



THE SCHOOL DISTRICT OF  
UNIVERSITY CITY

**Transform the Life of Every Student Every Day!**

# **Student Expectations Guide**

**2020-2021**  
SCHOOL YEAR

**Office of Student Services**

(314) 290-4045

## TABLE OF CONTENTS

Letter from the Superintendent.....	1
District Mission Statement, Beliefs & Vision Statements .....	2
Philosophy of Discipline.....	3
Positive Behavior Intervention and Support (PBIS).....	3
Braiding PBIS, Social Emotional Learning (SEL) and Restorative Practices (RP) ....	4
Multi-Tiered System of Supports .....	4
Bus Guidelines .....	5
Board of Education Discipline Policies .....	7
Student Discipline – Policy JG-R.....	7
Level 1 Infractions – within Policy JG-R.....	7
Level 2 Infractions – within Policy JG-R.....	17
Level 3 Infractions – within Policy JG-R.....	24
Building and Grounds Security – Policy ECA .....	28
Technology Usage – Policy EHB .....	29
Student Absences and Excuses – Policy JED.....	33
Bullying – Policy JFCF .....	35
Hazing – Policy JFCG .....	38
Weapons in School – Policy JFCJ.....	39
Student Discipline – Policy JG .....	40
Corporal Punishment – Policy JGA .....	41
Detention and/or In-School Suspension of Students – Policy JGB.....	41
Student Suspension and Expulsion – Policy JGD.....	42
Discipline of Students with Disabilities – Policy JGE.....	45
Discipline Reporting and Records – Policy JGF.....	46
Student Alcohol/Drug Abuse – Policy JFCH .....	49
Student Conduct On School Transportation – Policy JFCC .....	50
Student Dress Code – Policy JFCA .....	50
Notes .....	51
St. Louis Area Resource Directory.....	52
District Map and Building Locations.....	Inside Back Cover
Board of Education and Administration.....	Back Cover

# LETTER FROM THE SUPERINTENDENT

## Letter From The Superintendent

Teaching and learning are at the center of everything we do in The School District of University City. Creating an environment that is welcoming, safe, inclusive and secure to facilitate learning is a top priority for everyone in the District. Students and families have a role to play in creating that environment. As superintendent of schools, it is my sincere intent that students and parents clearly understand and accept the responsibility and power of positive behavior. Together we create an environment that leads to effective overall learning, one that humanizes the experiences for students and adults.

This Expectations Guide was developed to assist students, parents and staff in understanding community standards and policies currently in place and the consequences of not adhering to those policies.

This Guide is tied to the District's Strategic Plan and objectives to provide an environment that is conducive to teaching and learning, while creating an environment that fosters self-control, respect and wellness for self and others.

This Guide reflects recent updates to the University City Board of Education's policies and procedures as it becomes aligned with the Missouri School Boards Associations policies. These and other policies are available to view at [www.ucityschools.org](http://www.ucityschools.org).

If you have any questions regarding this Expectations Guide, I encourage you to contact your school principal.

Sincerely,



Sharonica L. Hardin-Bartley, Ph.D., PHR  
Superintendent of Schools

# THE SCHOOL DISTRICT OF UNIVERSITY CITY

**Transform the Life of Every Student Every Day!**

---

Our Mission for the District is to:

**Transform the life of  
every student every day.**

Our Vision is to be a District:

**Where all students graduate  
college and career ready.**

We value...

- **Engaging in open communication with our stakeholders.**
- **Being accountable for student learning and achievement.**
- **Demonstrating integrity by operating with high ethical standards.**
- **Promoting collaboration that leads to innovation.**

## **PHILOSOPHY OF DISCIPLINE**

Effective discipline is essential for the public school to discharge all of its basic responsibilities: instruction, guidance, and socialization. An effective instructional program will occur in a safe environment conducive to learning. The School District of University City has established specific behavioral expectations with regard to student conduct as required by the State of Missouri and School District of University City Board of Education.

We believe that each student is unique and has the potential to make positive contributions to society. In a cooperative effort with parents, staff, and students we commit ourselves to provide an atmosphere that will encourage all students to become well rounded, college bound, career ready, responsible citizens. When behavioral expectations are not met, it is our goal to educate, restore, and provide appropriate interventions for the re-education of students to prevent repeated infractions and violations of District policies and behavioral expectations.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

All students attending University City Schools are expected to exhibit appropriate school behaviors as defined. Part of our teaching mission is to help students learn to work within the structures of the school environment to improve achievement for all. We cannot assume that children already know what appropriate school behavior looks like and sounds like; instead we need to provide explicit modeling and reinforcement of our expectations. We increase the probability of students exhibiting positive behaviors when we ensure the following necessary conditions:

- Sense of Autonomy, Belonging and Competency
- Clearly Established Expectations
- Consistent Routines and Procedures
- Organization and Timeliness

Our primary objective is to model behavior in the maximization of teaching so that we can maximize learning. When we can get students to clearly articulate expected behaviors and to have sense of self-efficacy and self-control, we will create an environment in which our students can succeed. More importantly, the social skills that we teach will prepare children to be successful leaders, employees and citizens. That is our goal.

PBIS is a decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. It is a proactive approach that requires schools to:

- Determine overarching school expectations.
- Explicitly identify behavioral expectations for all school settings (e.g. classroom, halls, cafeteria, playground, bus).
- Explicitly teach and encourage students to meet the identified expectations.
- Use data to evaluate the effectiveness of the program and to provide interventions for students who have not demonstrated success.

# BRAIDING PBIS, SOCIAL EMOTIONAL LEARNING (SEL) AND RESTORATIVE PRACTICES (RP)

In an effort to address discipline issues, the School District of University City established the PBIS program at all District schools. The PBIS program focuses on proactive strategies that define, teach and support appropriate student behavior to create positive school environments in classroom and non-classroom settings.

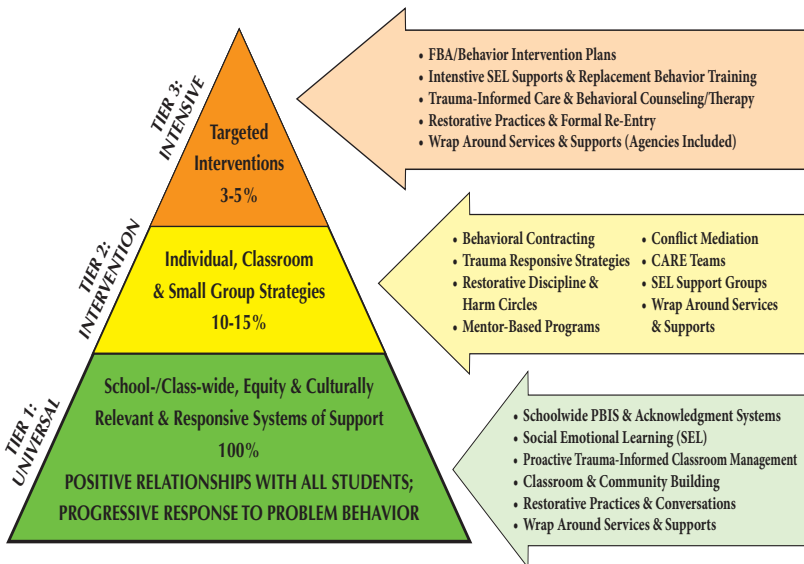
PBIS incorporates behavior-based approaches supported by scientific research and best practices that ensures a successful teaching and learning environment.

Partnering with PBIS are the Social Emotional Learning (SEL) and Restorative Practices (RP) initiatives. SEL is the learning process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Some SEL competencies include self-efficacy, self-management, social-awareness, growth mindset, grit, emotional regulation, relationship skills, and responsible decision making.

RP is a philosophical framework that seeks to proactively build community with stakeholders in schools while managing conflict by repairing harms and restoring relationships. RP helps to create environments of respect, develop rapport with students, manage conflicts, and establish routines and expectations for positive behavior and relationships.

