

# FRANCIS HOWELL SCHOOL DISTRICT CODE OF STUDENT CONDUCT



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# INTRODUCTION



## **POSITIVE, RESPECTFUL SCHOOL ENVIRONMENTS ARE IMPORTANT FOR LEARNING**

Everyone desires their school to be a welcoming, friendly, and respectful place. By working together, students, parents/guardians, staff, and the community can make their school a great place to learn. The principal is responsible for maintaining a positive learning environment. Students can help by remembering to:

- Be safe, responsible, and calm
- Be respectful to all peers and adults
- Be respectful of all school property
- Be at school and in classes on time
- Be prepared for class, including assignments and supplies
- Participate in their learning
- Be kind and use appropriate language
- Dress appropriately
- Follow the rules of the school and their teachers
- Respect and accept the differences among others
- Express how they are feeling or what they need in helpful and appropriate ways
- Resolve disagreements in acceptable ways

## **SCHOOLWIDE POSITIVE BEHAVIOR SUPPORTS (SWPBIS)**

Nine (9) FHSD schools have adopted School-wide PBIS as an approach to teaching the desired behaviors and supporting students that need additional reinforcement. All schools have received recognition at the state level.

## **CHARACTER EDUCATION**

Many FHSD schools also have well-established Character Education programs that work to create a “caring community of learners” by developing positive character traits in young people through intellectual, social and ethical development. The District has three (3) schools that have received Missouri School of Character designation and two (2) schools that have received the National School of Character recognition.

## **LEADER IN ME**

Several FHSD schools have adopted Covey’s Leader in Me as a way to develop leadership in students. Based on *The 7 Habits of Highly Effective People*, Leader in Me equips students with the self-confidence and skills they need to thrive in the 21st-century economy. Leader in Me schools consistently report improved school culture and an overall decrease in disciplinary issues.

The Francis Howell School District Code of Student Conduct describes student behavior that is considered inappropriate or disruptive. It also provides a range of procedures that may be used to prevent such behavior and disciplinary responses that may be used if students engage in stated behavior. The Francis Howell School District also supports the use of intervention procedures that provide students with guidance, direction, and support for success in school.

# CLASSROOM DISCIPLINE GUIDELINES



Building positive relationships with students is the cornerstone of effective classroom management. Teachers have the responsibility to maintain a classroom environment conducive to learning. Community building circles are encouraged by the District as a way to build a caring community that takes care of and monitors itself. Classrooms with strong, positive relationships between the students and teachers promote engaging learning environments. We believe that learning occurs best within a learning community where students collaborate with one another and are developing skills to make them ready for society and the workforce. Classroom disruption or a combination of disruptions including, but not limited to, excessive talking, being out of seat, throwing objects, disturbing others, improper use of electronic devices, note passing and/or other actions which interfere with the educational process are not acceptable. The Code of Student Conduct will also apply to students who are learning in the District's virtual setting. Behavior infractions will be coded in similar ways as if the student were attending school in person.

## Steps for Disciplinary Action

Initial Problem	Teacher confers with student
Continued Problem	Teacher gives student a warning Teacher may contact parent(s)/guardian(s)
Problem is not resolved after warning	Teacher may opt to assign detention or hold a collaborative problem solving meeting with student and/or parent(s)/guardian(s)
Problem is not resolved after detention or meeting	Teacher refers the student to the principal's office

## Tardy Policy

Detentions will be assigned by the teacher/principal when students arrive to class after the bell rings. The number of tardies that constitute a detention will be determined at the building level. After multiple tardies have been accumulated, students may also receive a referral to the office for further discipline.

# INTRODUCTION TO BEHAVIORAL INFRACTIONS AND LEVELS



Policies of the Francis Howell School District are designed to contribute to a positive educational environment used on safety, achievement and personal success. Keeping students and staff safe during the COVID-19 pandemic will be one of the District's top priorities this school year. Students will be expected to follow all safety protocols (social distancing, wearing a mask, boarding the bus correctly, etc.) outlined by the District. Staff will provide reminders regarding social distancing and the expectation to wear a mask. Continuous refusal to comply with reminders and requests will result in school discipline, up to and including the student being required to enroll in the District's virtual program.

Therefore, the charts on the upcoming pages will demonstrate behavioral infractions defined by the Francis Howell School District and the corresponding level of discipline.

The levels of consequence may vary between the elementary and secondary. It is important to remember that the sole purpose of discipline is to teach the desired, appropriate behavior and to prevent the inappropriate behavior in the future.

The Behavioral Infractions listed in the upcoming pages will be reviewed with all students in an age- appropriate manner. Parents are encouraged to review the infractions with their children.

School trips or other school activities, including those off school premises, are under the authority of duly assigned school personnel. All District policies and regulations are in effect during these activities whether elementary or secondary (middle and high school) students are involved. Students will be held accountable to the Code of Student Conduct for infractions that occur during field trips and activities that take place off of FHSD property.

The FHSD can and will assign school discipline for incidents that occur off campus if there is a nexus (connection) to school or if the incident causes a disruption to the school environment.

