul style="list-style-type: none"> • Parent Contact • Confiscation of phone (returned to parent) • Verbal Warning 	<ul style="list-style-type: none"> • Parent Contact • Confiscation of phone (return to parent) • 1-3 days of DT/ISS 	<ul style="list-style-type: none"> • Parent Contact • Confiscation of phone (return to parent) • Loss of Cell Privileges • 3-5 days of DT/ISS
Cell Phone Intentional Use	<ul style="list-style-type: none"> • Parent Contact • Confiscation of phone (return to parent) • 1-3 days of DT/ISS 	<ul style="list-style-type: none"> • Parent Contact • Confiscation of phone (return to parent) • Loss of Cell Privileges • 3-5 days of DT/ISS 	<ul style="list-style-type: none"> • Parent Contact • Confiscation of phone (return to parent) • Loss of Cell Privileges • 3-10 days of ISS/OSS
Classroom Disruption	<ul style="list-style-type: none"> • Parent Contact • Teacher/Student Conference • 1-3 days ISS 	<ul style="list-style-type: none"> • Parent Contact • Teacher/Parent Conference • 1-5 days ISS 	<ul style="list-style-type: none"> • Parent Contact • 1-10 days ISS/OSS/Placement in Alternative School
Dress Code Violation	<ul style="list-style-type: none"> • Parent Contact to supply appropriate apparel • Verbal Warning 	<ul style="list-style-type: none"> • Parent Contact to supply appropriate apparel • 1-3 days ISS 	<ul style="list-style-type: none"> • Parent Contact to supply appropriate apparel • 1-3 days ISS/OSS
Extortion	<ul style="list-style-type: none"> • Parent Contact • 5-10 days ISS/OSS • Juvenile/Civil authorities contacted 	<ul style="list-style-type: none"> • Parent Contact • Juvenile/Civil authorities contacted • 1-180 day OSS/Placement in Alternative School 	<ul style="list-style-type: none"> • Parent Contact • Juvenile/Civil authorities contacted • 1-180 day OSS/Placement in Alternative School
False Alarms	<ul style="list-style-type: none"> • Parent Contact • 1-180 days OSS/Expulsion 	<ul style="list-style-type: none"> • Parent Contact • 1-180 days OSS/Expulsion 	<ul style="list-style-type: none"> • Parent Contact • 1-180 days OSS/Expulsion
Fighting- Mutual combat between students either physical or verbal <i>*These violations accumulate the length of the middle school career.</i>	<ul style="list-style-type: none"> • Parent Contact • 1-180 days OSS/Expulsion • Placement in Alternative School • Referral to Juvenile Office 	<ul style="list-style-type: none"> • Parent Contact • 1-180 days OSS/Expulsion • Placement in Alternative School • Referral to Juvenile Office 	<ul style="list-style-type: none"> • Parent Contact • 1-180 days OSS/Expulsion • Placement in Alternative School • Referral to Juvenile Office
Fireworks, stink bombs, mace discharge, or possession of on school grounds or bus	<ul style="list-style-type: none"> • Parent Contact • 1-10 days ISS/OSS • Possible contact of Juvenile/Civil authorities 	<ul style="list-style-type: none"> • Parent Contact • 1-10 days ISS/OSS • Contact of Juvenile/Civil authorities • Placement in Alternative School 	<ul style="list-style-type: none"> • Parent Contact • 1-10 days ISS/OSS • Possible contact of Juvenile/Civil authorities • Placement in Alternative School
Horseplay – Running in halls, cafeteria, pushing and shoving in line, overall unruly	<ul style="list-style-type: none"> • Parent Contact • Warning/1-3 days ISS 	<ul style="list-style-type: none"> • Parent Contact • 1-5 days ISS 	<ul style="list-style-type: none"> • Parent Contact • 1-10 ISS
Inappropriate Language –	<ul style="list-style-type: none"> • Parent Contact 	<ul style="list-style-type: none"> • Parent Contact 	<ul style="list-style-type: none"> • Parent Contact

