

HILLSBORO ELEMENTARY SCHOOL  
Student Handbook 2021-2022

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THIS PLANNER BELONGS TO:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Teacher \_\_\_\_\_

# HILLSBORO ELEMENTARY CODE OF CONDUCT (JGR)

- **I will not lie, cheat or steal, nor will I tolerate anyone who does.**
- **I will treat everyone with dignity and respect.**
- **I will leave every situation better than I found it.**
- **I realize that my actions have consequences.**
- **I will not blame others for the consequences of my actions.**
- **I will accept the consequences that result from my actions.**

# Table of Contents

## SECTION I - Operations

Arrival and Dismissal	8
Attendance	10
Bus Conduct	9
Bus Transportation	8
Cafeteria Procedures	7
Character Council	15
Charges and Fines	14
Checking out of School	11
Code of Conduct	2
Discipline	12
Dressing and Grooming	11
Early Dismissal	5
Emergency Dismissal	9
Emergency Drills	9
Field Trips	14
Grades	15
Guideline for Curriculum Exemptions	14
Hall Passes	11
Headlice	6
Health Services	5
Homework	13
Immunizations	6
Library	12
Lost and Found	14
Music Education	12
Parent-Teacher Conferences	5
Perfect Attendance	10
Personal Items	14
Physical Education	12
Policy for Administering Medication	6
Principal's Club	13
Report Cards	13
School Sales	14
Special Services	7
Tardiness	11
Telephone and Address Change	5
Visitors at School	5
Withdrawal from School	11

## SECTION II – Student Discipline K-12

Student Discipline	16
Consequences of Failure to Obey Standards	17

## SECTION III – Student Rights

Due Process	19
Grounds for Suspension	19
Student Rights	18
Student Searches	18
Special Education Students	19
Suspensions	18

## SECTION IV – Code of Behavior

Assignment of Extra Duty	21
Confiscation	21
Consequences of Misbehavior	20
Deprivation of Privileges	22
Detention	21
Discipline Pyramid	21
Expulsion	22
In-School Suspension (ISS)	22
Out of School Suspension (OSS)	23
Parent Involvement	24
Referral to Law Enforcement	24
Referral to Other Agencies	24
Restitution	24
Student Conferences	24
Verbal Reprimand	24

## SECTION V – Offenses and Consequences

Bus Misconduct	25
Cafeteria Violations	25
Cheating and Forgery	25
Computer Misuse	26
Disorderly Conduct/Disruptive Behavior	26
Disrespect/Insubordination	26
Drugs/Supplements.....	26
.....26	
Drugs/Supplement Abuse	26
Electronic Devices	27
Failure to Serve Detention	27
Failure to Complete Homework	28
False Fire Alarm	28
Fighting/Assault	28
Harassment	28
Hazing and bullying.....	29
Improper Dress	29
Inappropriate Language/Profanity	30
Lying	30
Obscene Materials	30
Possession And/Or Use of Drugs.....	27
Prohibited Items	30
Selling or Transferring Drugs.....	27
Public Display of Affection	30
Summary	32
Temporary Removal from Class	26
Theft	31
Threats	31
Tobacco Use or Possession	31
Truancy	31
Vandalism	32
Weapons	32

**SECTION VI – Emergency Procedures**

Emergency Procedures	33
Hillsboro R-3 Public Notice	33

# HILLSBORO ELEMENTARY

## LEARNING AND WORKING TOGETHER

### **As a Hillsboro student, it is my responsibility:**

- ...to attend school every day and be on time to all classes.
- ...to come to school prepared with books, paper, pencil and any other materials and assignments as directed by teachers.
- ...to obey the directions of all staff members.
- ...to maintain a positive attitude toward learning and believe in my ability to succeed.
- ...to respect myself and the rights and property of others.

### **The staff of Hillsboro accepts the responsibility:**

- ...to provide a quality instructional program in an integrated setting for each student.
- ...to provide an orderly classroom and safe school environment.
- ...to develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student.
- ...to assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member.

### **As the parent of a Hillsboro student, it is my responsibility:**

- ...to send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed.
- ...to check my child's work and homework on a regular basis.
- ...to provide my child with suitable study conditions at home-desk or table, lights, books, and supplies.
- ...to communicate with my child's teachers when I am concerned about my child's work or health.

# HILLSBORO ELEMENTARY OPERATIONS

## **PARENT-TEACHER COMMUNICATION (IK)**

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by a note, email, or telephone. If you are calling during the school day, the office will forward to voicemail. If you wish to have a conference with your child's teacher, please call ahead to make an appointment as our teacher's schedules do not have time for drop in conferences.

Parents are encouraged to sign up for the Infinite Campus Parent Portal. This is a web-based program that will allow parents to view their child's grades and/or missing assignments. Please call the school office to sign up for this program.

## **PARENT CONFERENCES (IK)**

Communication between parents and the school is an essential part of student success.

Mandatory parent-teacher conferences will be held at the end of first quarter. All parents are expected to attend. Additional conferences will be scheduled as needed.

## **TELEPHONE, ADDRESS CHANGES (JECA)**

Please notify the school immediately if there is a change in your address, telephone number, babysitter or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

## **VISITORS AT SCHOOL (KK)**

Parents, patrons, and volunteers are welcome in our school. All exterior doors are locked during the school day. You must enter and leave through the main entrance by the office. Please sign in at the office and pick up a visitors pass.

Parents: Please make arrangements in advance if you wish to conference with a teacher or wish to spend time in the classroom with your student. Time for volunteers is scheduled with each individual teacher. When visiting a classroom during the school day try to remember that this is not the best time for a teacher conference.

## **EARLY DISMISSAL (JEBD)**

School will dismiss two (2) hours early in accordance with the school calendar. On these dates, students will be dismissed at 1:29 P.M.. Lunch will be served on these days. It is important that you make arrangements for your child so they will know where to go when school is dismissed. If it is necessary to make changes to your child's destination, please write a note to your child's teacher indicating the change not less than 24 hours in advance.

## **HEALTH SERVICES INFORMATION (JHC-AP1, 2, EBB, EBBA)**

If your child becomes ill or injured, it is imperative that the nurse's office has three (3) legitimate contact numbers on file. The nurse's office must be able to reach parent(s), guardian(s), or someone who will be responsible for the child and can pick them up in a timely manner.

If your child has any type of infection, they must have been on antibiotics for at least 24 hours before returning to school. In some cases, a note from your child's physician will be needed for them to return to school. Please keep the school nurse informed of any health related issues regarding your student.

**Do not send your child to school if they have had a fever of 100 or above within the last 24 hours. If they complain of feeling ill, please check their temperature before sending them to school.**

**Do not send your child to school if they have had diarrhea or vomiting in the last 24 hours.**

**IMMUNIZATION (JHCB)**

Missouri State Law requires any child attending school to be properly immunized against Diphtheria-Tetanus-Pertussis (DPT), Polio, Measles-Mumps-Rubella (MMR) and Hepatitis B. An adequate immunization record, or a physician's exempt form is required. Documentation should include the month and year of each immunization. If immunizations are not up to date, the child will not be allowed to attend school.

**POLICY FOR ADMINISTERING MEDICINES TO STUDENTS (JHCB)**

Giving medicine during school hours is discouraged and restricted to necessary medication that cannot be given at home. Whenever possible, medication should be taken at home.

Medication which has to be given at school MUST be brought to the nurse's office before school and it will be stored in the cabinet or refrigerator.