Working together, PBIS, SEL, and RP support proactive strategies for defining, teaching, and supporting ethical student behaviors to create positive school environments with stakeholders.

## MULTI-TIERED SYSTEM OF SUPPORTS



## **DISTRICT OFFERS BUS SERVICE**

According to District policy, students in the School District of University City who reside 1.25 miles or more from their neighborhood school are eligible for transportation services to and from school.

To find out if your child is eligible for school bus service, contact your school office. If your child is eligible for transportation and you need to find the location of his or her bus stop and bus number, contact your child's school office or visit the bus transportation section of the District website at [www.ucityschools.org](http://www.ucityschools.org).

## **BUS GUIDELINES**

### **ON THE TRIP HOME**

1. Leave the bus only at the regular designated stop.
2. Walk at least ten feet from the front of the bus.
3. Wait until the bus driver gives the signal to cross.  
(NEVER cross the street in the rear of a stopped school bus.)
4. Walk with friends via quickest and most similar route.
5. Report any suspicious activity or person to parents or guardian.

### **RESPONSIBILITY OF PARENTS OR GUARDIANS**

1. Read, discuss and review the transportation section of the Expectations Guide.
2. Sign and return the parent letter indicating your support and receipt of these safety guidelines.
3. Encourage your children to observe all safety and conduct guidelines established for the safe and efficient operation of the school bus.
4. Call your school office with any related traffic hazards and identifying numbers of all buses observed being operated carelessly.
5. See that children are at the bus stop five minutes before the bus is scheduled to arrive. Parents are responsible for their children at the bus stop.
6. Observe extreme caution when approaching buses and bus stops.
7. Report all observed misconduct on school buses to the principal.
8. Know the names of the children with whom your child walks to and from school and the route she or he takes.
9. Report to the police any strangers observed at or near bus pick up or drop off points.
10. Get to know your bus driver.

## RIDING THE BUS

1. Be seated immediately.
2. Remain seated until the bus arrives at your stop and you receive instructions to move.
3. Hold books in your lap. For safety reasons, objects are not to be piled in the aisle.
4. Carry band instruments or large objects aboard the bus only if they can be held in the lap. Pets and animals are not permitted on the bus at any time.
5. Do not extend arms, legs, or head out of the bus.
6. Do not throw objects inside the bus, out of the bus windows, or at the bus.
7. Refrain from talking to the driver while the bus is in motion, except in an emergency.
8. Do not tamper with the emergency door, fire extinguisher or other equipment on the bus.
9. Refrain from damaging bus equipment, seats or windows. Students and parents/guardians will be held liable.
10. Refrain from fighting, horseplay or creating loud disturbances. These behaviors are not allowed.
11. Place trash in receptacle provided near the entrance of the bus.
12. Do not smoke, eat or drink while on the bus.
13. Use of profanity, obscenity or obscene gestures is prohibited on the bus and (see PILG) includes communicating the same to anyone outside the bus.
14. Refrain from bringing weapons or using other objects as a weapon while on bus.
15. Be aware that the University City Police will stop and search school buses for illegal items. Students found in possession of weapons, alcohol, drugs, etc. may result in an arrest.
16. Observe all the District code of conduct governing student behavior.
17. **CAMERAS WILL BE PLACED ON BUSES AS NEEDED TO MONITOR STUDENT BEHAVIOR.**

## WAITING TO BOARD A BUS

1. Arrive at the bus stop five minutes ahead of the bus. The bus must leave at the designated time. The bus is not considered late until ten minutes past the designated arrival time.
2. Wait until the bus stops.
3. Form a quiet, uniform line to board.
4. Stand well away from the street when the bus approaches. Do not play in the path of traffic.
5. Walk to the door and board the bus in an orderly manner. Never run alongside the bus when the bus is moving. **DO NOT PUSH OR SHOVE.**
6. Do not litter or damage property on or near the bus stop. All actions are subject to the uniform code of student conduct and or laws of University City.
7. Keep sidewalks clear of books, clothing, and other articles.
8. Observe all code of conduct governing student behavior.
9. Report to the principal any suspicious person, or activity, no matter how minor.
10. Remain with the group, and do not talk to strangers, or get into a stranger's car.



## LEVEL 1 INFRACTIONS

**Abuse of Internet/Technology Usage (ABN1)** [see Board policy EHB and procedure EHB-AP] – Level 1 Abuse of Internet/Technology Usage includes, but is not limited to: Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. Restitution must be made.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Denial/Revocation of Internet Access
Maximum:	Short-term Suspension	Long-Term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Denial/Revocation of Internet Access
Maximum:	Long-Term Suspension	Long-Term Suspension or Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Denial/Revocation of Internet Access
Maximum:	Long-Term Suspension	Long-Term Suspension or Expulsion

**Arson (ARSN) 1** – Arson is starting or attempting to start a fire or smoke, or the burning of district property or personal property of any person on grounds of the district.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Long-Term Suspension	Long-Term Suspension
Maximum:	Expulsion	Expulsion
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Long-Term Suspension	Long-Term Suspension
Maximum:	Expulsion	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Long-Term Suspension	Long-Term Suspension
Maximum:	Expulsion	Expulsion

**Assault (ASST) 1** – Assault is a physical attack, provoked or unprovoked, which attempts to cause and/or causes personal injury to another student, staff member or anyone on district property. Aggression against another person who cannot or will not defend him/herself will be considered assault. Placing another in apprehension of harm or injury may also be considered assault and may occur directly or indirectly and by conduct and/or words.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	Long-Term Suspension
Maximum:	Expulsion	Expulsion
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>

Minimum:	Short-Term Suspension	Long-Term Suspension
Maximum:	Expulsion	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-Term Suspension	Long-Term Suspension
Maximum:	Expulsion	Expulsion

**Bullying and Cyberbullying (BULY) 1 [see Board policy JFCF]** – Intimidation or harassment of, or attacks on, a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Counselor Referral	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	In-School Suspension	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	In-School Suspension	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Drug/Alcohol Sale or Distribution (DRAS) 1 [see Board policies JFCH (Student Alcohol/Drug Abuse) and JHCD (Administration of Medications to Students)]** – Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. Drug paraphernalia and accessories will be confiscated.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension Counselor Referral	Long-term Suspension Counselor Referral
Maximum:	Expulsion	Expulsion
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Long-term Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Long-term Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion

**Drug/Alcohol Use or Possession (DRUP) 1 [see Board policies JFCH and JHCD]**

– Possession of or attendance while under the influence of or after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. Drug paraphernalia and accessories will be confiscated.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference and Counselor Referral	Short-term Suspension and Drug Assessment Referral
Maximum:	Long-term Suspension	Expulsion
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension Drug Assessment Referral	Long-term Suspension Drug Assessment Referral
Maximum:	Expulsion	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension Drug Assessment Referral	Long-term Suspension Drug Assessment Referral
Maximum:	Expulsion	Expulsion

**OTC Drug Possession, Sale or Distribution (DOTC) [see Board policies JFCH and JHCD]**

– Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	In-school Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Extortion (EXTO) 1** – Obtaining or attempting to obtain an item or money by threats, force, fraud or misrepresentation of authority is considered extortion.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion

**False Emergency Report / Bomb Threat (FERB) 1** – Activating an emergency response when no emergency exists is a serious offense that may endanger the lives of others. Examples include, but are not limited to, pulling a fire alarm when no emergency or fire exists, false 911 calls, bomb threats, shooting threats, threats of harming the occupants of the school and threats of burning the school. Communication may occur verbally (such as on the telephone or in person), electronically (such as by e-mail, messaging or phone), or in writing (such as comments written on a wall or on paper or book). In addition to the consequences below, the student and/or the student’s parent/guardian will reimburse the district and emergency personnel for expenses and costs incurred as a result of the false alarm.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Long-term Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion

**Fighting (FIGT) 1** – Fighting is defined as physical and/or verbal abuse or other acts of violence where all parties have contributed to the conflict either verbally or physically. Parties joining in the fight, other than the original participants, will be considered as parties to a fight. If physical confrontation is anticipated, students are to seek assistance from a staff member.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	Administrative Conference
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Fighting with Injury (FTIN) 1** – Fighting with injury is defined as physical and/or verbal abuse or other acts of violence where all parties have contributed to the conflict, either verbally or physically, and where one or more persons have sustained an injury requiring medical attention or examination. Parties joining in the fight other than the original participants will be considered as parties to a fight.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	In-school Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Long-term Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion

**Fireworks, Explosives and Incendiary Devices (FAED) 1** – The possession and/or use of fireworks, ammunition, explosives or incendiary devices is forbidden. Fireworks, live explosives and incendiary devices will be confiscated. Also prohibited is the use or possession of chemicals (other than school supplies used in a classroom, such as art or science), matches and lighters.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	In-school Suspension
Maximum:	Expulsion	Expulsion
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	In-School Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion

**Gambling (GAMB) 1** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. Gambling paraphernalia will be confiscated.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	In-school Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Long-term Suspension
Maximum:	Short-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	In-School Suspension	Long-term Suspension
Maximum:	Short-term Suspension	Expulsion

**Gang Behavior, Graffiti, Signs, or Language (GBSL) 1** – No student shall commit any act or omission or use any speech, either verbal or nonverbal, showing membership or affiliation in a gang, nor shall any student further the interests of any gang or gang activity while on district property or attending district events. For the purposes of this policy, gangs are defined as groups of students who initiate, advocate or promote activities that threaten the safety or well being of persons or property on district grounds or who disrupt the school environment or are harmful to the educational process.

Student involvement in gang activities including, but not limited to, initiations, hazing, intimidations or related activities of such group affiliations that are likely to cause bodily danger, physical or mental harm or personal degradation are prohibited. Prohibited activities include, but are not limited to: gang-related gestures or handshakes; solicitation of others for membership in any gangs; request of any person to pay for protection or otherwise intimidate or threaten any person, incite other students to act with physical violence or commit any illegal act or violation of district policy.

Gang graffiti is defined as inscriptions, symbols or drawings associated with or communicating to members of a gang. Students shall not deface district property or private property with gang graffiti. Students shall not display gang graffiti on their bodies, including, but not limited to, by means of clothing, tattoos, writing, jewelry, haircuts, hair shaves, head or foot gear, emblems, badges, symbols or signs. Students shall not exhibit gang graffiti on any personal or school possessions including, but not limited to, textbooks, notebooks, folders, backpacks, writing utensils, etc.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	Administrative Conference
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Harassment on the Basis of a Protected Category, including Sexual Harassment (HARR) 1 [see Board policy AC]**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on a legally protected category, including gender, race, color, religion, sex, national origin, ancestry, disability and/or any other characteristic protected by law. The district also prohibits harassment based on sexual orientation or perceived sexual orientation. Examples of impermissible harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected category. Voyeurism (spying for sexual gratification), indecent exposure of undergarments or private body parts, sexual gestures, or other verbal or physical conduct of a sexual nature directed toward an individual or a particular group will also be considered sexual harassment.

2. Unwelcome physical contact of a sexual nature or that is based on a legally protected category, including gender, race, color, religion, sex, national origin, ancestry, disability and/or any other characteristic protected by law. The district also prohibits harassment based on sexual orientation or perceived sexual orientation. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on a protected category.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Counselor Referral Parent Involvement	Short-term Suspension
Maximum:	Administrative Conference	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Hazing (HAZG) 1 [see Board policy JFCG]** – Hazing is any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to a grade-level, student organization or district-sponsored activity Even when all students involved are willing participants, it may still be considered hazing.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Counselor Referral	Short-term Suspension
Maximum:	Administrative Conference	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Major Theft (MTFT) 1** – Theft is the unauthorized acceptance, possession, purchase, taking and/or transfer of property belonging to another. Major theft is defined as property or cash exceeding the value of \$100. Any person committing theft must make restitution.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Sexual Misconduct (SEXM) 1** – Sexual misconduct includes the following:

1. *Public Display of Affection* – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.
2. *Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material* – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.
3. *Sexual Activity* – Acts of sex or simulated acts of sex including, but not limited to, intercourse, oral or manual stimulation or inappropriate touching of private body parts, whether over or under clothing.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference Counselor Referral	Student Conference Counselor Referral
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension Counselor Referral	Long-term Suspension Counselor Referral
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension Counselor Referral	Long-term Suspension Counselor Referral
Maximum:	Long-term Suspension	Expulsion



**Stalking (STLK) 1** – A student commits the offense of stalking if he or she purposely, through his or her course of conduct, follows or pursues with the intent of harassing another person, or creates an atmosphere that reasonably leads the recipient of such conduct to believe that he or she is being stalked.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Counselor Referral	Short-term Suspension
Maximum:	Administrative Conference	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Trespassing (TREP) 1** – Trespassing is the unauthorized presence on school property or refusing to leave when directed to do so by a person in authority. Trespassing also includes violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

Trespassing also includes: being present on district grounds or on district transportation outside of school hours, authorized public-use hours, or district-authorized activity hours; operating a district vehicle; exceeding the permissible scope and/or authorization of a previously approved purpose for being on district property; and/or being present in an unauthorized area of a district building to which student access is prohibited.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	Parent Involvement
Maximum:	Short-term Suspension	Short-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Vandalism of Property (VNOP) 1 [see Board policy ECA]** – Vandalism is the willful or malicious (meaning the student intentionally causes or acts with a substantial certainty of causing) destruction or defacement of district or private property on district grounds. Tampering with or damaging fire and emergency equipment is classified as vandalism. Restitution must be made.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Student Conference
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	In-School Suspension	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	In-School Suspension	Short-term Suspension
Maximum:	Long-term Suspension	Expulsion

**Possession, Use or Sale of Weapons (PWPN) 1 [see Board policy JFC]**

1. Possession or use of any weapon as defined in Board policy JFC, other than those defined in 18 U.S.C. ‘ 921, 18 U.S.C. ‘ 930(g)(2) or ‘ 571.010, RSMo.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	Short-term Suspension
Maximum:	Expulsion	Expulsion
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Out-of-School Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Out-of-School Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion

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

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.	Expulsion
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.	Expulsion
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.	Expulsion

**Repeated Violations of Levels 2 or 3 Infractions (RV23) 1 – Students who have served Maximum penalties for Repeated Occurrences of Level 2 or Level 3 violations will be subject to the following ranges of discipline for additional occurrences.**

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Short-term Suspension	Long-term Suspension
Maximum:	Expulsion	Expulsion

## **LEVEL 2 INFRACTIONS**

**Abuse of Internet/Technology Usage (ABN2) [see Board policy EHB and procedure EHB-AP]** – Violations of Board policy EHB and procedure EHB-AP other than those listed in the Level 1 infraction. Abuse of Internet/Technology Usage Level 2 includes, but is not limited to: sending or receiving personal messages; and obtaining, downloading, viewing or otherwise gaining access to materials which may be deemed unlawful, harmful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current district policy or legal definitions.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Denial/Revocation of Internet Access
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Denial/Revocation of Internet Access
Maximum:	Short-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Denial/Revocation of Internet Access
Maximum:	Short-term Suspension	Long-term Suspension

**Cheating/Plagiarism (CHTG) 2** – Cheating/Plagiarism is using, submitting, or attempting to obtain or give data or answers dishonestly, by deceit, or by means other than those authorized by the teacher. Plagiarism is taking someone else’s ideas, words or thoughts and passing them off as one’s own. Copying from another student’s work is a form of plagiarism.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	Parent Involvement Score of zero on assignment
Maximum:	Score of zero on assignment	Short-term Suspension Score of zero on assignment
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement Score of zero on assignment	Parent Involvement Score of zero on assignment with no make-up
Maximum:	In-school Suspension Score of zero on assignment with no make-up	Short-term Suspension Score of zero on assignment with no make-up
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement Score of zero on assignment	Parent Involvement Score of zero on assignment with no make-up
Maximum:	In-school Suspension Score of zero on assignment with no make-up	Short-term Suspension Score of zero on assignment with no make-up