**THE CODE OF STUDENT CONDUCT CANNOT BE EXPECTED TO LIST OR DESCRIBE EACH AND EVERY OFFENSE WHICH MAY REQUIRE THE USE OF DISCIPLINARY ACTION. NEVERTHELESS, THE DISTRICT SPECIFICALLY RESERVES THE RIGHT TO IMPOSE ANY CONSEQUENCE THAT MAY BE APPROPRIATE UNDER THE CIRCUMSTANCE, DEPENDING UPON THE NATURE, SEVERITY AND FREQUENCY OF THE CONDUCT AT ISSUE.**

# BEHAVIORAL INFRACTIONS

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4
<b>ALL CONDUCT PREJUDICIAL</b>				
To the good order of the school arising to an offense. This category may be used for infractions that do not fall under one of the infraction descriptions.	●	●	●	●
<b>ACT OF ARSON</b>				
Intentionally or recklessly setting fire to another's property. <b>A referral to law enforcement will be made by school administration.</b>			● Elementary	●
<b>AGGRESSIVE BEHAVIOR</b>				
May be considered a Level 3 offense if deemed serious enough by the principal/designee.		●	●	
<b>ASSAULT OF ANOTHER STUDENT OR STAFF MEMBER</b>				
Through the use of physical force with the intent to do bodily harm. <b>A referral to law enforcement will be made by school administration.</b>		● Elementary	●	
<b>BOMB SCARE/THREAT</b>				
Threatening to set off explosives, including any written or phone threats; by definition a Terrorist Threat (SEE GLOSSARY). <b>A referral to law enforcement will be made by school administration.</b>				●
<b>BULLYING</b>				
Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their 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 physical actions, including gestures, or oral cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. May be considered a Level 2, 3 or 4 infraction if deemed serious enough by the principal/designee.	●	●	●	●
<b>CHEATING/PLAGIARISM</b>				
Carries the penalty of a zero on the test/assignment and teacher notifies parent(s)/guardian(s) and the administrator of the problem; includes electronic cheating. Multiple incidents may result in a Level 2 offense.	●			
<b>DISRESPECT TO STUDENT OR ADULTS</b>				
Including, but not limited to, words, tone of voice, facial expressions, written expressions or gestures.	●			
<b>DISRUPTIVE BEHAVIOR</b>				
Conduct which has the intentional effect of disturbing education or the safe transportation of students, including, but not limited to, excessive talking, out of seat, throwing objects, disturbing others, note passing and/or other actions (e.g. student pranks) which interfere with the educational process. Student pranks may be considered under this infraction. May be considered a Level 2, 3 or 4 infraction if deemed serious enough by the principal/designee.	●	●	●	●
<b>DEMEANING SPEECH OR CONDUCT</b>				
Including, but not limited to, use of hate language (written or spoken) to demean other persons due to the person's race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation or perceived sexual orientation (may also result in a Title IX or Title VI referral). This includes conduct, verbal, written or symbolic speech. May be considered a Level 3 infraction if deemed serious enough by the principal/designee.		●	●	

## BEHAVIORAL INFRACTIONS

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4
<b>DRESS CODE VIOLATION</b>				
Mode of dress or appearance in violation of the school's dress code, inappropriate for school activities and/or disruptive to the educational process including, but not limited to, sagging/revealing clothing, exposure of undergarments, wearing of spikes and/or chains, or inappropriate print on garments/masks (e.g. sexual connotations, drugs, intoxicating beverages, firearms, illegal activities, etc.). Principals may ask students to have parents bring up an appropriate change of clothing. If after a student has been asked to change to clothing that meets the dress code a student is later found to be in violation of the dress code again, additional discipline may be imposed.	●			
<b>DRIVING/PARKING VIOLATION</b>				
Parking in an unauthorized area, parking without a permit, or failure to comply with the guidelines established for student drivers. Driving in a reckless manner in the parking lot. Failure to comply may result in the loss of parking privileges or other disciplinary consequences.	●			
<b>ELECTRONIC DEVICE MISUSE</b>				
Operation or display of phone or any non-academic electronic devices during non-approved school hours including, but not limited to, headphones, iPods, DVD's, e-readers, etc. The district is not liable for damage, loss or theft of the device. This includes the inappropriate, unauthorized use, capturing, transmitting or duplicating an unauthorized picture of school staff, students, or school documents. It should be noted that taking pictures in the restrooms or locker room is not permitted and will be considered a Level 2 or 3 offense. Confiscated devices may be searched for improper messages and/or images. <b>Students will be held accountable to the contents on the phone regardless of where the inappropriate content originated.</b> In some instances, use of these items will be permitted at teacher discretion for academic purposes or as incentives as approved by an administrator.	●			
<b>FALSE ACCUSATIONS</b>				
Deliberately made against students or staff. May be considered a Level 3 infraction if deemed serious enough by building administrator.		●	●	
<b>FALSE ALARM/FIRE EQUIPMENT MISUSE</b>				
Tampering with emergency equipment or setting off a false alarm or filing a false report (e.g. dialing 911). May be considered a Level 3 if deemed serious enough by the principal/designee.		●	●	
<b>FIGHTING</b>				
Physically striking another in mutual contact (as differentiated from assault), or using words or actions to incite or cause a fight. <b>Recording and sharing by any method or posting the fight on an social media is included within this infraction.</b> May be considered a Level 3 infraction if deemed serious enough by the principal/ designee.		●	●	
<b>FIREWORKS</b>				
Possession or use of fireworks.		● Elementary	●	
<b>FORGERY</b>				
Of parent/guardian signature (includes impersonating a parent via phone), teacher or official signature (hall passes, admit slips) etc.	●			