All medication brought to school must be in the prescription bottle or original container and accompanied by a medication slip including:

1. Student name
2. Medication name
3. Directions/amount and time to be given
4. Number of days to be given
5. Parent's signature, phone and date

Over-the-counter and prescription medicines will be given only if they are brought in the original container. Medicine will not be given unless it is prescribed for the child who is bringing it into school and the container has his or her name on it. Any medication not in the original container with the child's name will be held by the school nurse for parent to pick up in one week. After that it will be destroyed.

\*\*\*The first day medication is to be given; a hand written note with the above information will be accepted. A medication slip will then be sent home and MUST be returned the next day or no medication will be given.

**HEADLICE (JHCC-API)**

Head lice are small insects about 3/8" long. They do not fly or jump but they do move very quickly in the hair. It is difficult to see the louse; therefore, when you check, look for their eggs. Eggs (nits) are tear drops in shape, about this size ('), and very in color from yellowish brown to white. These eggs are firmly attached to the hair near the scalp. They will not brush off the hair like dandruff.

We would suggest that you check your child's head at least once every week all year. It does not matter how clean you are or how often you shampoo, lice can get on anyone. Regular shampoo does not kill lice; they will still cling to the hair. If you find the eggs or lice on your child's hair, please check with your doctor, pharmacist, or school nurse to find out how to treat them, besides using the special shampoo, there are other measures of treatment that must be followed. Lice can live for a while on clothing, bed linens, carpets, and upholstery. Your family and home should also be treated before your child can return to school.

Please notify your school nurse if you have found a case of head lice. We need to know so we can check your child's class. This is essential if we are going to prevent the spread at school.

In keeping with the Hillsboro R3 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to

nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school wide head lice screening. However, if multiple cases are reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If a student is infected with live head lice, the student will need to be treated prior to returning to school.
5. When a student who had a lice head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will be reinstructed concerning treatment. The student will be excluded from school until the next school day to allow for additional treatment. This process will continue until the student is free of live head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The district will provide educational information regarding the identification, treatment and prevention of head lice for staff, students, parents and the community.

### **SCHOOL RECORDS (JO-R, JO-AP)**

School records are maintained in the school office. Access to student records will be made available to appropriate personnel and parents as outlined by the Family Educational Rights and Privacy Act (FERPA). According to FERPA, parents may inspect and review their student's education records upon written request. This review and appeal process is outlined in the R-3 Board of Education Policy, section JO-R. The same policy addresses parent rights involving concern about corrections in student records believed to be inaccurate, misleading, or a violation of student privacy rights. According to law, the school will provide a transcript of student records to appropriate agencies upon written request by parents or eligible students.

### **SPECIAL SERVICES (IGBA)**

**Counseling** The Guidance Department is the center of an effective school process. If a student is having a difficult time of experiencing frustration in the classroom, he/she should see the guidance counselor for assistance. A guidance counselor is available to help students and parents.

**Gifted classes** The GATE program is available to students in grades 3-6 who have met all tests, grades and recommendation requirements, and have been found to be academically gifted.

**Other Special Services** The Hillsboro R-3 District provides services for students with remedial reading and speech and/or language problems. Through the district, services are provided for other special handicapping conditions.

**Tutoring** Tutoring is available, but is reviewed and restructured annually based on the needs of students. Information regarding the structure and dates of the program will be distributed at the beginning of the school year. Tutoring is designed for those students that need extra help. It is not designed for those students that do not complete homework. Tutoring is offered on a semester basis. Morning Transportation is available for those buses not crowded.

### **CAFETERIA PROCEDURES (EF)**

Proper behavior is expected in the cafeteria at all times. Improper, disruptive, or uncooperative behavior will result in disciplinary action. Rewards are given to classes with appropriate behavior.

1. Students will remain in the cafeteria throughout the lunch period.
2. Cafeteria tables should be left clean before leaving the cafeteria. This includes wrappers, milk cartons, etc.
3. If students spill food or drink, they should clean it up. Assistance is available if necessary.
4. Students should remain at their assigned table until dismissed by the person on duty. Breakfast is served **8:15 AM – 8:35 AM**. Students should report to the classroom before going to the cafeteria for breakfast.

We use a computerized lunch program. Money may be sent to the teacher any day of the week. Remember you may pay weekly, monthly, or by semester. All money will be applied to your child's lunch account and deducted when used for breakfast or lunch.

Applications for the free lunch program are available in the office. Students who were on free or reduced lunch last year will have that status held over for the first 30 days of the school year. This is done so that parents have time to reapply for the present school year.

Lunch charges will be made for lunch only in case of emergency. Students should repay charges the following day. Any student with a negative balance exceeding \$10.00 will result in the child eating peanut butter and jelly OR a cheese sandwich, depending on what the cafeteria is serving that day. Report cards will be held each quarter for students with a negative balance in their lunch account.

### **ARRIVAL AND DISMISSAL (JEDB)**

Students should not arrive before **8:15 AM** as there will be no adult supervision before that time. In the Case of an emergency, permission should be obtained from the office for early arrivals. There is an early morning latchkey program at the Primary School. Students will not be permitted to leave campus without approval.

Buses begin delivering students at **8:15 AM**. Students are expected to be in their classrooms, ready to learn at **8:35 AM**. Morning work and breakfast is from **8:15 AM – 8:35 AM**. Students that arrive to school at **8:35 AM** or after, miss morning work and time to organize for the day.

We ask that parents/guardians try to refrain from picking students up during the last 33 minutes of the day. Those students that are released during this time will be counted as early pick-up/absent. The last part of the school day is just as important as any other time during the school day.

Parents of riders will be issued a number to hang in their car. At dismissal time, students, who do not ride the school bus, will be released at the same time as those who do, to wait in the cafeteria. Parents that pick up their child after school are asked to line up in their car by the Junior High. The Elementary parking lot is full of buses and lining up in front of the administration office blocks traffic. AFTER buses are dismissed from the Elementary, parents will be asked to drive to the front entrance. As you pull around to the front of school, staff will bring your child out front. There, Elementary staff will help your child identify your car by your assigned number.

Parents that walk up to get their child are asked to report to the cafeteria and Elementary staff will bring your child to you AFTER verifying you parent pick up number. If you do not bring your parent pick up number, please go to the school office for a pass. Please note: Buses are not able to move to allow you to get your car out of a parking spot. Do not park close to the school building if you need to leave the parking lot before buses are dismissed. You will need your assigned number to sign out your child.

Children will only be released to parents and/or those authorized by parents or guardians in writing. In most cases, you will be required to show ID. Prior to 3:29 PM, children will only be released through the office and not the classroom, playground, lunchroom, or other places. A sign out sheet must be completed in the office.

Children who are under court-awarded shared custody agreement will be released only to persons who have physical custody of the child at that time. Please be sure to furnish the school with relevant parts of a custody agreement. The school cannot take sides in family matters, and the school must abide by legal agreements and court orders. If we cannot decide who has physical custody at the time, we may need to contact law enforcement to help solve the problem.

### **BUS TRANSPORTATION (JFCC)**

Transportation is provided for students to and from school. Riding the bus is a privilege. Improper conduct will result in that privilege being denied. Bus drivers are in charge and are expected to report students who cause disturbances or refuse to cooperate. Such reports will result in the denial of bus transportation, and are subject to the school discipline code. Students who need to ride a bus other than the regular bus must have a bus pass signed by the principal. The parent must write a note to the school, requesting the pass, stating the reason, bus number, and parent signature. Please note: bus passes will not be issued for any bus that is at capacity. Passes will only be issued for tutoring, family-related reasons (family medical, family out of town, etc.). Two days written notice is required, except for emergency. No bus passes will be issued for visiting a friend for parties or sleepovers. No bus passes will be issued for morning detention.