Use of words or Actions: verbal, written or symbolic – meant to harass, injure, or demean another person (also includes racist, sexist, or remarks relating to ethnic origin or religious preference	<ul style="list-style-type: none"> • 1-10 days ISS/OSS 	<ul style="list-style-type: none"> • 1-10 ISS/1-180 OSS/Expulsion 	<ul style="list-style-type: none"> • 1-180 OSS/Expulsion
Lunch Time Violations – Cutting line, throwing food, excessive noise, failing to bring lunch card (per quarter)	<ul style="list-style-type: none"> • Warning 	<ul style="list-style-type: none"> • Parent Contact • 1-3 days ISS 	<ul style="list-style-type: none"> • Parent Contact • 1-5 days ISS
Pornographic Material – Possessing, distributing, or viewing	<ul style="list-style-type: none"> • Parent Contact • Material will be confiscated • 1-3 days ISS 	<ul style="list-style-type: none"> • Parent Contact • Material will be confiscated • 3-5 days of ISS • Refer to school counselor 	<ul style="list-style-type: none"> • Parent Contact • Material will be confiscated • 3-10 days ISS/OSS • Placement in Alternative School
Harassment – Sexual, Bullying, (written, verbal, symbolic language)	<ul style="list-style-type: none"> • Parent Contact • 1-10 ISS/1-180 OSS • Juvenile/Civil authorities contacted • Referral to school counselor 	<ul style="list-style-type: none"> • Parent Contact • 11-180 OSS • Juvenile/Civil authorities contacted • Referral to School Counselor 	<ul style="list-style-type: none"> • Parent Contact • Juvenile/Civil authorities contacted • Placement in Alternative School/Expulsion
Stealing/Possession of Stolen Property – Accumulate during middle school career	<ul style="list-style-type: none"> • Parent Contact • Reimbursement/Return of stolen item • 1-3 days ISS/OSS 	<ul style="list-style-type: none"> • Parent Contact • 1-3 days ISS/OSS • Juvenile/Civil authorities contacted • Reimbursement/Return of stolen item 	<ul style="list-style-type: none"> • Parent Contact • 1-3 days ISS/OSS • Juvenile/Civil authorities contacted • Reimbursement/Return of stolen item • Placement in Alternative School
Tardy/Unprepared Tardies – Tardies/Unprepared are kept on a quarterly basis. A student will be referred to the office when they have accumulated 5 tardies and then will be referred for each tardy thereafter.	<p>5th Tardy</p> <ul style="list-style-type: none"> • Parent Contact • 1 day DT/ISS 	<p>6th Tardy</p> <ul style="list-style-type: none"> • Parent Contact • 2 days of DT/ISS 	<p>7th Tardy</p> <ul style="list-style-type: none"> • Parent Contact • 3 days of DT/ISS <p>Subsequent referrals add days to the ISS penalty.</p>
Technology Usage Violation	<ul style="list-style-type: none"> • Written report sent to Director of Technology • Loss of technology access for 3 class days • 3 days ISS 	<ul style="list-style-type: none"> • Written report sent to Director of Technology • Loss of technology access for 5 class days • 5 days ISS • Loss of Internet for year • Parent Contact 	<ul style="list-style-type: none"> • Written report sent to Director of Technology • 1-5 Days OSS • Dropped from computer courses • Parent Contact

	<ul style="list-style-type: none"> • Parent Contact 		
Tobacco – Use/Possession	<ul style="list-style-type: none"> • Parent Contact • Confiscation of Product • Juvenile/Civil authorities contacted • 3 days ISS • Complete Health Information Pack 	<ul style="list-style-type: none"> • Parent Contact • Confiscation of Product • Juvenile/Civil authorities contacted • 3-5 days ISS • Complete Health Information Pack 	<ul style="list-style-type: none"> • Parent Contact • Confiscation of Product • Juvenile/Civil authorities contacted • 3-10 days ISS/OSS/Alternative School • Complete Health Information Pack
Truancy – Skipping/leaving school	<ul style="list-style-type: none"> • Parent Contact • 1-3 days ISS 	<ul style="list-style-type: none"> • Parent Contact • Juvenile/Civil authorities contacted • 3-5 days ISS • Referral to school social worker 	<ul style="list-style-type: none"> • Parent Contact • Juvenile/Civil authorities contacted • 3-10 days of ISS/OSS • Referral to school social worker
Vandalism – Deleting/adding computer software, damage to facilities or equipment belonging to the school district or its employees	<ul style="list-style-type: none"> • Parent Contact • Juvenile/Civil authorities contacted • Reimbursement • 1-180 days ISS/OSS 	<ul style="list-style-type: none"> • Parent Contact • Juvenile/Civil authorities contacted • 1-180 days of OSS/Expulsion 	<ul style="list-style-type: none"> • Parent Contact • Juvenile/Civil authorities contacted • 1-180 days of OSS/Expulsion
Weapon – Possession of any instrument judged to be potentially harmful to others or battery with a weapon (look-alike weapons will be treated the same as an actual weapon)	<ul style="list-style-type: none"> • Parent Contact • 1-180 days OSS/Expulsion • Juvenile/Civil authorities contacted • Confiscation of weapon 	<ul style="list-style-type: none"> • Parent Contact • 1-180 days OSS/Expulsion • Juvenile/Civil authorities contacted • Confiscation of weapon 	<ul style="list-style-type: none"> • Parent Contact • 1-180 days OSS/Expulsion • Juvenile/Civil authorities contacted • Confiscation of weapon

***Corporal Punishment may be used as an alternative form of punishment at the discretion of the administrator, (or) with parent permission, and in accordance with board policy.*