## BEHAVIORAL INFRACTIONS

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4
<b>GANG/GANG SYMBOLS</b>				
Secret society or "club" membership which is prejudicial to the good order of school; flashing and/or writing gang symbols or signs.		●		
<b>IMPROPER DISPLAY OF AFFECTION</b>				
Inappropriate display includes consensual kissing, fondling, etc.	●			
<b>INDECENT EXPOSURE/REMOVAL OF ATTIRE</b>				
Includes display in public location of buttocks and/or genitals or removal of another person's or one's own attire exposing any private area of the body and/or undergarments. "Pantsing" falls under this infraction. May result in a referral to the building compliance officer. May be considered a Level 3 offense if deemed serious enough by principal/designee.		●	●	
<b>IN-SCHOOL SUSPENSION (ISS/ISAP) GUIDELINES</b>				
Failure to comply with In-School Suspension guidelines.		●		
<b>INSUBORDINATION (DEFIANCE OF AUTHORITY/DIRECT DISOBEDIENCE)</b>				
Refusal to follow staff directive or request, or defiance of staff authority.	●			
<b>LOCKER ROOM/RESTROOM VIOLATION</b>				
Misuse of restroom materials (soap, water, paper towels, toilet paper). Entering a locker room or restroom of the "opposite gender" (includes pushing another person into a locker room or restroom of the opposite gender) is a Level 2 offense.	●	●		
<b>LYING</b>				
Intentionally providing false or inaccurate information.	●			
<b>MOVING INAPPROPRIATELY THROUGH THE BUILDING</b>				
Failure to move quietly through the building; not walking in line; running in the building; failure to use direct routes; leaving assigned area without permission.	● Elementary			
<b>NEGLIGENT BEHAVIOR</b>				
Causing damage to another person's property or injury to or endangering the safety of another person (including, but not limited to, failing to wear a mask as required to prevent the spread of COVID-19, the use of "shock" toys, lab safety violations, and other irresponsible behavior). Student pranks may also be included in this category.		●		
<b>OVER THE COUNTER SUBSTANCES</b>				
<b>Possession</b> or use of including, but not limited to, non-prescription drugs is a <b>Level 2 offense</b> . <b>Distribution, sale or purchase</b> of (including, but not limited to, non-prescription drugs) or under the influence of "over the counter" medications causing behaviors that are disruptive to the educational environment is a <b>Level 3 offense</b> .		●	●	
<b>PHYSICAL CONTACT /PHYSICAL HARM</b>				
Inappropriate contact or conduct (e.g. scuffling, play fighting, or horseplay). Physical harm are behaviors such as "play" fighting, hitting, pushing, slapping, punching, or pranks that have the potential to cause physical harm to a student or an adult. May be considered a Level 2 violation if deemed serious enough by principal/designee.	●	●		



## BEHAVIORAL INFRACTIONS

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4
<b>PORNOGRAPHY</b>				
Possession of materials that are considered pornographic or obscene and/or are sexually explicit, including images/written communications on any electronic device. <b>Students are responsible for all content on their phone regardless of where the content originated.</b> May be considered a Level 3 offense based on the nature of the content.		●	●	
<b>POSSESSION, USE OR UNDER THE INFLUENCE</b>				
Of alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, prescription drugs, or controlled substances; or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, prescription drugs or controlled substances; or possession of drug paraphernalia (e.g. scales, pipes) or items represented to be drug paraphernalia for use of illegal or controlled substances (See STUDENT ALCOHOL/DRUG ABUSE CODE). <b>A referral to law enforcement will be made by school administration.</b>			●	
<b>POSSESSION OF STOLEN PROPERTY</b>				
Possession of stolen property valued less than \$100.00 is a Level 1 offense and \$100.00 and greater is a Level 2 offense.	●	●		
<b>POSSESSION OF RECORDS/DOCUMENTS/DISTRICT FILES</b>				
Theft and/or alteration of school, student records, or documents (including, but not limited to, electronically hacking into and downloading grade books, report cards, computer software or hard drives, district networks, computer records, passwords, etc.).			●	
<b>RIOTOUS ACTIVITY</b>				
More than 2 students involved in a fight or any act that represents fighting or causing a fight.			●	
<b>RULES VIOLATION</b>				
Failure to follow cafeteria, playground, lunchroom, hallway rules, social distancing rules and school function violations.	●			
<b>SALE, SHARING OR DISTRIBUTION</b>				
Of alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, controlled substances, prescription drugs, or substances represented by the seller to be any of the aforementioned (See STUDENT ALCOHOL/ DRUG ABUSE CODE). <b>A referral to law enforcement will be made by school administration.</b>		● Elementary	●	
<b>SEXUAL MISCONDUCT</b>				
Forcibly, intentionally, or consensually touching oneself or another person's body and/or clothing in a way that constitutes or results in sexual contact; this includes electronic "sexting".		●		
<b>SEXUAL HARASSMENT AND/OR HARASSMENT OR DISCRIMINATION</b>				
On the basis of race, color, sex, national origin, ethnicity, disability, religion, sexual orientation or perceived sexual orientation or any other characteristic protected by state or federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. This includes verbal comments, sexual name-calling, gestures, jokes, slurs, sexually oriented pictures or letters, and the spreading of rumors of a sexual nature. Sexual harassment will result in a Title IX referral to the building compliance officer. May be considered a Level 3 violation if deemed serious enough by principal/designee.	● Elementary	●	●	