**Class Cut/Failure to Attend Class or Assigned Area (CLCU) 2** [see Board policy JED and procedures JED-AP1 and JED-AP2] – Regular class attendance is required of all students and is essential to good performance. Students who miss a class without authorization of parent/guardian, counselor, administrator, the classroom teacher of that class, or another authorized staff member will be considered cutting class. Excessive non-justifiable absences, even with the consent of parents/guardians, are also prohibited.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	Administrative Conference
Maximum:	Detention	Short-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	In-school Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	In-school Suspension
Maximum:	Short-term Suspension	Long-term Suspension

**Endangering Safety of Others (ENOS) 2** – Actions endangering others safety include, but are not limited to, the following: running, pushing, shoving, or engaging in horseplay; or throwing snowballs or other items.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	In-school Suspension
Maximum:	Long-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	In-school Suspension
Maximum:	Long-term Suspension	Long-term Suspension

**Possession or Use of Electronic Devices (POED) 2 [see Board policy KKB]**

1. Students are not allowed to use personal electronic devices, laser pointers, video games, toys or other such items unrelated to instruction unless so authorized by school personnel. These items should not be displayed during school hours and must be kept in a locker or backpack.
2. Students are not allowed to use cell phones during instructional time unless given direct permission by a teacher or administrator. This rule applies to all school environments including field trips. Cell phones should be turned off and not displayed during classroom periods. This prohibition includes text messaging, e-mailing and actual phone calling.
3. Cell phone cameras, other unauthorized cameras, or other video or audio recording equipment are only to be used on district property or at district activities as specifically permitted by policy KKB. Specifically, students are prohibited from using cellular devices to take photographs or record videos in a facility or location at which students or others have a reasonable expectation of privacy, such as restrooms, locker rooms and changing areas. This prohibition also includes the taking of a photograph or video of any person, regardless of location, when such photograph either invades or could be perceived as invading the bodily privacy of that person.

Unauthorized electronic devices or electronic devices used in violation of Board policy will be confiscated. CONFISCATED PHONES MUST BE RETRIEVED BY A PARENT OR GUARDIAN.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Parent Involvement
Maximum:	Parent Involvement	Short-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	In-school Suspension
Maximum:	Short-term Suspension	Short-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	In-school Suspension
Maximum:	Short-term Suspension	Short-term Suspension

**Inciting a Fight (INCF) 2** – Inciting a fight is defined as using verbal action intended to provoke a physical conflict.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension

**In Hall without A Pass/Loitering (IHWP) 2** – Students must have an authorized pass from a staff member in order to be in the halls during class. Loitering is not permitted between classes or before and after the school day.

<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	Detention	In-school Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	Detention	In-school Suspension

**Leaving Class, Building, or School Grounds Without Permission (LBOC) 2** [see Board policy JED and procedures JED-AP1 and JED-AP2] – Students must have an authorized dismissal from a district official in order to leave the classroom, the building or the school grounds during the school day.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement/Administrative Conference	Administrative Conference
Maximum:	Parent Involvement/Administrative Conference	Short-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement/Administrative Conference	Administrative Conference
Maximum:	In-school Suspension	Short-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement/Administrative Conference	Administrative Conference
Maximum:	In-school Suspension	Short-term Suspension

**Obstruction/Disruption of School (ODOS) 2** – Obstruction or disruption of a school-day includes acts which cause a substantial disruption or obstruction of the school-day or school activities. This includes, but is not limited to, occupation of any district building, district grounds, or school bus in such a way which deprives others of its use; blocking the entrance or exit of any district building, corridor, doorway or classroom passageway which deprives others’ access; blocking normal pedestrian or vehicular traffic on or to the school campus; or participating in, or encouraging, physical or verbal behaviors leading to, or resulting in, a riot.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	In-school Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Detention	In-school Suspension
Maximum:	Long-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Detention	In-school Suspension
Maximum:	Long-term Suspension	Long-term Suspension

**Petty Theft (PTFT) 2** – Theft is the unauthorized acceptance, possession, purchase, taking and/or transfer of property belonging to another. Petty theft is limited to property or cash not exceeding the value of \$100. Any person committing theft must make restitution.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement/Administrative Conference	Parent Involvement/Administrative Conference
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension

**Profanity/Inappropriate Language and Conduct (PILG) 2** – Any inappropriate comment, obscenity, swearing, or cursing (whether verbal, written or gestured) is considered inappropriate language. This also includes conduct or speech, whether verbal, written, pictorial or symbolic, which actually disrupts - or for which disruption is foreseeable if action is not taken - classroom work, school activities, student learning and/or the operation of the school.

Further, use of words or actions that describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portray sex in a manner offensive to school and/or community standards, and that do not have a serious literary, artistic, political or scientific value is prohibited.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference/Parent Involvement	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference/Parent Involvement	Administrative Conference
Maximum:	Short-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference/Parent Involvement	Administrative Conference
Maximum:	Short-term Suspension	Long-term Suspension

**Refusing Staff Request/Directions (RSRD) 2** – Students are to cooperate with the direct request or order of teachers, administrators or other district personnel.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Administrative Conference/Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Administrative Conference/Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Administrative Conference/Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension



**Smoking/Tobacco Use (SMOK) 2** – The use, possession, distribution, and/or sale of tobacco and/or smokeless tobacco products and/or smoking paraphernalia are not permitted on district property, district transportation or at any district activity. Smoking products or paraphernalia will be confiscated.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	In-school Suspension	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	In-school Suspension	Short-term Suspension
Maximum:	Short-term Suspension	Long-term Suspension

**Threat (THRT) 2**

1. A verbal, written or physical expression of an intention to hurt someone else and/or placing a person in reasonable apprehension of imminent physical injury is considered a threat. Examples include, but are not limited to, comments about shooting, stabbing, punching, killing and/or maiming.

2. Threatening or intimidating any student for the purpose of, or with the intent of, causing him or her to withdraw a complaint, change a statement, or in general prohibit a witness from providing authorities with information.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Parent Involvement	Counselor Referral
Maximum:	Short-term Suspension	Long-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Short-term Suspension
Maximum:	Long-term Suspension	Long-term Suspension

## LEVEL 3 INFRACTIONS

**Bus Disruptions (BUSD) 3** [see Board policy JFCC] – While riding the school bus, students are considered to be on district property. All rules applying to district property apply to the bus. Disorderly conduct is physical or verbal interactions which result in a disruption. For the safety of our students this includes, but is not limited to, not following the directions of the bus driver, getting out of one’s seat while the bus is in motion, throwing objects, using bus exits inappropriately, or hanging anything out of the bus. Cameras will be placed on buses as needed to monitor student behavior.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Parent Involvement
Maximum:	Bus Suspension	Bus Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Bus Suspension
Maximum:	Bus Suspension	Bus Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Administrative Conference	Bus Suspension
Maximum:	Bus Suspension	Bus Suspension

**Class Disruption (CLDI) 3** – Class disruption includes behaviors that disrupt the learning environment in such a manner that the teacher is unable to teach and/or the other students are unable to learn. These actions include, but are not limited to, verbal or physical outbursts, horseplay, use of nuisance items such as noisemakers or laser pointers (see **POED**) or not following the directions of the teacher, or cooperating with classroom expectations.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Student Conference
Maximum:	Parent Involvement	Short-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	In-School Suspension	Short-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	Short-term Suspension	Short-term Suspension

**Drinking and/or Eating in Unauthorized Area (DEUA) 3** – Food and beverages are not to be consumed in hallways, classrooms, playgrounds or on school busses unless so authorized. Items will be confiscated.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Administrative Conference
Maximum:	Parent Involvement	In-school Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	Parent Involvement	In-school Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	Parent Involvement	In-school Suspension

**Failure to Display or Surrender I.D. (FDID) 3** – Students must display correct identification when required by authorized district personnel. Students are required to provide school identification when requested to do so by a staff member.