## **BUS CONDUCT (JFCC)**

The following rules have been established in order to insure the safety of all students who ride busses:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated and facing front when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Infractions of the above rules will be brought to the attention of parents. Continual abuse of bus privileges will result in the denial of bus transportation.

**\*\*Please note: No skateboards, bats, balls, etc. allowed on the bus.**

## **DISASTER DRILLS (EBC)**

Fire and disaster drills are held at regular intervals throughout the school year.

## **EMERGENCY DISMISSAL (JEDB)**

If the need arises to call off classes in case of emergency due to inclement weather, etc. the following radio stations will be notified,

KJFF	AM	1400	Festus
KSDK	TV	Channel 5	St. Louis
KMOV	TV	Channel 4	St. Louis
KTVI	TV	Channel 2	St. Louis
News 30	TV	Channel 30	St. Louis

The school utilizes a telephone calling system called Infinite Campus Messenger. This system will call the number you have designated on your enrollment form and let you know if school is dismissing early. Although this is a great system, please do not depend on this as your only means of communication.

Parents should be sure to inform the school and/or classroom teacher detailing individual emergency procedures. The school will need: Destination if different than home, work phone numbers, and emergency numbers. Should school be dismissed early and it becomes evident no one is home to care for the students, that child may be brought back to the bus garage until parents pick up. If a parent requests that their child remain at school for parent pick up, they must sign a statement to that effect. With no written statement, the student will be sent home on the bus.

## **EMERGENCY DRILLS (EBC)**

Throughout the year emergency drills will be conducted to prepare students in case of tornado, fire, etc. These drills should be taken seriously and cooperation is a must.

## **DISASTER (EBC-AP1)**

In the event of a disaster situation the Hillsboro R-3 School District has developed the master plan to provide for evacuation and care of all children. During such times official statements will be made public to help parents locate and pick up their children. Upon arrival to school, please check in at the office. Do not go directly to the classroom. Students will be checked out through the office.

## **ATTENDANCE (JED)**

Attendance is one of the most important key factors in student success. All students are expected to be in school except in cases of emergency for the following reasons: personal illness, illness in the family, quarantine in the home, death of a relative, observance of a religious holiday. Any other absence must be excused by the school office prior to the absence. All absences will be considered unexcused unless documentation has been provided by doctor, dentist/orthodontist, hospital, court, or funeral. In addition, if a student is sent home from school by the nurse; that day will be considered excused.

Steps to follow when absent:

1. Parent/guardian should telephone the school and inform the office of the absence before 9:00 AM. Please call 789-0040.
2. Students should present medical excuses to the office upon arrival back at school.
3. Inquire about make-up assignments. Assignments that are not made up will be reflected in the student's grade.

Parents / Guardians will receive an automated phone call if a child is absent and no call has been received from the parent or guardian verifying that absence.

## **SCHOOL HOURS ARE 8:35 AM TO 3:33 PM**

Students that arrive after 8:45 AM are tardy. Students that are picked up before 3:29 PM will be counted as early pick up/absent. Any student that has chronic late arrivals and/or early picks up may not be eligible for perfect attendance.

When buses run during inclement weather, your child will be counted absent if not in attendance.

Student's attendance is a necessary and a mandatory part of a child's education. Chronic absenteeism/late arrivals will have a detrimental effect on all aspects of education. Class work missed due to an absence is often difficult to make up. Attendance is recorded on an hourly basis. Students who continue to be absent from school due to legitimate reasons should bring written excuses from home giving the date of absence, reason and a parent signature. Four or more absences are considered to be excessive. Parents will be notified by mail when a student misses 4 or more days. Eight or more days will be turned over the K-6 Home School Specialist. Chronic absenteeism/late arrival will result in referral to the K-6 Home School Specialist. If absenteeism/late arrivals continue, a referral will be made to the Division of Family Services for investigation.

## **PERFECT ATTENDANCE (JED)**

Students with perfect attendance will be recognized on a yearly basis. Attendance is recorded by the hour. Students that have attended each day and accumulate less than 1 day's absence will be recognized as having perfect attendance. Please note, if a student has chronic late arrivals and/or early pick-ups he/she may not be eligible for perfect attendance.

### **TARDINESS (JED-API)**

Classes begin promptly at 8:40 a.m. It is very important for students to be on time. Late arrival disrupts class and causes loss of instructional time. Students arriving late must report to the office before going to class. Parents must sign their child in at the office. Chronic late arrivals will be referred to our K-6 Home School Specialist. Please note, chronic late arrival/early pick up may result in a loss of eligibility for perfect attendance.

### **CHECKING OUT OF SCHOOL (JEDB)**

For the safety of all students, parents are required to come to the office when taking a student out of school. No student will be released from school except to a parent or guardian. If someone else is to pick up a student, he or she must have a note from the parent stating this fact. For each child's protection, students will be released through the office. In cases when there is a custodial parent, a copy of the custody papers should be on file in the office and the permanent record will be marked accordingly. Students will not be released the last thirty minutes of school unless it is a family emergency or a doctor's appointment.

### **WITHDRAWALS (JED)**

Written notice should be given to the teacher and office a few days before you should plan to withdraw your child from school. All school materials must be returned, and fines paid upon student withdrawal.

### **HALL PASSES (JG)**

When it is absolutely necessary for a student to be out of class, the student must carry a hall pass unless he/she is with a teacher.

### **DRESSING AND GROOMING (JFCA-AP)**

Basically, the control of students grooming is a parental matter; however, it is essential that some school guidelines should exist so that the learning atmosphere will not be disrupted by students' dress.

1. Student dress should be neat, clean, fit properly and reasonably simple.
2. Under shirts, cut shirts (tank tops, muscle shirts); crop-tops, midriffs and spaghetti straps are not acceptable for school. A student should be able to raise their hands without their stomach being exposed.
3. Clothing with obscene, vulgar or suggestive language as well as advertising for drugs, tobacco and alcohol will not be permitted.
4. Shorts may be worn provided the length and fit are in good taste. "Biker" shorts alone are not acceptable. Students should be able to participate in recess and PE without being exposed.
5. The dress length for girls must be in good taste and appropriate. No short skirts. Again, girls should be able to move and participate in recess and PE comfortably without being exposed. As a general guideline, skirts should be fingertip length with arm fully extended at the side, and shorts should have approximately a 3-inch inseam.
6. Face painting is not appropriate at school.
7. Clothing that suggests "gang" involvement will not be allowed. No bandanas or "dew rags".
8. Hats are not to be worn in the school building by students.
9. No flip-flops, slippers or pajama pants or tops, or wheeled tennis shoes.

10. Pants should fit properly without “sagging” or fitting too tight and the length should not cover the shoes. When wearing leggings or tight fitting pants the student’s shirt should cover their bottom.

### **PHYSICAL EDUCATION (ADF, IDG-JA)**

Physical Education classes generally meet once every 3 school days. Each student is expected to participate in all activities unless a note has been sent for medical reasons. In order for students to participate safely, they must wear tennis shoes with non-marking soles during P.E. Clothing should be suitable for exercise and play. If your daughter prefers to wear a skirt or dress, please remind her to wear shorts underneath.

Excuses for P.E. – Hillsboro Elementary has adopted the suggested policy of the Missouri Department of Elementary and Secondary Education. In the event a student is unable to participate in P.E. class, a note (no phone calls) should be sent to the P.E. teacher stating the ailment and those activities the student CAN DO. If they need to be excluded from any activity for more than one week, a written note from a licensed physician explaining the duration and limitation on activities is necessary. A modified physical education program may be provided during this time. Most of the time, there are activities they are able to do – even if it is walking. Alternate assignments may be given, not as a punishment, but rather, an alternate learning experience for the student. In addition, students who are excused from P.E. for medical reasons or parent request will not be allowed to participate in recess. Students will be able to participate in non-physical activities such as reading, puzzles, coloring, etc.