# BEHAVIORAL INFRACTIONS

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4
<b>TECHNOLOGY/NETWORK MISUSE</b>				
Inappropriate use of District technology/network. Violation of the District's "Acceptable Use Guidelines". Students issued District technology to support learning in the virtual setting may receive discipline for misusing of the District's technology. May be considered a Level 3 or 4 infraction if deemed serious enough by principal/designee.	●	●	●	●
<b>THEFT OF MONEY OR PROPERTY (PUBLIC OR PRIVATE)</b>				
Theft of money or property less than \$100.00 is a Level 1 offense. Theft of money or property \$100.00 or greater is a Level 2 offense. <b>Theft may result in a referral to law enforcement.</b>	●	●		
<b>THREAT MADE TO 10 OR MORE PEOPLE</b>				
By definition a Terrorist Threat (SEE GLOSSARY). <b>A referral to law enforcement will be made by school administration.</b>			● Elementary	●
<b>THREATENING/THREATENING THE LIFE OF ANOTHER PERSON</b>				
Threatening an adult or student verbally or physically. The level of discipline will be determined based on context. An emotional comment will not be addressed in the same manner as a planned, written threat. May be considered up to a Level 4 violation if deemed serious enough by principal/designee. <b>A referral to law enforcement may be made by school administration.</b>		● Elementary	●	●
<b>TOBACCO PRODUCTS/SMOKING/VAPING</b>				
Possession, smoking or use of any tobacco product including vaping devices, electronic cigarettes, oils, hookah pipes, matches, paper, lighter, etc. on any school property before, during or after school hours. Tobacco products will be immediately disposed of, including vapor and electronic cigarettes. <b>Law enforcement may write citations for underage possession of such devices.</b>		●		
<b>TRESPASSING ON SCHOOL AND/OR DISTRICT PROPERTY</b>				
Being present on school grounds while suspended or when school or activities are not in session.			●	
<b>TRUANT</b>				
Absence from a class, lunch, mandatory academic intervention or school day without permission; includes leaving school grounds without permission or not providing a note from a parent or parent phone call verifying an absence.	●			
<b>VANDALISM</b>				
Minor, requiring additional custodial time for cleaning, restitution may be included; intentional damage or attempt to damage property belonging to the staff, students, or District (restitution will be required). Student pranks may come under this infraction. May be deemed a Level 3 violation if deemed serious enough by building administrator.	●	●		
<b>VIOLENT ACT</b>				
Of a student or staff member, attempting <b>to kill or cause serious physical injury</b> — exertion of physical force by a student with the intent to do serious physical injury. <b>A referral to law enforcement will be made by school administration.</b>			● Elementary	●
<b>WEAPONS/FIREARM POSSESSION</b>				
Possession or use of a weapon (WEAPON Definition in GLOSSARY). <b>A referral to law enforcement will be made by school administration.</b>				●

## DEFINITION OF LEVELS

EXAMPLES OF CLASSROOM SUPPORT AND ADMINISTRATION ACTION		
<b>LEVEL 1</b>	Teacher conference with student and re-teach appropriate behavior and/or classroom rules	Withhold recess - partial/whole (should be used only when there are no other options to address the behavior infraction)
	Positive practice-training opportunities	Lunch Support (Lunch will never be withheld)
	Verbal/written communication to parent(s)/guardian(s) related to the behavior	Teacher/parent/guardian conference and/or with principal
	Daily/weekly reports sent to parent(s)/guardian(s) on progress	Implement alternative interventions, such as daily chart, restorative discipline practices
	Make curricular adaptations if appropriate	Deny special privileges
	Detain student after school	Lunch/Recess detention
	FIRST Offense- Up to 3 days detention or suspension	
	SECOND Offense- Up to 5 days suspension	
	THIRD AND SUBSEQUENT Offense- Up to 10 days suspension	
EXAMPLES OF INTENSIVE SUPPORT AND ADMINISTRATION ACTION		
<b>LEVEL 2</b>	Conference involving student with parent/guardian contact	In school detention-loss of recess/lunch privileges
	Parent/guardian/teacher/student/administrator conference	Restitution and/or restorative practices conference/opportunities
	After School detention	Referral to a Committee on Conduct hearing with possible additional days of Out-of-School Suspension up to 180 days
	In or out of school suspension for up to ten (10) days	Expulsion
	FIRST Offense- Up to 10 days suspension	
	SECOND Offense- Up to 180 days suspension	
SUSPENSION AND REFERRALS		
<b>LEVEL 3</b>	In-School Suspension	
	Out of School Suspension for up to 180 days	
	Alternative Intervention Program Placement in separate school	
	Referral to a Committee on Conduct hearing with possible additional days of Out-of-School Suspension up to 180 days	
	Expulsion	
	ANY Subsequent Level 3 Offense- May lead to expulsion	
EXTENDED SUSPENSION AND REFERRALS		
<b>LEVEL 4</b>	In-School Suspension	Referral to a Committee on Conduct hearing with possible additional days of Out-of-School Suspension up to 180 days
	Out of School Suspension	
	Expulsion	
	Weapons Violation—Suspension of not less than one year (365 calendar days) or expulsion, with determination to be made in accordance with Mo. Rev. § 160.261	

# STUDENT ALCOHOL & DRUG ABUSE CODE



The Board of Education recognizes its share of responsibility for the health, welfare and safety of the students who attend the Francis Howell School District. Therefore, the use, sale, transfer, possession or being under the influence of alcohol or drugs are prohibited on school property, at school sponsored activities or events, on field trips, or in any vehicle while being used to transport students for the school district.