<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	In-school Suspension	Short-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	In-school Suspension	Short-term Suspension

**Forgery/Falsifying Information/Lying (FINF) 3** – Forgery or falsifying information includes impersonating another through writing for the purpose of falsifying school-related information. This category also includes lying or failing to tell the truth in order to excuse or minimize misconduct or to cause another person harm or injury.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Parent Involvement
Maximum:	Parent Involvement	Short-term Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Parent Involvement
Maximum:	Short-term Suspension	Long-term Suspension

**Illegal Parking (ILPK) 3** – Students are not allowed to park in staff parking lots or in fire lanes. The violator is responsible for all towing and storage charges incurred.

High School Range	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Vehicle may be towed
Maximum:	Student Conference	

**Improper Dress (IDRS) 3** – Students need to be dressed appropriately for the school day and district-sponsored extracurricular activities. Brief clothing with undue exposure of the body is not permitted. Bare feet are not permitted. Safe footwear must be worn at all times. Insignia and slogans that are profane or that promote disruptive behavior are not permitted. Any attire displaying messages that are sexually explicit, violent, advocating illegal actions, gang or drug-related is prohibited. Unauthorized head coverings (including hats, hoods, and bandanas) and sunglasses are not to be worn in the building unless approved by the principal. Articles of clothing are to be worn the way they were designed to be worn. Apparel that presents a safety hazard is not permitted.

Elementary Range	First Occurrence	Repeated Occurrence
Minimum:	Corrective Action	Corrective Action Parent Involvement
Maximum:	Parent Involvement	In-school Suspension

Middle School Range	First Occurrence	Repeated Occurrence
Minimum:	Corrective Action	In-school Suspension
Maximum:	In-school Suspension	Short-term Suspension

High School Range	First Occurrence	Repeated Occurrence
Minimum:	Corrective Action	In-school Suspension
Maximum:	In-school Suspension	Short-term Suspension

**Tardiness (TARD) 3** – Students are required to arrive on time to school and to class. Habitual tardiness is defined as having three or more unexcused late arrivals to an individual class.

Elementary Range	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Parent Involvement
Maximum:	Parent Involvement	Detention

Middle School Range	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Administrative Conference
Maximum:	Detention	Short-term Suspension

High School Range	First Occurrence	Repeated Occurrence
Minimum:	Student Conference	Administrative Conference
Maximum:	Detention	Short-term Suspension

**Using Another's I.D. (UAID) 3** – Students are not allowed to use another student's identification or bus pass. These will be confiscated.

<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	Detention	Short-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	Detention	Short-term Suspension

**Using Unauthorized Entrance/Area (UUEA) 3** – Students are not allowed to use unauthorized entrances or areas including, but not limited to, emergency exits or fire escapes (except in an emergency evacuation of the building), staff rooms or restrooms, cafeteria kitchen, construction areas, boiler rooms, district vehicles, etc.

<b>Elementary Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Student Conference
Maximum:	Detention	In-school Suspension
<b>Middle School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	In-school Suspension	Short-term Suspension
<b>High School Range</b>	<b>First Occurrence</b>	<b>Repeated Occurrence</b>
Minimum:	Student Conference	Detention
Maximum:	In-school Suspension	Short-term Suspension

Adopted: 06/21/2012

MSIP Refs: 6.6

School District of University City, University City, Missouri

# **BUILDING AND GROUNDS SECURITY**

FILE: ECA

The patrons of the school district have provided the district with facilities for the education of their youth through the support of their tax dollars. It is the responsibility of the Board of Education, administration, professional and support staff members, and students to see that these facilities are cared for, used properly and treated with respect. The superintendent, with the counsel of the administrative staff, will establish procedures for the proper use of school facilities to guard against damage or loss of school property by theft, vandalism or misuse. These procedures will include preventive measures as well as clear steps to follow when school property has been taken or damaged.

The superintendent and the administrative staff will see that all professional and support staff know and respond to the proper procedures for the use and care of school property and report correctly when property has been taken or damaged.

Access to school buildings and grounds outside regular school hours will be limited to department of operations employees and other authorized personnel, except for scheduled, approved special events and activities. An adequate key control system shall be established that will prevent the potential entrance of unauthorized persons.

The district utilizes video surveillance equipment on district property and in district facilities.

All records of existing or proposed security systems and structural plans for property owned or leased by the district will be considered closed to the extent that disclosure would threaten public safety, as allowed by law. The public interest in nondisclosure outweighs the public interest in disclosure because the disclosure of these records would impair the district's ability to protect the security or safety of persons or real property.

When special events or activities are scheduled, the principal may request permission from the superintendent to employ special law enforcement services to give extra help in protecting school property.

## **Firearms and Other Weapons**

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. The district prohibits the presence of weapons in vehicles parked on district property, regardless of whether such weapons are concealed or openly displayed. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are not concealed and the weapons are not carried onto school transportation or onto the premises of any other school or school-sponsored activity. District employees are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, except for law enforcement officers acting within the scope of duty and any other exceptions stated in this policy. All district employees are authorized to deny entry to persons violating this policy or order such persons to leave the premises.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, district administrators may report the incident to law enforcement

officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies. Possession of weapons by students is governed by policy JFCJ and regulation JG-R.

### **Vandalism**

The Board shall seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the School District of University City. Such redress shall include, but is not limited to, school disciplinary action, restitution and criminal or civil charges.

District patrons and students are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible. Principals are required to send reports of incidents of vandalism or theft of district property to the department of operations no later than the day following the vandalism, theft or other violation of the district's safety or security policy.

The superintendent and/or principal shall be authorized to sign a complaint, press charges and pursue civil action against perpetrators of vandalism to school property. Restitution for the damages caused will be sought from such persons -- and, in the case of minors, from their parents/guardians -- under the laws of this state. Students found guilty of willfully defacing or injuring any school property shall pay for the damages caused thereby and may be suspended or expelled as provided by law.

Adopted: 09/15/2011

Cross Refs: BDC, Closed Meetings, Records and Votes; JFCJ, Weapons in School; JGD, Student Suspension and Expulsion; KG, Community Use of District Facilities; KK, Visitors to District Property/Events; KKB, Audio and Visual Recording  
Legal Refs: " 168.201, 171.011, 177.031, 211.181, .185, .188, 537.045, 571.030, .094, 574.085, 610.021, RSMo.  
School District of University City, University City, Missouri

## **TECHNOLOGY USAGE**

FILE: EHB

The School District of University City's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

### **Definitions**

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

*Technology Resources* – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

*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, School Board members and agents of the school district.

*User Identification (ID)* – Any identifier that would allow a user access to the district’s technology resources or to any program including, but not limited to, e-mail 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.

### **Authorized Users**

The district’s technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district’s policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to district technology resources.

Use of the district’s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### **User 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, including e-mail and access to the Internet or network drives. By using the district’s network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district’s technology resources, including files deleted from a user’s account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

### **Technology Administration**

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district’s technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district’s technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. 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 or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.



## **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure (Afiltering/blocking technology@) on the network and all district technology with Internet access, as required by law. The filtering/blocking technology will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking technology are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. However, district employees will monitor student usage and enforce the operation of the filtering/blocking technology and district rules prohibiting access to inappropriate material. Evasion or disabling, or attempting to evade or disable, a filtering/blocking technology, firewall or other safeguard installed by the district through the use of proxies or any other means is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's filtering/blocking technology to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district's filtering/blocking technology, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

## **Online Safety, Security and Confidentiality**

In addition to the use of filtering/blocking technology, the district will take measures to prevent access by minors to inappropriate matter on the Internet and World Wide Web or materials harmful to minors when using district technology including, but not limited to, supervising and monitoring student technology use and online activities, careful planning when using technology in the curriculum, and instruction on appropriate resources. The district will also take measures to protect the safety and security of minors when using electronic mail, chat rooms and other forms of electronic communications. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All students will be instructed on safety and security issues. Instruction will address:

1. appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms;
2. the dangers of sharing personal information about themselves or others when using electronic mail, social media, chat rooms or other forms of direct electronic communications; and
3. cyberbullying awareness and appropriate responses to cyberbullying.

Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district. All users will abide by state and federal law and Board policies and procedures when communicating information about personally identifiable students to prevent unlawful disclosure, dissemination and use of student information or student records.

All users are prohibited from using district technology for "hacking" purposes, including but not limited to gaining unauthorized access to a technology system or information; connecting to other systems in evasion of the physical limitations of the remote system; copying district files without authorization; interfering with the ability of others to utilize technology; secure a higher level of privilege without authorization; or introducing computer viruses, hacking tools, or other disruptive/ destructive programs onto or using district technology.

## **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

## **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

## **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies 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 a user's intentional or negligent misuse of the district's technology resources, including 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.

## **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.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Adopted: 10/20/2011

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation; GBCC, Staff Cell Phone Use; GBH, Staff/Student Relations; IGDB, Student Publications; IGDBA, Distribution of Noncurricular Student Publications; JFCF, Hazing and Bullying; JG-R, Student Discipline; JO, Student Records; KB, Public Information Program; MSIP Refs: 6.4, 6.8

Legal Refs: " 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.; Chapter 109, RSMo.; Chapter 573, RSMo.; Electronic Communications Privacy Act, 18 U.S.C. " 2510 - 2520; Stored Communications Act, 18 U.S.C. " 2701 - 2711; Family Educational Rights and Privacy Act, 20 U.S.C. " 1232g; No Child Left Behind Act of 2001, 20 U.S.C. " 6301 - 7941; Children's Internet Protection Act, 47 U.S.C. " 254(h); 47 C.F.R. " 54.520; Federal Rule of Civil Procedure 34; City of Ontario v. Quon, 130 S. Ct. 2619 (2010); Reno v. ACLU, 521 U.S. 844 (1997); Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988); Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986); Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984); FCC v. Pacifica Foundation, 438 U.S. 726 (1978); Ginsberg v. New York, 390 U.S. 629 (1968); Biby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005); Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999); Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987); Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)

School District of University City, University City, Missouri

## **STUDENT ABSENCES AND EXCUSES**

FILE: JED

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the School District of University City.

### **Development of Rules and Procedures**

The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will

develop rules and procedures that minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Targeted intervention strategies.
4. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.
3. The extent to which frequently absent students feel engaged with the school.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

In response to the data collected, the superintendent or designee will implement one (1) or more of the following strategies:

1. Academic support programs for students and families.
2. Use of alternative educational methods, such as distance learning and homebound instruction.
3. Use of available, appropriate community resources.
4. Staff-Student advisory or mentoring programs designed to increase student engagement with the school.
5. Procedures for student and family contact when students are absent.

No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension. Procedures and rules must include a due process component that includes notice before consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent or designee. The Board will not hear appeals of consequences for excessive absences.

The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians about student absences and for submitting attendance information to the superintendent's office.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

Adopted: 01/19/2012

MSIP Refs: 6.3, 6.5, 7.7, 8.6, 8.7, 9.6

Legal Refs: " 167.018 - .019, .031 - .111, 171.011, .053, .151, RSMo.

School District of University City, University City, Missouri

# **BULLYING**

FILE: JFCF

## **General**

In order to promote a safe learning environment for all students, the School District of University City prohibits all forms of bullying. The District also prohibits reprisal or retaliation against any person who reports an act of bullying by, among or against students.

## **Definitions**

*Bullying* – In accordance with state law, bullying is defined as 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, that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by 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 or computer. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on District property, at a District activity or on District transportation. Even when cyberbullying does not involve District property, activities or technology resources, the District may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

## **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two counselors, social workers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence at the principal's discretion.

The District compliance officer appointed in policy AC will serve as the District wide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the District's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

## **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action.

Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee.

If the bullying incident involves students from more than one District building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved or those principals may request that the District's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy who will assist in the investigation.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal or designee will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the District's student discipline code. The principal or designee will generate a written report of the investigation and findings and send a copy of the completed report to the District's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate District staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the District's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The District will also contact law enforcement when required by law and may notify social media companies of inappropriate online activity when appropriate.

Even in situations where the District does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the District, the principal or designee may take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on District grounds or at District activities, notifying the appropriate District staff to assist the victim, and taking additional action when appropriate such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on District property or at District activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The District shall annually notify students, parents/guardians, District employees, substitutes and volunteers about this policy and the District's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the District's website.

### **Training and Education**

The District's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The District will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians may be invited to attend.

In addition to educating students about the content of this policy, this District will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or District has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliating against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate District staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal focus of control.

### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Adopted:

Revised:

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation; EHB, Technology Usage; GCPD, Suspension of Professional Staff Members; GCPE, Termination of Professional Staff Members; GDPD, Nonrenewal, Suspension and Termination of Support Staff Members; IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: §§ 160.261, 775, 565.090, RSMo.

School District of University City, University City, Missouri



# HAZING

FILE: JFCC

In order to promote a safe learning environment for all students, the School District of University

City prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication

Adopted:

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation; GCPD, Suspension of Professional Staff Members; GCPE, Termination of Professional Staff Members; GDDP, Nonrenewal, Suspension and Termination of Support Staff Members; IGD, District-Sponsored Extracurricular Activities and Groups; Legal Refs: §§ 160.261, .775, 565.090, RSMo.

School District of University City, University City, Missouri



# WEAPONS IN SCHOOL

FILE: JFCJ

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. ' 921. Examples of a Firearm@ include (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. The term Adestructive device@ includes, but is not limited to, any explosive, incendiary, or poison gas: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses. The complete definition for these terms is set out in federal law and incorporated here.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in ' 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. ' 930(g)(2). Examples of a A dangerous weapon@ include a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length. The complete definition for this term is set out in federal law and incorporated here.
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.
6. Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities. The district may, at its discretion, provide a student suspended under this policy with educational services in an alternative setting.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. ' 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

Adopted: 02/16/2012

Cross Refs: ECA, Building and Grounds Security

Legal Refs: " 160.261, 571.010, .030, RSMo; 18 U.S.C. ' 921; Elementary and Secondary Education Act of 1965 as amended by the Gun-Free Schools Act of 1994; Individuals with Disabilities Education Act, 20 U.S.C. ' 1400 - 1417

School District of University City, University City, Missouri

## **STUDENT DISCIPLINE**

FILE: JG

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

### **Application**

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

### **Enforcement**

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

Adopted: 02/16/2012

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation; AH, Tobacco-Free District; ECD, Traffic and Parking Controls; EGAAA, Reproduction of Copyrighted Materials; GBH, Staff/Student Relations; IKFB, Graduation Exercises  
Legal Refs: " 160.261 - .263, 167.161, .171, 171.011, RSMo.; Safe and Drug-Free Schools and Communities Act, 20 U.S.C. " 7101 - 7165; Beussink v. Woodland R-IV Sch. Dist., 30 F.Supp. 2d 1175 (E.D. Mo. 1998)  
School District of University City, University City, Missouri

## **CORPORAL PUNISHMENT**

FILE: JGA

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the School District of University City shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools. An employee who uses corporal punishment in violation of this policy as a means of student discipline shall be subject to disciplinary action, including termination.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

Adopted: 02/16/2012

Legal Refs: " 160.261, .263, 171.011, 563.061, RSMo.  
School District of University City, University City, Missouri

## **DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS**

FILE: JGB

The provisions of detention or an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools.

### **Detention**

Detention is an assigned before-school and/or after-school period during which student activity is closely monitored and restricted. Students are expected to work quietly and exclusively on assigned tasks during the entire detention period. Assistant principals and principals may assign detentions.

## **In-School Suspension**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal, assistant principal or designee is authorized to assign students to the in-school suspension program for a reasonable and specified period of time in accordance with the district's discipline policies and regulations.