**\*ALL STUDENTS ARE REQUIRED TO TAKE THE PRESIDENTIAL FITNESS TEST.**

### **LIBRARY**

- Students will come to the library once a week with their classroom.
- They are allowed to borrow two books from the library which they may keep for 2 weeks.
- They may return their books and get different books with a pass from their teacher.
- They may also check out one magazine when they come with their class and keep it for one day.
- Students will be held responsible for the items they check out from the library. If books or magazines are lost or returned damaged, students will have to pay a fine.
- There are no fines for late books or magazines, but students will need to return the late items or pay for them to have library privileges.
- Students will need to have a signed technology agreement form on file to use the internet.
- Please see our library website for more information on the library media center.

### **MUSIC EDUCATION (IGA)**

The general music education classes normally meet once a week. Each student is expected to participate in a variety of musical activities as a part of their music education. Students will receive basic music instruction. This includes singing, music theory, history and instruction on a variety of instruments provided by school.

### **DISCIPLINE (JG, JGD-R)**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and proper

consideration for other people. Our discipline code lists misbehaviors as well as consequences. Severe and/or chronic misbehavior will result in suspension. When suspension is involved, students are expected to complete all school work. Credit will be given, if the work is completed within the given time frame.

### **REPORT CARDS (KK-AP, KD)**

The evaluation of a student's achievement is one of the important functions of the teacher. Report cards are issued every 9 weeks. Progress reports will be issued at mid-quarter for all students. Report cards are issued on the Friday following the last day of the quarter. An incomplete is given only in cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. Make-up work is the complete responsibility of the student. Please note, parents that have signed up for the Infinite Campus Parent Portal are able to view their child's grades at any time. Please call the school office to sign up for that program.

### **Grade Scale**

A	94-100	D+	67-69
A-	90-93	D	63-66
B+	87-89	D-	60-62
B	83-86	F	0-59
B-	80-82		
C+	77-79		
C	73-76		
C-	70-72		

**Art, P.E., and Music Grades** – These grades are listed as: E Above Average, S Satisfactory, N Needs Improvement, U Unsatisfactory

### **HOMEWORK**

Homework is assigned at the discretion of the classroom teacher and is due at the time specified by the teacher. At Hillsboro Elementary, homework is not a choice. Although homework is not graded, it is a critical component for practicing academic concepts. Generally, students should have no more than ten minutes of homework per grade level on any given evening. If your child has what seems to be a very large amount of homework, you should check with the teacher to make sure it is really homework, and not class work that should have been completed during the regular school day. This could be an indication that the child is not using time effectively during the school day or they are having difficulty with a subject.

### **GUIDELINES FOR CLASSROOM CURRICULUM EXEMPTIONS**

Parents may request that their student be exempt from selected parts of a class or course curriculum under certain conditions. Parents may deem some instructional materials or activities to be inappropriate for their student. If so, your teacher will provide you with an alternate assignment request for which may allow students to have an alternative assignment. Parents need to discuss such concerns with their teacher. Hillsboro Elementary will follow board policy under these conditions.

## **FIELD TRIPS (IICA-AF 1,2)**

A field trip is a privilege earned by a student. That privilege may be removed if, in the judgment of the teacher and/or principal, the students' behavior or academic effort warrants such action.

## **TRACK & FIELD DAY, CLASS TOURNAMENTS AND ASSEMBLIES**

Track and Field Day, class tournaments and assemblies are privileges that also may be removed if, in the judgment of teacher(s) and/or principal, behavior or academic effort warrants such action.

## **CHARGES AND FINES**

Permanent records and report cards may be held by the school until all fines and charges are cleared. This includes lunch charges and library fines for lost or damaged books.

## **SCHOOL SALES**

Only sales related to school activities and/or approved by the principal will be permitted.

## **LOST AND FOUND (JG)**

All clothing, lunch boxes, backpacks, etc. are placed in the Lost and Found bin located in the front lobby. Money, watches, jewelry, or articles of value are returned to the office. At the end of each month, left over items may be donated to charity. It is the responsibility of the child to pick items up before the items are donated to charity.

## **PERSONAL ITEMS**

Problems arise each year because students bring articles to school that interfere with school procedure. A student should not bring toys, games, radio, balls, bats, skateboards, etc. to school unless prior approval has been obtained. In any event, the school will not assume responsibility for any such item. Although we attempt to help the student try and find the item, the school cannot be held liable for lost or stolen items. Any student that brings these items to school is subject to the school discipline code.

## **GRADES**

In the Hillsboro School District, grades are a reflection of what the student knows or has mastered. There are two elements to grades, formative and summative grades. Formative assessments/grades are those grades that are used to adjust the instruction of the lessons. With formative grades, they are used to track the students' progress towards mastery. They are not usually counted in the final grade. Summative grades can be tests, but they can also be activities and work that is done in class. Summative grades reflect what the students know. It does not include extra credit, behavior, or effort. Behavior and effort are important to our students' success, but it needs to be communicated separate from the grades for academics.

The staff at the Elementary will use no more than 20% of the grade as formative grades and 80% summative. Some teachers may use higher percentages for the summative grades.

## **CHARACTER COUNCIL**

Character council consists of students nominated by staff for consistently demonstrating the district's character traits. This council meets once a month to discuss various projects and upcoming events to help promote a positive and caring environment at Hillsboro Elementary.

This position allows members to empower themselves and other students to promote good character at home, at school and in the community. It provides opportunities for students to connect with their community through volunteer services and to take on a leadership role acting as a positive role model in our school and community. In order to participate in this program, students must agree to model and exemplify the character traits at all times, have no discipline referrals, good attendance, and meet academic expectations. If a member struggles with these expectations, the student will be removed from the program.

# STUDENT DISCIPLINE K-12

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Any offense which constitutes a "serious violation of the district's discipline policy" JGF will be documented in the student's discipline record. This code includes, but is not necessarily limited to, acts of students on school, parking lots, school buses, or at a school activity whether on or off school property.

## SECTION I OVERALL OF K-12 DISCIPLINE

### PURPOSE

Hillsboro R-3 Public Schools must ensure an environment conducive to the learning process. Schools must maintain an atmosphere where orderly learning is possible and encouraged. Rules, which establish discipline guidelines for students, are necessary and basic to students' growth and development. Thus, it becomes the responsibility of the R-3 District to have a discipline code which reflects the community's standards and expectations for student behavior.

Pursuant to that responsibility and the mandate of the Excellence in Education Act of 1985, as passed by the 83rd General Assembly, the Hillsboro R-3 Board of Education fulfills the obligation with this Discipline Code.

### PHILOSOPHY

Schools must prepare students for their responsibilities as adults in a democratic society. This preparation is best accomplished in a safe, orderly and appropriate environment. A means to both goals is orderly school conduct. Appropriate behavior in schools is facilitated by a reasonable set of rules and known consequences to those rules. The discipline code should be consistent and reasonable and should strive to encourage the development of students' self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents, students, teachers, and administrators to the maintenance of an effective learning environment.

### CODE OF CONDUCT

1. I will not lie, cheat, or steal, nor will I tolerate anyone who does.
2. I will treat everyone with dignity and respect.
3. I will leave every situation better than I found it.
4. I realize that there are consequences to my actions.
5. I will not blame others for the consequences that result from my actions. I will accept the consequences that result from my actions.