**Alcohol**, as used in this Code of Student Conduct, is defined as alcohol, “non-alcoholic” malt beverages or substances represented to be alcohol or “non-alcoholic” malt beverages.

**Drugs**, as used in this Code of Student Conduct, are defined as intoxicants, illegal drugs, prescription drugs, non-prescription legal synthetic substances or over the counter medications that cause impairment, and/or physical or mind-altering chemicals or controlled substances; or substances represented to be intoxicants, illegal drugs, prescription drugs, non-prescription legal synthetic substances or over the counter medications that cause impairment, and/or physical or mind-altering chemicals or over the counter medications when used for a purpose foreign to their design; or drug paraphernalia.

While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the school district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to take place. It is not fair to those students desiring to make the most of their educational and activity opportunities to be exposed to unnecessary disruptions and distractions caused by fellow students under the influence of drugs or alcohol or in possession of these substances.

A student found to be **under the influence or in possession of alcohol or drugs** may be suspended for a period of up to 180 school days or expelled. The principal/designee **shall** suspend such students for an initial period of ten (10) school days. For the first alcohol possession or drug possession offenses, in lieu of the 10-day suspension the student may choose to attend an alternative intervention program at a separate school location. The student will be required to participate in a comprehensive drug assessment through Preferred Family Health. The student will attend a full day of school and will complete all assignments from their courses and receive drug/alcohol counseling during the 10 days. Students will receive continued support in positive decision-making and resiliency-building upon return to their home school. If a student or parent/guardian does not satisfactorily complete the required paperwork, assessment or continued support meetings, the initial 10-day suspension will be imposed and a Committee on Conduct Hearing shall be held to determine the appropriate penalty(ies) and/or additional days of suspension. A recommendation of the penalty(ies) shall be submitted to the superintendent/designee for their decision.

Upon the occurrence of the second offense under the Code of Student Conduct, the student shall be suspended for up to 180 school days or expulsion.

Depending on the severity of the infraction, a student found to have been **engaged in the sale, sharing or distribution of alcohol or drugs** will receive a suspension of up to 180 days or expulsion. The principal/designee **may** suspend such students for an initial period of ten (10) school days. A Committee on Conduct hearing may be held within the initial ten (10) school day suspension period to determine the appropriate penalty(ies). A recommendation of the penalty(ies) may be submitted to the superintendent/designee for their decision. The Committee on Conduct hearing officer, within their discretion, may recommend an alternative educational placement--the Alternative Learning Center (ALC). If such a placement is accepted: Within two (2) weeks of starting ALC, a drug assessment must be completed at Preferred Family Health. (2) The student will be required to participate in drug counseling sessions provided by Preferred Family Health.

# STUDENT ALCOHOL/DRUG ABUSE CODE

The following **definitions** will apply:

**"Sale, sharing and distribution"** means the actual transfer, constructive transfer, attempted transfer or offer to transfer from one person to another of alcohol or drugs. This term includes, but is not limited to, sales, barter, exchanges, social sharing and gifts.

**"Possession"** means the act or condition of having alcohol or drugs on one's person, or in or on property belonging, assigned or entrusted to the possession or control of a student.

**"Under the Influence"** means the ingestion, consumption or absorption (by mouth, injection, through sniffing, etc.) into the body of drugs. "Under the influence" includes, but is not limited to, any use of alcohol or drugs prior to being present on district property or at a school sponsored activity or field trip whether on or away from district property when such use is detectable by observation or testing while the student is at school or the activity. If an administrator suspects a student is under the influence they may administer a field sobriety test, consult with medical professionals or administer tests. Testing will consist of breathalyzers for alcohol and a saliva test for drugs when there is reasonable suspicion. Under no circumstances shall the definition of "under the influence" be limited to the term as applied to the operation of motor vehicles.

**"Drug paraphernalia"** means all equipment, products, substances and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, storing, containing, concealing, injecting, inhaling, or otherwise introducing into the human body a controlled substance or an imitation controlled substance.



# FIREARM-FREE SCHOOLS CODE

The Francis Howell School District seeks to provide a safe, violence-free educational environment for its students and workplace for its employees. The District affirms that firearms have no place on school grounds.

The District recognizes that it must comply with federal and state laws concerning the treatment of students who bring firearms to school. Accordingly, this information complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act and other applicable federal and state law.

The District recognizes the risk of harm that a person who brings a firearm to school may present to themselves and to others on school premises. The District recognizes firearm possession as a potential threat to the health, safety and security of students, employees and other persons. The District will not tolerate the risk of harm presented when a person brings a firearm on the premises of our schools.