Students in violation of this policy will be disciplined in accordance with Board regulation JG-R.

Adopted: 02/16/2012

Legal Refs: ' 160.261, RSMo

School District of University City, University City, Missouri

# **STUDENT SUSPENSION AND EXPULSION**

FILE: JGD

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Finally, the Board or administration may exclude a student from school in accordance with any other applicable provision of Missouri law.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

## **Suspensions**

In Missouri, a principal may suspend a student for up to ten school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal, superintendent or designee must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.

2. If the principal, superintendent or designee concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in policy JGE, dealing with the discipline of students with disabilities, apply.
3. After a suspension is imposed, the district will make an attempt to notify the student's parent/guardian of the suspension.
4. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time. The superintendent may extend the student's suspension up to 180 days and/or recommend to the Board that the student be expelled. The superintendent may also take any additional action permitted by law.
5. In most instances, before the superintendent extends the student's suspension beyond ten school days, the parent/guardian (and the student if age 18 or over) will be invited to attend a district-level conference. Such conferences are scheduled during the school day. A district administrator will preside over the conference. Failure to attend this conference at the scheduled time will constitute a waiver of the conference. The purpose of this conference is to permit the parent/guardian and student to offer a statement and/or information regarding the incident that led to the discipline. The conference administrator may consider such statements/information and is permitted (at his or her discretion) to make recommendations to the superintendent regarding the student. Notwithstanding the foregoing, the superintendent is authorized at all times to make a disciplinary decision regardless of such conference and may preempt the conference process at any time.
6. If a student is suspended for more than ten school days, the following rules also apply:
  - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president if written notice of appeal is delivered to the superintendent within ten calendar days from the date of the mailing of the order of suspension.
  - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board, or its hearing committee, renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
  - c. All notices of appeal must be in writing and transmitted to the superintendent.
  - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board or its hearing committee a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action. However, this provision shall be read consistently with federal and state laws affording the student due process as a result of the disciplinary action.
  - e. Upon receipt of a notice of appeal, the Board or its hearing committee will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
  - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

7. If the student has a disability as defined in the IDEA or Section 504 of the Rehabilitation Act, additional procedural safeguards may be required by these respective laws and their implementing regulations.
8. A student who is on a suspension that extends from one school year to the next school year will be barred from attending summer school. Exceptions require approval of the superintendent.

### **Suspensions For More Than 180 School Days and Expulsions**

Only the Board may expel a student or suspend a student for more than 180 school days. Typically this process is initiated upon recommendation of the superintendent. The expulsion of a student and/or suspension for more than 180 school days will be addressed in accordance with applicable law. Hearings on such matters will follow the process described in the section of this policy addressing student discipline hearings. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

### **Student Discipline Hearings**

In the event that a student has been suspended for more than ten school days or when expulsion is recommended, the parent/guardian (and student if age 18 or older) has the right to a hearing before the Board or a committee of the Board. The purpose of the hearing is to permit the parent/guardian (and student if age 18 or older) to appeal the long-term suspension (i.e., the suspension that exceeds 10 school days) and/or, in the event of an expulsion recommendation, to challenge the recommendation for an expulsion.

Hearings are held as non-contested cases in accordance with Missouri law.

The Board has established the following procedures for such discipline:

1. The presiding Board member (or presiding officer of the hearing committee) shall have full charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present.
2. Hearings are held in closed session under Missouri law. The Board may exclude any person whom the Board determines to be disruptive to the hearing. Non-party observers are not permitted to attend student disciplinary hearings. Attendance is limited to the following persons: (1) administrators; (2) parent/guardian of the student; (3) student; (4) attorneys who represent parent/guardian, student, district, and/or Board; (5) security officials to maintain order and security of the proceedings; (6) clerical assistants to the Board; and (7) any other official designated to assist the Board with the hearing.
3. At the hearing, a parent/guardian (and student if age 18 or older) is afforded the opportunity to provide the following for the Board's consideration: (1) a written statement; (2) any documents; and (3) an oral statement. The parent/guardian may allow the student to make a statement if the parent/guardian desires.
4. Board hearings are scheduled to occur during the evening and nighttime hours. The parent/guardian (and student if age 18 or older) will be notified of the hearing date, time and location. Individuals are responsible for arranging their schedules in order to attend the hearing.
5. If a parent/guardian (and student if age 18 or older) intends to bring a licensed attorney to the hearing, he or she may do so at his or her own expense. Notification of such intention must be made to the superintendent no later than five school days before the scheduled date of the hearing so that the district's attorney can be present. Failure to provide timely notification may result in the continuance of the hearing and its rescheduling on a date designated by the Board.

6. After the conclusion of the hearing, the Board shall deliberate in executive session and shall render a decision on the matter. The Board is permitted to take any of the following actions: (1) expel the student; (2) uphold the suspension issued by the superintendent; (3) increase the suspension issued by the superintendent; (4) reduce the suspension issued by the superintendent; (5) reverse the suspension issued by the superintendent; or (6) take any other action permitted under Missouri law.
7. Written notification of the Board's decision will be transmitted within ten school days after the decision.

### **Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in ' 160.261.2, RSMo., and Board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Adopted: 04/19/2012

Cross Refs: ECA, Building and Grounds Security

Legal Refs: " 160.261, 162.955 - .963, 167.161 - .171, RSMo.; Chapter 536, RSMo.; Individuals with Disabilities Education Act, 20 U.S.C. " 1400 - 1417

School District of University City, University City, Missouri

## **DISCIPLINE OF STUDENTS** **WITH DISABILITIES**

FILE: JGE

It is the goal of the School District of University City to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

Adopted: 07/19/2012

Cross Refs: IGBA, Programs for Students with Disabilities

Legal Refs: " 160.261, 162.680, .955 - .963, 167.161 - .171, RSMo.; Individuals with Disabilities Education Act, 20 U.S.C. " 1400 - 1417; 34 C.F.R. Part 300; The Rehabilitation Act of 1973, Section 504, 29 U.S.C. ' 794; 34 C.F.R. Part 104; Americans with Disabilities Act, 42 U.S.C. " 12101 - 12213; 28 C.F.R. Part 35; 21 U.S.C. ' 812(c); 18 U.S.C. ' 930; Honig v. Doe, 484 U.S. 305 (1988); Light v. Parkway C-2 Sch. Dist., 41 F.3d 1223 (8th Cir. 1994)

School District of University City, University City, Missouri

## **DISCIPLINE REPORTING AND RECORDS**

FILE: JGF

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

### **Definitions**

The following definitions and terms apply to this policy:

*Act of School Violence/Violent Behavior* – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

*Serious Physical Injury* – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

*Serious Violation of District's Discipline Policy* – One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

*Need to Know* – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.



*School or District Property* – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

### **Reporting to School Staff**

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

### **Reporting to Law Enforcement Officials**

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second degree murder under " 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under ' 565.023, .024, RSMo.
3. Kidnaping under ' 565.110, RSMo.
4. First, second or third degree assault under " 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under " 566.040, .070, RSMo.
6. Forcible rape or sodomy under " 566.030, .060, RSMo.
7. Burglary in the first or second degree under " 569.160, .170, RSMo.
8. Robbery in the first degree under ' 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under " 195.211, .212, RSMo.
11. Arson in the first degree under ' 569.040, RSMo.
12. Felonious restraint under ' 565.120, RSMo.
13. Property damage in the first degree under ' 569.100, RSMo.
14. Child molestation in the first degree pursuant to ' 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to ' 566.083, RSMo.
16. Sexual abuse pursuant to ' 566.100, RSMo.
17. Harassment under ' 565.090, RSMo.
18. Stalking under ' 565.225, RSMo.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the school district is aware is under the jurisdiction of the court.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assault,

sexual assault or deviate sexual assault against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these offenses to the appropriate law enforcement agency and the superintendent.