### CONSEQUENCES OF FAILURE TO OBEY STANDARDS OF CONDUCT

An effective discipline code assures that unacceptable student conduct receives appropriate and sure consequences for such misbehavior. Such consequences must be applied

consistently and as the conduct becomes more or continuously inappropriate the punishment should become more severe. Excessive misbehavior in different categories of the conduct code may result in severe consequences for the student. Though this discipline code has specific consequences outlined for numbered instances of misbehaviors, severe consequences will be applied immediately to serious misbehaviors. Administrators may increase or decrease the consequences at their discretion and in extraordinary circumstances and may use principal's discretion in a flexible manner in order to maintain an orderly atmosphere conducive to learning.

Note: Serious violations of the discipline code, specifically truancy, drug or substance abuse, (including tobacco), weapons, fighting, and assault are cumulative throughout the school year and not on a semester-by-semester basis. Serious violations will be reported to law enforcement officials and documented in the student's permanent record.

District personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermissions or recess periods.

## **SECTION II STUDENT RIGHTS**

All students have the right . . .

- To the opportunity for a free education in the most appropriate learning environment.
- To the opportunity for freedom of speech and of the press.
- To be secure in his/her persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or are dangerous or detrimental to the educational process.
- To expect that the school will be a safe place with no fear of bodily harm.
- To expect an appropriate environment conducive to learning.
- To not be discriminated against on the basis of sex, race, color, religion, national origin or disability.
- To expect to be fully informed of school rules and regulations.
- To be accorded due process with respect to suspension, expulsion, and decisions, which the student believes, injures his rights.

### **STUDENT SEARCHES (JFG)**

The School District has the right to conduct reasonable searches of students (i.e., purse, wallet, pockets, etc.) lockers, and school property in order to protect students, staff and visitors and in order to maintain order and discipline in the schools. These searches are authorized whenever a reasonable belief exists that the student to be searched possesses illegal, unauthorized or inappropriate material, which would interfere with the maintenance of school discipline or order. Whenever a reasonable belief exists that a personal search of a student or his or her belongings is needed and the student refuses to comply with such a request for a search the consequences for non/compliance of this request are: A minimum three-day OUT OF SCHOOL suspension will result. Suspected substances or objects considered dangerous or illegal may result in extending the suspension up to 180 days. Pursuant to this right, school officials may seize illegal, unauthorized or inappropriate materials located on school property.

### **SUSPENSION (JGD-AP)**

Principals of the schools are authorized summary suspension of pupils not to exceed ten days and the superintendent of schools may suspend up to 180 days. In case of a suspension by the superintendent for more than ten days, the pupil or his parents or others having his custodial care may appeal the decision of the superintendent to the board. In extraordinary circumstances, the superintendent also has the authority to suspend students for any other offense not detailed in this Discipline Code.

Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In the event of an appeal to the board, the superintendent shall promptly transmit a full report in writing of the facts relating to the suspension, the action taken by him and the reasons therefore. The board, upon request, shall grant a hearing to the appealing party to be conducted as provided in RS MO 167.161.

For offenses deemed necessary for such action, the R-3 Board of Directors may deny any pupil school privileges for a longer time, impose conditions upon which he may enjoy school privileges or expel the student for the year or entirely, as it may see fit, first giving the accused person a reasonable opportunity to be heard in his own behalf.

### **GROUND FORS SUSPENSION (JGD-AP)**

In addition to the specific reasons listed in this Discipline Code, the following general reasons are grounds for a student's suspension from attendance of the R-3 schools: arson, weapons, immoral conduct, intoxication or profanity in the buildings or school grounds or at any function under school auspices or malicious defacement or destruction of school property, violent or persistent opposition to authority, persistent disobedience, or causing disorder in school to such a degree as to subvert the discipline thereof.

### **DUE PROCESS (JGD-AP)**

All students have procedural due process rights in the event they are suspended from school: (1) The pupil shall be given oral or written notice of the charges against him; (2) if the pupil denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; (3) the pupil shall be given an opportunity to present his version of the incident; and (4) in the event of a suspension for more than ten days, where the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools the pupil's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable. (RS Mo. 167.171)

### **SPECIAL EDUCATION STUDENTS (JGE)**

Special Education students are expected to adhere to the same rules as other students. A special education student shall not receive disciplinary suspensions because of their disability. The flexibility of administrator discretion especially applies in judging appropriate consequences for these students' misbehavior.

If a special education student is suspended for an extended period of time, they will be accorded all the rights due them. During the period of suspension, an Individual Educational Program (IEP) review conference may meet to formulate amendments to the original IEP if needed.

# **SECTION IV CODE OF BEHAVIOR**

## **PHILOSOPHY**

Students attending Hillsboro R-3 schools are expected to demonstrate good behavior while participating in the educational program. A discipline code is an important tool for students, staff, and parents interested in the goal of a stable and pleasant learning environment. Positively affecting student behavior is a goal for our schools.

## **RESPONSIBILITY**

School discipline is a shared responsibility. Students, teachers, parents, administrators and community members must work together to insure an effective discipline program. The freedom to learn is built on a foundation of discipline. One cannot be free to learn in chaos; one cannot benefit from knowledge never acquired.

## **RESPECT**

School should exist in an environment of respect. Respect for the process of learning and respect for others is the cornerstone of a good school system. Students should feel free to learn and enjoy the process of education. This regard for others can be subdivided into specific categories:

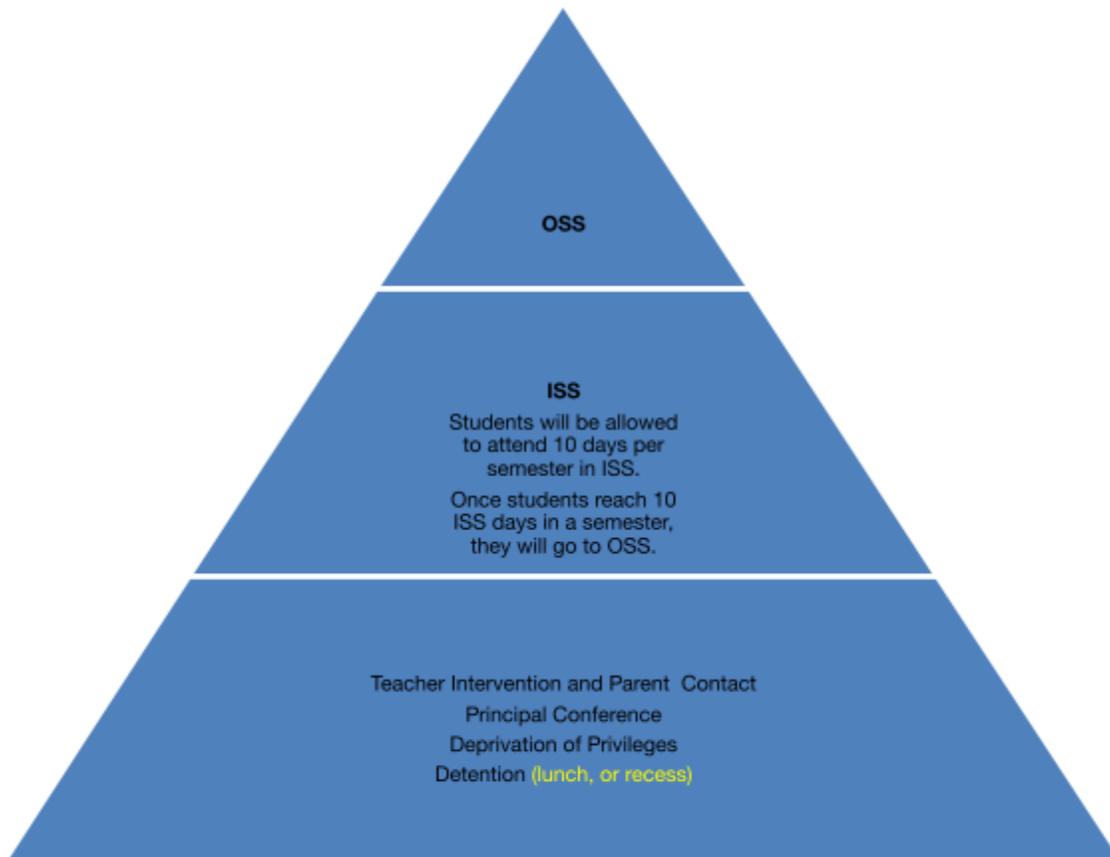
- Respect for self -- Self-admiration is the foundation of all other respect. One cannot respect others without first having self-respect.
- Respect for staff -- The Intermediate School requires the labor of many different types of employees (cafeteria staff, bus drivers, maintenance personnel, teachers, administrators, secretaries, etc.) These employees function more competently when given respect.
- Respect for other students -- Both in and out of the classroom, other students has a right to the pursuit of their own education.
- Respect for the learning process -- Positive teacher/student interaction, studying, and following directions are all essential to learning.
- Respect for the institution and buildings -- The school should be considered a monument to the community, alumni and a symbol of prestige to those currently enrolled.