Thus, the District states as follows:

## I. DEFINITIONS

The term "firearm" is defined pursuant to federal law as set out in the most recent version of 18 United States Code Section 921. The term "firearm" includes, but is not limited to, such items as:

- A. Any item which is a loaded or unloaded weapon, weapon frame or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive; or
- B. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter; or
- C. Any explosive, incendiary or poison gas, such as: bombs; grenades, rockets with a propellant charge of greater than four (4) ounces; and other similar devices as recognized under federal law; or
- D. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs B or C of the Definitions section.

## II. STUDENT WHO BRINGS FIREARM TO SCHOOL

The District will not tolerate a student bringing a firearm to school. Therefore, the District will take the following action upon determining that a student has brought a firearm to school:

- A. The District will refer the student to the appropriate criminal justice or juvenile delinquency system; and
- B. The District will suspend the student from school for a period of not less than one (1) year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case by case basis upon recommendation of the Superintendent of Schools if the Superintendent determines that circumstances justify such a change.
- C. The District may, at its discretion, provide a student suspended under District Policy 2620 with educational services in an alternative setting.

## III. APPLICABILITY TO STUDENTS WITH DISABILITIES

If the student who is determined to be in violation of these Firearm-Free Schools guidelines is a student with a disability under the Individuals with Disabilities Education Act, the District will adhere to federal and state requirements as set forth in applicable statutes and regulations. Such laws and regulations set forth special procedures to be followed when a disabled student brings a firearm to school. These guidelines will apply to disabled students to the extent that their application is allowed under the Individuals with Disabilities Education Act.

## IV. APPLICABILITY TO OTHER DISTRICT POLICIES

All other District weapons policies, discipline policies or look-alike weapons policies shall remain in effect as they currently exist or are hereafter amended.

# DISCIPLINE DEFINITIONS

**Detention Study Hall** - a supervised study hall environment served outside of school hours. Saturday School is a supervised study hall environment served outside of school hours on Saturday morning. Times will vary by school. Student activity is closely monitored and restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks. Late arrivals will not be allowed to serve the assigned detention.

**In-School Suspension (ISS/ISAP)** - a structured, self-contained environment where the student will be given the opportunity to complete assignments for credit. A parent/guardian will be contacted prior to student placement in ISS/ISAP. If a student with an IEP is placed in ISS/ISAP, their special education services will be provided as stated in the IEP or the time in ISS/ISAP counts as an out-of-school suspension. A student may participate in activities upon completion of their in-school suspension.

**Out-of-School Suspension (OSS)** - removal from attendance at school. A student and parent/guardian conference may be required prior to the student's return to school. Students who receive OSS will have the opportunity to make up their missed work for 100% credit except in circumstances indicated below.

A student's grade during suspension time will be based on the work that was provided for the student to complete outside of class during the suspension period. If a student is offered an alternative setting and this setting is declined, the parent(s)/guardian(s) will assume responsibility for the student's education for the duration of the suspension.

NO MAKE UP WORK WILL BE ALLOWED IF:

- OSS return work not submitted by due date
- ISS/ISAP work not completed by the day the student returns to class
- Student/Parent(s)/Guardian(s) opts not to take AIP (Alternative Intervention Program)
- Suspension is greater than 55 school days

Any student who is suspended from school may not be present on school property or any other District property during the time of the out-of-school suspension. Furthermore, a suspended student may not participate in nor attend any extracurricular activity either on or off campus during the length of suspension. After completing their out-of-school suspension, a student must re-establish themselves as a creditable school citizen before participating in or competing in activities. However, a student is allowed on District property to attend a Committee on Conduct hearing and to attend an assigned alternative program.

Any student returning to school following an out-of-school suspension must attend a re-entry meeting involving a principal/designee and may include the student's parent(s)/guardian(s).

**Out-of-school suspension for 10 to 180 days** –The superintendent/designee may suspend a student for up to 180 school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of one hundred eighty (180) days. The Committee on Conduct hearing will be convened to review the behavior resulting in the initial suspension and to make a recommendation regarding suspensions of more than ten (10) days out of school and/or expulsions.

# DISCIPLINE DEFINITIONS

**Committee on Conduct Hearing** - A Committee on Conduct hearing will be held prior to the implementation of any out of school suspension of more than ten (10) school days. The Committee on Conduct hearing shall consist of the hearing officer, the principal/designee and other building or district personnel when deemed necessary. The student and their parent(s)/guardian(s) will be afforded an opportunity to appear at the Committee on Conduct hearing. The hearing will be held during the student's initial ten (10) school day suspension. Attorneys are not permitted to attend Committee on Conduct hearings (other than a parent/guardian who is an attorney and is in attendance with their own child). Recording devices are not permitted in Committee on Conduct hearings unless it is necessary to accommodate a parent's/guardian's disability. Notification of the need to use a recording device as an accommodation must be received by the Student Services Department at least 48 hours in advance of the hearing.

A student who is suspended out of school for more than ten (10) days by the superintendent's designee may, within ten (10) days of receiving notice of such suspension, request an appeal of the Committee on Conduct decision to the Superintendent of Schools if they have information they believe was not considered in the hearing. Such request must be received in the office of the Superintendent prior to 4:30 p.m. on the date the request for appeal is due. Attorneys are not permitted to attend the appeal meeting with the Superintendent of Schools.

If the student's parent(s)/guardian(s) disagrees with the decision of the Superintendent of Schools, a request can be made for a hearing before the Board of Education. A student who requests such a hearing will be notified in writing of the charges against the student; the time, date and location of the hearing; and the student's right to be represented by counsel, to call and cross-examine witnesses, and to present other evidence in the student's defense.