The superintendent and the appropriate local law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third degree assault. If such an agreement exists in the district, the principal shall report third degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

### **Student Discipline Records**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

### **Confidentiality**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

### **Liability**

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

Adopted: 02/16/2012

Legal Refs: " 160.261, .522, 167.020, .115 - .117, .122, 210.865, 211.032, 565.002, RSMo.

School District of University City, University City, Missouri

# STUDENT ALCOHOL/DRUG ABUSE

FILE: JFCH

The School District of University City is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement. The district will provide information about any drug and alcohol counseling, rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs to avoid suspension or expulsion if they are found to be in violation of this policy.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

The district will annually notify all students and parents/guardians of the district's prohibitions on alcohol and drugs. The district annually conducts required review of this policy and related programs to determine their effectiveness, implement necessary changes and ensure that disciplinary sanctions are consistently enforced.

Adopted: 02/16/2012

Cross Refs: GBEB, Drug-Free Workplace

IGAEA, Teaching about Drugs, Alcohol and Tobacco

Legal Refs: §§ 167.115, .117, .161, .171, 195.010, .017, 577.625, .628, 578.250 - .265, RSMo.

Individuals with Disabilities Education Act, 20 U.S.C §§ 1400 - 1417

34 C.F.R. § 300.520

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101 - 7165

Controlled Substances Act, 21 U.S.C. § 812(c)

School District of University City, University City, Missouri

# **STUDENT CONDUCT** **ON SCHOOL TRANSPORTATION**

FILE: JFCC

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

Cameras will be placed on student transportation as needed to monitor student behavior.

Adopted: 02/16/2012

Cross Refs: EEA, Student Transportation Services

Legal Refs: §§ 160.261, 571.030, RSMo.

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417

34 C.F.R. Part 300

School District of University City, University City, Missouri

# **STUDENT DRESS CODE**

FILE: JFCA

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

Students in violation of this policy will be disciplined in accordance with Board regulation JG-R.

Adopted: 02/16/2012

Cross Refs: EBBA, Illness and Injury Response and Prevention

Legal Refs: § 167.166, RSMo.

Stephenson v. Davenport Comm. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)

Bishop v. Colaw, 450 F.2d 1069 (8th Cir. 1971)

Title IX of the Education Amendments of 1992, 20 U.S.C. § 1681

Tinker v. Des Moines Indep. Comm. Sch. Dist., 393 U.S. 503 (1969)

School District of University City, University City, Missouri

## NOTES

# **ST. LOUIS AREA RESOURCE DIRECTORY**

National Suicide Prevention Lifeline: 800-273-TALK (8255)

24-Hour Local Help Line: 636-946-3771

Alcoholics Anonymous (AA): 314-647-3677

ALIVE-Domestic Violence: 314-993-2777

BHR Mental Health Crisis Line: 314-469-6644 or 800-811-4760

Child Abuse and Neglect: 800-392-3738

Crisis Nursery Emergency Care for Children: 314-768-3201

Epworth Street Outreach (YES): 314-727-6294

Homeless Hotline St. Louis Region: 314-802-5444

Hunger Hotline by Operation Food Search: 314-726-5355 Ext. 3

Life Crisis Suicide Hotline: 314-647-4357

Lutheran Family Services: (314) 787-5100

Mental Health America of Eastern Missouri: 314-773-1399

Narcotics Anonymous (NA): 314-830-3232

National Domestic Violence Hotline: 800-799-SAFE (7233) or 800-787-3224

National Human Trafficking Resource Center: 1-888-373-7888

Preferred Family Health: 314-972-8132

Runaway Switchboard: 800-621-4000

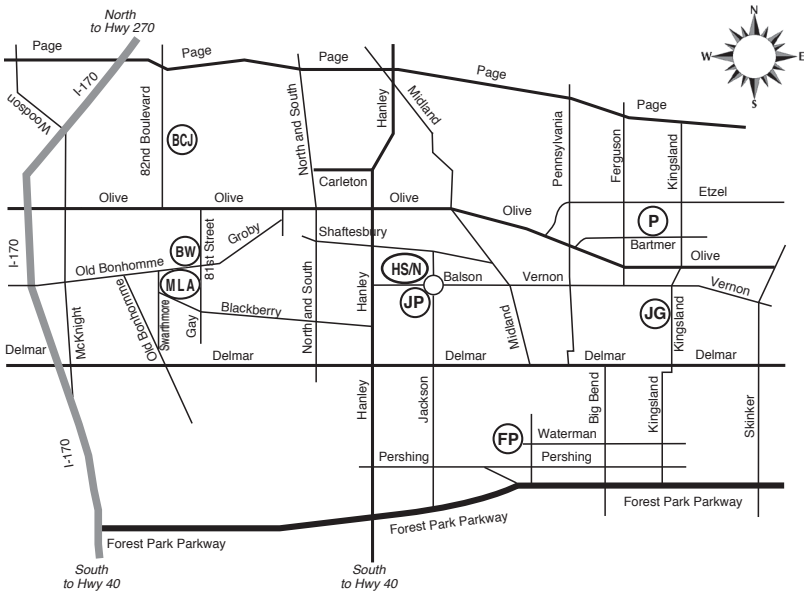
Safe Connections-Domestic Violence: 314-531-2003

St. Louis Youth Connection 24-hour Help Line: 314-628-2929 or 877-928-2929

University City Police Department: 314-725-2211

Youth In Need Hotline: 314-628-2929 or 636-946-3771

2-1-1 (*Operated by United Way 24/7*): 211 or 800-427-4626



**BUILDING/SCHOOL..... ADMINISTRATOR**  
**ADDRESS ..... PHONE NUMBER**

M	Administrative Offices.... Superintendent Sharonica L Hardin-Bartley, Ph.D., PHR 8136 Groby (30) .....	(314) 290-4002	
JG	Julia Goldstein Early Childhood Education Center..... Crystal Cauley 737 Kingsland (30).....	290-4391	
BJ	Barbara C. Jordan Elementary School..... JaNaé Alfred, Ph.D. 1500 N. 82nd Blvd. (32) .....	290-4361	
FP	Flynn Park Elementary School .....	Nicalee Wilson 7220 Waterman Ave. (30) .....	290-4421
JP	Jackson Park Elementary School .....	Rebecca O’Connell, Ed.D. 7400 Balson Ave. (30) .....	290-4451
P	Pershing Elementary School .....	Deitra Colquitt/Jessica Hawkins 6761 Bartmer Ave. (30) .....	290-4152
BW	Brittany Woods Middle School..... Grace Lee, Ed.D. 8125 Groby Road (30) .....	290-4280	
HS	University City High School..... Michael Peoples 7401 Balson Ave. (30) .....	290-4101	
L	Lieberman Learning Center .....	Paula Sams, Ed.D. 8136 Groby Road (30) .....	290-4330
A	Adult Education and Literacy Program .....	Clarence Ware 8136 Groby Road (30) .....	290-4052

# SCHOOL DISTRICT of UNIVERSITY CITY

2020-2021

## **Board of Education**

Kristine Hendrix .....President  
Lisa Brenner, Ph.D. ....Vice President  
Matthew Bellows .....Secretary  
LaVerne Ford-Williams ..... Director  
George Lenard..... Director  
Traci Moore ..... Director  
Joanne Soudah ..... Director  
Jaiden Smith .....Student Representative

## **Superintendent of Schools**

Sharonica L Hardin-Bartley, Ph.D., PHR

## **Executive Director of Student Services and Innovation**

Gary L. Spiller II

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the School District of University City ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, Office for Civil Rights, at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; Telephone (816) 268-0550.

Adult/Employee Compliance Coordinator: Kashia Bell, Ed.D., Assistant Superintendent for People and General Administration, Ronald E. McNair Administrative Building, School District of University City, 8136 Groby Road, University City, MO 63130, Telephone: (314) 290-4021.

Student Compliance Coordinator: Mr. Gary L. Spiller, Director of Student Services and Innovation, Ronald E. McNair Administrative Building, School District of University City, 8136 Groby Road, University City, MO 63130, Telephone: (314) 290-4045.