## **CONSEQUENCES OF MISBEHAVIOR (JG)**

An effective discipline program should break patterns of behavior not consistent with school norms. As instances of misbehavior reoccur the consequences will become more severe. Severe consequences may be immediately applied to serious misbehaviors.

The students must know consequences for inappropriate behavior. Students' knowledge of school rules and consequences means that the students have a choice: if they choose to misbehave, then they choose to receive the consequences of their behavior. The consequences must be applied fairly and consistently.

# GENERAL SCHOOL CONDUCT STANDARDS AND CONSEQUENCES DISCIPLINE PYRAMID AND DESCRIPTION



## ASSIGNMENT OF EXTRA DUTY

Depending on the nature of the behavior infraction, duties may be assigned to match the nature of the offense and are completed by the student on his/her own time. These duties shall be assigned and evaluated by a teacher or administrator.

## CONFISCATION (JG-R)

Items not allowed in school or items that are being used inappropriately will be taken. Such items will be returned only to the parent.

## DETENTION (JGB)

The Detention Program is Hillsboro Elementary School's attempt to provide appropriate consequences for school misbehavior. It consists of students arriving to school before regular school hours so that they can concentrate more on school work. It is meant to be inconvenient for students.

The detention will be held during recess or lunch. If necessary, detention will be held from 7:30 a.m. to 8:30 a.m. on Tuesday. The principal/assistant principals shall determine which days shall and shall not host detentions.

### PROCEDURES

(1) The detention hour/hours is considered an extension of the school day.

- (2) The detention hour/hours will be assigned in advance to allow time to arrange for transportation.
- (3) The detention hour/hours must be taken on the date assigned. Detentions may be reassigned at principal's discretion.

### RULES

- (1) Students must be on time.
- (2) Students must bring and use classroom study materials.
- (3) Students must sit in an assigned seat.
- (4) Students will not talk or sleep.

### **DEPRIVATION OF PRIVILEGES (JG-R)**

Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at assemblies and other special events are privileges, not rights. Any or all of these privileges may be revoked. Deprivation of privileges may include, but are not limited to recess and lunch detentions.

### **EXPULSION (JGD)**

Expulsion is the removal of a student from school by action of the Board of Education. Only the Board of Education can expel a student from school. The action taken and results are recorded in the student's permanent file.

### **IN-SCHOOL SUSPENSION (ISS) (JGB-API)**

In-School Suspension is an alternative form of discipline with the following objectives:

- To give students an opportunity to examine their attitudes and behavior in order to make appropriate changes. These changes should enable the student an opportunity to be more successful in the normal educational setting.
- To continue to educate the student who would otherwise miss that educational experience while suspended from school. Credit is given for satisfactory work done while in ISS.
- To encourage the students to complete their education and realize the benefits of doing so.

### GENERAL GUIDELINES

- Students will be allowed a total of 10 Days ISS per semester with a maximum of 20 Days of ISS.
- Students are assigned 1 to 5 days of ISS by the building principal.
- Students who are uncooperative and/or disrespectful in ISS will be removed and assigned Out-of-School-Suspension.

### PROCEDURE

- (1) The building principal will contact teachers in order to send assignments to ISS for the number of days the student is assigned.
- (2) Students will expect to participate in any individual/group activity that the building principal may assign.
- (3) Upon completion of ISS, it is the responsibility of the student to see that assignments are returned to the teacher for grading. (Any tests taken in ISS are closely monitored and hand delivered by the building principal to the teacher involved.)
- (4) Days spent in ISS will not be counted against the student regarding the attendance policy.
- (5) Students in ISS are restricted from extracurricular activities on the days assigned to ISS.
- (6) Any student failing to obey ISS rules will be suspended from school for the remainder of the ISS time or for more days as the principal determines.

### A STUDENT'S DAY IN ISS

- (1) Students are to report directly to ISS by 8:40a.m. Tardies and absences are reported to appropriate building secretaries.
- (2) Students may be required to complete additional work as assigned by the building principal.
- (3) Students must complete assigned work, i.e. regular class assignments and/or additional ISS assignments. Assignments are collected and checked for neatness, spelling, complete answers, and quality.
- (4) No talking is permitted at any time during the day, unless to the teacher, and only with his/her permission.
- (5) Sleeping is not allowed. Students are expected to work at a steady pace throughout the day.
- (6) Students may not leave their assigned seats without permission. Restroom breaks are taken.
- (7) Students that are absent from ISS must make up that day in ISS. If the student is truant from ISS, the day is made up and an extra day is assigned.
- (8) Eating will be allowed only during lunchtime. Students may bring their lunch or purchase lunch from school.
- (9) No possession of tobacco, gum, or candy is allowed.

### **OUT-OF-SCHOOL SUSPENSION (OSS) (JGD-AP)**

The principal has the authority to temporarily suspend any student for misbehavior or for other sufficient reasons. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body, may upon recommendation of the principal, be suspended for a longer period of time by the Board of Education.

Continued misbehaviors by a student, which result in excessive suspensions, may result in referral to the Superintendent of Schools for appropriate action. Note: No student will be suspended without every effort being made to properly notify the parent or guardian. Due process will be used with every disciplinary case.

No student will be allowed to return to school following a period of suspension without a conference between administrators and parent(s) or guardian(s). Other school personnel may attend such conferences. Students are not to be on campus before, during or after school on the suspension dates, nor attend any school activities at home or away.

Students are encouraged to keep up with their studies during the suspension period. Students may make up all work missed during the suspension within a reasonable time frame determined by the teacher/administrator.

Students will receive full credit for all assignments, tests, projects, etc. during suspension; however, all coursework and tests must be complete within the first week or at principal's discretion after the student returns to school.

**PARENT INVOLVEMENT (IGBC)**

Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, letter, or certified letter. A conference may be conducted with the student, his/her parents, a school administrator and/or teacher as appropriate. Action taken and results of the conference are recorded in the administrative log.

**REFERRAL TO OTHER AGENCIES (JGF, JGR)**

Students are referred to other agencies as appropriate, i.e. Special School District, Division of Family Services, and drug prevention programs.

**REFERRAL TO LAW ENFORCEMENT (KNAF, JG-R)**

Students are referred to the appropriate law enforcement agency for illegal behavior and/or repeated misbehaviors.