**Special Education (*Students with Disabilities*) Discipline Provision** - Students currently receiving special education services will be disciplined in accordance with state and federal mandates. In cases where students with disabilities are recommended for a Committee on Conduct hearing, and the results of that hearing include a suspension over 10 school days, a Manifestation Determination meeting will be held to determine whether or not the infraction was related to the student's disability following a Committee on Conduct hearing.

## **A+ Citizenship Policy for High School Students**

The Francis Howell School District A+ Advisory Committee believes that good citizenship is paramount for a student graduating with A+ status. Students participating in the A+ program that receive suspensions have their eligibility at risk. All four years are part of the citizenship record. The following will result in removal from the A+ Program:

- 5 or more occurrences of in school and/or out of school suspensions during the student's high school career (grades 9-12).
- Any suspension that results in an out of school suspension that is 10 or more days.

## **A+ Appeal Process**

A student and/or parent/guardian have the right to request an A+ appeal after receiving the notice of an attendance or citizenship infraction. In cases of concern or ineligibility, the:

- Student and parent/guardian must notify the A+ Coordinator in writing of their intent to discuss the concern or ineligibility.
- A+ Coordinator will convene an A+ Appeals Committee meeting for consideration foreligibility.
- A+ Appeals Committee will hear the request and return its decision to the student and parent/guardian.

Anyone requesting an appeal should complete an "A+ Appeal" form which is available from the A+ coordinator at the student's high school. After the review committee reaches a decision, the A+ Coordinator will notify the parent(s)/guardian(s).



# DISCIPLINE DEFINITIONS

**Expulsion** – The term expulsion refers to permanent exclusion from school. In addition to imposing a long-term suspension, the Superintendent of Schools 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. If the Board of Education proceeds with an expulsion hearing, the student and parent(s)/guardian(s) will be notified in writing of the charges against the student; the time, date and location of the hearing; and the student’s right to be represented by counsel, to call and cross-examine witnesses, and to present other evidence in the student’s defense. No student will be expelled without a hearing before the Board of Education.

Per District Policy 2660, no student shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this District or from any other School District until the District has conducted a meeting to consider possible readmission. During the meeting, participants will consider the conduct which resulted in discipline and any remedial actions believed to be necessary to prevent future occurrences of similar conduct.

However, no student will be readmitted or enrolled if the student was convicted of, charged as an adult or juvenile without final adjudication, or convicted of juvenile conduct, which, if charged as an adult, would constitute one of the following offenses:

- First degree murder (Mo. Rev. Stat. § 536.020)
- Second degree murder (Mo. Rev. Stat. § 565.021)
- First degree assault (Mo. Rev. Stat. § 565.050)
- Forcible rape (Mo. Rev. Stat. § 566.030)
- Forcible sodomy (Mo. Rev. Stat. § 566.060)
- Robbery in the first degree (Mo. Rev. Stat. § 570.023)
- Distribution of drugs to a minor (Mo. Rev. Stat. § 579.020)
- Arson in the first degree (Mo. Rev. Stat. § 569.040)
- Kidnapping as a Class A felony (Mo. Rev. Stat. § 565.110)
- Statutory rape (Mo. Rev. Stat. § 566.032)
- Statutory sodomy (Mo. Rev. Stat. § 566.062)

# BUS GUIDELINES



Francis Howell bus drivers are charged with the responsibility of maintaining a safe and orderly environment on district buses.

The following is a list of student expectations while riding on district buses:

- Follow all expectations in the Code of Student Conduct
- Follow all bus driver directions
- Stay seated facing the front of the bus
- Maintain social distancing expectations
- Board and depart assigned bus at assigned stops
- Keep all body parts and all objects inside the bus
- Treat others with respect (both verbally and physically)
- Treat the bus with respect (no physical damage, littering, throwing objects, eating or drinking)
- Ride their assigned bus

NOTE: All buses may be monitored by cameras at any time.

**To maintain order and provide a safe environment, a bus driver may take any of the following actions:**

- Initiate a conference with a student
- Initiate a conference with a principal/designee
- Direct students to comply with rules
- Assign bus seats
- Issue bus ticket warnings
- Issue bus tickets

**The District considers the bus an extension of the classroom; therefore, misbehavior on the bus will result in a consequence. Consequences may include suspension from the bus.** In cases where the violation is severe and/ or threatens the general safety of students, the matter will be referred immediately to the principal/designee. The principal/designee has the discretion to implement/develop an alternative discipline plan if needed. The District Director of Transportation and the Transportation Safety Manager will meet with the principal/ designee as requested or when deemed necessary.

# CORPORAL PUNISHMENT: PROHIBITED

District Policy 2670 states: No person employed by or volunteering for the District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A District employee may use reasonable restraint against a student without advance notice to the principal/designee if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the District.



# NETWORK and INTERNET ACCEPTABLE USE GUIDELINES

Internet access is available in the Francis Howell School District (FHSD) to students, teachers, staff, parent(s)/guardian(s), and administrators. Students must use FHSD telecommunications in accordance with District Policy 6320. Students are allowed to access curriculum-related information and research topics and ideas that promote innovation in learning.