**RESTITUTION**

Students may be responsible for paying and/or restoring school or personal property or articles which have been vandalized, damaged, or stolen.

**STUDENT CONFERENCE (JG)**

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. Action taken and results of the conference are recorded and sent to the parent.

**VERBAL REPRIMAND (JG-R)**

A school official (teacher, administrator, counselor) will talk to the student regarding the behavior.

## **SECTION IV OFFENSES AND CONSEQUENCES**

### **BUS MISCONDUCT**

All school rules and consequences apply to riding the school's buses. Safe and orderly bus transportation demands that students at all times show respect for the bus driver and follow instructions and rules of the school bus.

Any offense committed by a student on a district-owned bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, there are some infractions that occur on a school bus that are not covered by general school conduct rules. These infractions will be handled in the manner described in this section. Examples of the infractions include - but are not limited to: (hands, arms, etc. out the bus window; littering the bus; moving from seat to seat; loud and disruptive behavior; and not following bus driver's directions).

#### CONSEQUENCES

- (1) First offense: Verbal Warning, FYI conduct report to principal, and driver call parent
- (2) Second offense: Conduct report, conference with driver supervisor and possibly with building principal, possible detention to ISS.
- (3) Third offense: Disciplinary action up to and including suspension from the bus.

**Severe discipline issues may require by-passing the first steps and be referred to the building principal.**

### **CAFETERIA VIOLATIONS (EF)**

Violations include, but are not limited to throwing food, destroying food, loud and disruptive behavior, butting in lunch line, and not following the requests of cafeteria workers. Offenders will be responsible for cleaning up any mess they have made.

#### CONSEQUENCES

- (1) First offense: Verbal reprimand, clean up mess, and/or placed at the Quiet Table.
- (2) Subsequent offenses: Placed at Quiet Table and/or detention.

### **CHEATING AND FORGERY (JG-R)**

CHEATING is taking a student's or teacher's work or material and dishonestly presenting that work or material as theirs or using it without the other person's permission or knowledge. Cheating also includes dishonestly supplying another student with materials represented as his own or materials that are the property of a teacher.

#### CONSEQUENCES

- (1) First or subsequent offense: Conference with principal, notice to parents, deprivation of privileges to retake test or assignment.
- (2) Subsequent offenses may result in additional days of detention.

**FORGERY** is writing or impersonating another for the purpose of falsifying school related information.

#### CONSEQUENCES

- (1) First offense: Parental involvement, verbal warning
- (2) Second offense: Deprivation of privileges, parental involvement, possible detention
- (3) Third offense: Principal conference, detention

### **TEMPORARY REMOVAL FROM CLASS (JG-R)**

A student may be temporarily removed from a class. A conference between the student, teacher, principal, and/or other personnel may be held if deemed necessary by the principal.

## **COMPUTER MISUSE (EHB, JG-R, EHG-AP)**

Any inappropriate use of a school computer system or intentional tampering with a computer system which causes disruption in instruction included but not limited to: accessing inappropriate materials, accessing someone else's files, inappropriate logins, using computers for abusive messages, etc.

### CONSEQUENCES

Computer misuse shall be referred to a principal; according to the nature of the incident the consequences shall range from short-term loss of computer privilege to long-term suspension. Students should refer to computer agreement for further details.

## **DISORDERLY CONDUCT / DISRUPTIVE BEHAVIOR (JG-R)**

Disrupting classes or causing disturbances during the school day or at school sponsored activities is considered to be disorderly conduct. Disorderly conduct includes, but is not limited to running, pushing, shoving, engaging in horseplay, talking out and interrupting class.

### CONSEQUENCES

- (1) First offense: Conference with principal, possible detention suspension
- (2) Second offense: Parental involvement, deprivation of privileges, possible detention suspension
- (3) Third offense: Suspension

## **DISRESPECT / INSUBORDINATION (JG-R, AC)**

Any student who displays a lack of cooperation, discourtesy, or disrespect either by word or actions toward district personnel, visitors to the school, or other students will be considered disrespectful.

### CONSEQUENCES

- (1) First offense: Conference with principal, possible suspension
- (2) Second offense: Parental involvement, deprivation of privileges, possible suspension
- (3) Third offense: Suspension

## **DRUGS/SUPPLEMENTS (JGR, JFCH, JHCD)**

Administering medication to students is limited to necessary medication that cannot be taken at home. Over the counter and prescription medicines will be given only if they are brought in the original container. Students must deposit with the nurse any prescription drug or over the counter drug they need to take at school along with a signed permission slip from the parent allowing the nurse to dispense the medication. Such medication will be secured in a cabinet or refrigerator. Any medication not in the original container with the child's name on it will be held by the nurse for a parent to pick up.

## **DRUG/SUPPLEMENT ABUSE (JGR, JFCH, JHCD)**

Drug abuse is prohibited at school, on school property, at school functions, in school-owned vehicles and in school approved vehicles used to transport students to and from school or school activities, including:

- The non-lawfully prescribed use and/or possession of drugs or drug paraphernalia.
- Any sale or transfer of drugs/supplements.

Students who possess or consume medications or impermissible dietary supplements in violation of the school policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. District administrators will notify law enforcement when they believe a crime has occurred.

Drugs include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195,010, RSMO, and in Section 202 (c) of the

Controlled Substance Act, U.S.C. 812 (C). The prohibition includes alcohol, drugs, narcotics, intoxicants of any kind, substances purporting to be the same (imitation controlled substances) and / or related paraphernalia. Violations will result in suspension, notification to parents and notification to legal authorities. Consequences depending upon the offense range from long-term suspension to expulsion.

### **POSSESSION AND/OR USE OF DRUGS OR DRUG PARAPHERNALIA (JGR, JFCH, JHCD)**

#### CONSEQUENCES

- (1) First offense: Suspension for 10 days and recommendation to Superintendent for up to an additional 20 days. Notification to law enforcement officials. Students/family must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and follow his/her recommendations.
- (2) Second offense: Suspension for 10 days and recommendation to Superintendent for up to an additional 35 days. Notification to law enforcement officials. Students/family must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and follow his/her recommendations. Students must also submit to a physical drug test (urine test) within one week of returning to school. This test will be the responsibility of the parent.
- (3) Third offense: Suspension for 10 days with recommendation to Superintendent for up to an additional 170 days out-of-school suspension or expulsion and notification to law enforcement officials.

### **SELLING OR TRANSFERRING DRUGS OR PARAPHERNALIA (JGR, JFCH, JHCD)**

(Including alcoholic beverages, diet pills, or substances represented to be such)

#### CONSEQUENCES

- (1) First offense: Suspension for ten days and recommendation to Superintendent for up to 35 days. Notification to law enforcement officials. Students/family must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and follow his/her recommendations.
- (2) Second offense: Recommendation to the board for expulsion

### **ELECTRONIC DEVICES (JG-R, EHB)**

Using, wearing, or turning on; cellular phones, music players, gaming systems, or any other electronic devices during the regular school day for non-educational purposes is prohibited. The use of such devices as an instructional tool will be left to teacher discretion. No connection between personal devices and school technology can take place at any time. **STUDENTS ARE NOT TO BE TEXTING, MAKING OR RECEIVING PHONE CALLS AT ANY TIME DURING THE SCHOOL DAY UNLESS PREVIOUSLY AUTHORIZED BY SCHOOL PERSONNEL.** *The district is not responsible for any lost, broken or stolen electronic communication devices or any charges incurred as a result.*

#### CONSEQUENCES

- (1) First offense: Confiscation, principal conference, item returned at end of day, parents notified
- (2) Second and subsequent offense: Item confiscated, principal conference, parent must retrieve item
- (3) Third Offense: Detention to ISS, item confiscated, parents must retrieve item

## **FAILURE TO SERVE DETENTION (JGB)**

### CONSEQUENCES

- (1) First offense: 1 additional detention
- (2) Second offense: 3 additional detentions
- (3) Third offense: ISS

## **FAILURE TO COMPLETE HOMEWORK**

### CONSEQUENCES

- (1) Principal's Conference
- (2) Detention
- (3) 1-3 Detentions and possible referral to Principal's Club

## **FALSE FIRE ALARM/FALSE EMERGENCY ALARM/EQUIPMENT (JG-R)**

This includes: contributing/initiating a false alarm or false emergency, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property. (ie;911)

### CONSEQUENCES

- (1) First offense: Parental involvement, deprivation of privileges, detention, or possible suspension
- (2) Second offense: Suspension, report to law enforcement.