Learning how to electronically communicate and navigate through the wealth of information located on both public and private networks are information literacy skills that support student achievement in the 21st century. In some instances, students, if approved by the classroom teacher, will be allowed to bring their own technology for educational purposes (e.g., laptops, iPods, iPads, electronic readers, laptops, etc.).

## Safety

The District ensures CIPA (Children's Internet Protection Act) compliance through use of a firewall and filtering. However, students should report to their teacher or other staff members if they access information that makes them feel uncomfortable.

The following actions ARE allowable on the district networks:

- Use telecommunications for educational purposes only
- Communicate with others in a respectful and courteous manner
- Obey copyright laws and intellectual property rights of others
- Maintain the privacy of personal name, phone number, address and password, and respect the same privacy of others

These guidelines are provided to make you aware of your responsibilities. The network administrator or the designated FHSD representative may revoke network/computer privileges if the guidelines are not observed.

The following actions are **NOT** allowable on the district networks:

Sharing confidential information	Giving your password to others
Giving out personal information on the Internet	Harassing, insulting, or harming others in any way
Trying to bypass or break the security system	Accessing pornographic/illegal material
Illegally copying software	Trespassing in others' folders, files or documents
Attempting to destroy or harm data/files of others	Utilizing the network for commercial purposes
Using obscene language	Use of non-curricular Internet games
Violating copyright laws or plagiarism	Use of unauthorized websites
Vandalism of District network or technology	Uploading viruses, altering data or theft of restricted information

## POSSIBLE DISCIPLINARY ACTION FOR VIOLATION

Violating District Policy 6320 regarding network and internet usage will result in disciplinary consequences that include, but are not limited to, one or more of the following: 1) suspension or revocation of network privileges; 2) suspension or revocation of Internet access; 3) suspension or revocation of computer access; 4) school suspension; or 5) expulsion.

**PLEASE NOTE:** If you wish to deny independent internet usage for your student, please contact the school they attend to obtain the appropriate form.

# GLOSSARY OF TERMS

## **Bullying**

Bullying defined in Board of Education Policy 2655 as the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and 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 physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

The District is committed to maintaining learning and working environments free of any form of bullying or intimidation by students on school grounds, during school time, at a school sponsored activity or in a school related context. Students and/or their parent(s)/guardian(s) are encouraged to report any instances of bullying to their building administrator.

The District encourages students to report bullying. Students should report if they are the victim or the bystander. Schools will discuss safe ways to report bullying with students. Students who are bullied or witness bullying should immediately report the incident to an adult. Parents /guardians should contact the principal to report bullying reported by their child if the child is not comfortable making the report. Each report of bullying will be investigated. The FHSD website has bullying resources for parents and students under the Parents tab on the District website.

<http://fhsd.sharpschool.net/parents/bullying/>

## **Conference**

A communication that takes place face-to-face, by video, or telephone.

## **Cyberbullying**

Cyberbullying as defined in Policy 2655 bullying as defined above 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. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

## **Harassment/Discrimination**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, religion, sexual orientation, or perceived sexual orientation. The District prohibits any and all forms of harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, religion, sexual orientation, or perceived sexual orientation.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment or discrimination because of race, color, sex, national origin, ethnicity, disability, religion, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have harassed/discriminated, and/or to take other appropriate action reasonably calculated to end the harassment.

# GLOSSARY OF TERMS

## **Hazing**

Student hazing is expressly prohibited by District Policy 2920. Hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

## **Parking Permits**

Due to the limited space available for student parking at each high school campus, parking permits are required in order for students to drive to school. Criteria for eligibility for permits and other regulations regarding student automobiles will be established by the appropriate high school administrator. Violations may result in the loss of parking privileges.

## **Restitution**

Replacing item(s) that were stolen or damaged or providing fair market value by way of compensation or service.

## **Stealing/Theft**

Taking or attempting to take property of another person or institution without permission or knowledge of the owner with the intent to deprive the owner of its use (under Theft offense).

## **Sexting**

The sending of sexually explicit photographs or messages via electronic device.

## **Terrorist Threat**

If one threatens to commit violence for the purpose of terrorizing another or causing public panic.

## **Trespassing**

Being on school property without permission, including while suspended or expelled; includes breaking and entering. Or remaining on school property once school administration has requested the individual leave school premise.

## **Weapon (including look-alikes and ammunition)**

A weapon is, by way of illustration and without limitation, one of the following:

Firearm: A firearm as defined in 18 U.S.C. 921 of the federal code. Examples include handguns, rifles, shotguns and bombs. Refer to the federal code for the complete definition.

Other Guns: Any gun of any kind, loaded or unloaded, operable or inoperable, including any object other than a firearm that looks like a gun. This shall include, but is not limited to, a pellet gun, paintball gun, stun gun, Taser gun, BB gun, flare gun, nail gun and air soft gun.

Other Weapons: Any implement or item used in a threatening manner that could cause or is intended to cause bodily harm and/or injury, other than a firearm or other gun. This shall include, but is not limited to, switchblade knife, hunting knife, star knife, razor (including straight or retractable razor), brass knuckles, box cutter, nunchuck, spiked glove, spiked wristband, any mace derivative, tear gas device or pepper spray product.

The Missouri State Statute defining a weapon can be found at the following link:

<http://www.moga.mo.gov/statutes/C500-599/571000010.HTM>