## **FIGHTING/ASSAULT (JG-R)**

A student shall not harm others or interrupt the educational process by using violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct that disrupts the school.

FIGHTING is mutual combat in which both parties have contributed to the conflict either verbally or by physical action. The cause of the fight, extent of participation and failure to follow staff requests will be considered in determining the consequences.

### CONSEQUENCES

- (1) First offense: Parental involvement, deprivation of privileges, detention-suspension
- (2) Second offense: Deprivation of privileges, 1-3 days suspension, referral to law enforcement
- (3) Third offense: 1-10 days Out of School Suspension, notification to law enforcement officials

ASSAULT is defined as causing or attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

### CONSEQUENCES:

- (1) Any offense: Any assault shall be referred to a principal; according to the nature of the incident, the consequences shall range from detention to suspension from school and possible referral to legal authorities and a recommendation for extended suspension or expulsion.

## **HARASSMENT (JFCF, JG-R, AC)**

HARASSMENT As directed by District policy the use of word and/or actions that are hostile or offensive to another individual, which is intimidating in nature. harassment includes, but is not limited to, references made to a person based upon a person's age, sex, race, religion, or ethnic origin. This behavior may be physical, verbal, written, or symbolic.

### CONSEQUENCES:

- (1) Any harassment shall be referred to a principal; according to the nature of the incident, the consequences shall range from detention to suspension from school and possible referral to legal authorities and a recommendation for extended suspension or expulsion.**

SEXUAL HARASSMENT includes but is not limited to: unwelcome sexual advances, sexually

provocative or explicit speech, writing sexually explicit memos, any unwarranted touching (i.e. grabbing, pinching, cornering, or blocking student's movement), pulling clothes, sexually offensive pranks, sexually offensive gestures, and displaying lewd or indecent pictures depicting men or women as sex objects on school premises, including lockers.

**CONSEQUENCES:**

- (1) Any harassment shall be referred to a principal; according to the nature of the incident, the consequences shall range from detention to suspension from school and possible referral to legal authorities and a recommendation for extended suspension or expulsion.

**HAZING AND BULLYING (JFCF, JG-R)**

**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 school-sponsored activity.

**Bullying** – For purposes of this policy, 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, computer or pager. 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 will 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.

An investigation will be conducted by the assistant principal or building designee (may include administration and counselors) within 10 days of the report.

**CONSEQUENCES:**

- (1) Any incidents shall be referred to a principal; according to the nature of the incident, the consequences shall range from conflict mediation to suspension from school and possible referral to legal authorities and a recommendation for extended suspension or expulsion.

**IMPROPER DRESS (JFCA)**

Students are to dress appropriately and in good taste. Revealing clothing with undue exposure of the body is not permitted. Bare feet are not permitted. Safe footwear must be worn at all times. Beer slogans and sayings that are offensive or profane are not permitted. Hair styles that create an educational distraction due to height or unnatural color may be addressed by administration.

In the day-by-day operation of the school, the administration, along with the staff, will be responsible for making the final decisions concerning dress or grooming styles which violate

health or safety standards or disrupt or interfere with the educational process. In the event the student is required to change clothing, clothing from the office will be worn and clothes will be given to the office as “collateral.”

#### CONSEQUENCES

- (1) First offense: Verbal reprimand, change clothes and call parents
- (2) Second offense: Call parents, change clothes and detention.

### **INAPPROPRIATE LANGUAGE / PROFANITY (JG-R, AC)**

Any inappropriate comment, obscenity, obscene gesture, swearing, cursing, whether verbal or written, is considered inappropriate language. The use of profanity and/or obscene words or gestures is unacceptable conduct. The severity and extent of the profanity may necessitate more severe consequences.

#### CONSEQUENCES

- (1) First Offense: Parental involvement, deprivation of privileges, possible detention
- (2) Subsequent Offenses: Parental involvement, deprivation of privileges, possible 1 day suspension.
- (3) Third Offense: 1-3 days In School Suspension

### **LYING (JG-R)**

Lying is the presenting of false information or the withholding of accurate information which leads students or school personnel to an incorrect conclusion.

#### CONSEQUENCES

- (1) First Offense: Parental involvement, deprivation of privileges, possible detention
- (2) Second Offense: Parental involvement, deprivation of privileges, detention

### **OBSCENE MATERIALS (JG-A)**

Possession of vulgar, suggestive, offensive or lewd pictures, written materials or other items that are considered inappropriate and are not allowed at school.

#### CONSEQUENCES

- (1) First offense: 1 detention and counseling
- (2) Second offense: 1-3 days ISS and counseling
- (3) Third offense: 3-10 days OSS and counseling

### **PROHIBITED ITEMS (JG-R)**

The following objects should not be brought to school: electronic cigarettes or similar type device, wheeled tennis shoes (Heelies), skate boards, or scooters, any object that is a danger to other students, or any object that interferes with the learning environment. (Please refer to tobacco use for electronic cigarettes)

#### CONSEQUENCES

- (1) First offense: written warning, and/or detention, and/or 1 day of ISS, item confiscated, and parent must retrieve.
- (2) Second offense: written warning, and/or detention, and/or 1-3 day of ISS, item confiscated, and the parent must retrieve.
- (3) Third offense: 1-3 days ISS or OSS, item confiscated, and parent must retrieve.

### **PUBLIC DISPLAY OF AFFECTION (JG-R)**

Body contact, kissing and other displays of affection are not allowed on school grounds.

#### CONSEQUENCES

- (1) First offense: Conference with parents and principal
- (2) Second offense: 1 detention, conference with principal and parents.
- (3) Third offense: 1-3 days ISS, conference with principal and parents.

## **THEFT (JG-R)**

Theft is defined as the stealing of another's property. The severity of the consequences depends upon the seriousness of the theft. Appropriate cases will be referred to legal authorities. Receiving or concealing stolen property may be dealt with in the same manner as theft.

### CONSEQUENCES

- (1) Students responsible shall return or replace item(s) stolen.
- (2) Parents notified.
- (3) Depending upon the severity of the theft, the consequences will range from suspension to recommendation to the superintendent or extended suspension or expulsion, and possible notification to legal authorities.

## **THREATS (JG-R, JFCF)**

Threats are any verbal or written statement made to harm a group or individual's life, physical well-being, emotional well-being and/or property. Comments that could be construed as threats will be taken seriously.

### CONSEQUENCES

- (1) First Offense: Verbal reprimand, parental involvement, possible deprivation of privileges, possible counseling referral, possible notification to authorities.
- (2) Second Offense: Range from deprivation of privileges – detention, possible In School Suspension, possible counseling referral, possible notification to authorities.
- (3) Subsequent Offenses: Range from detention – suspension, notification to authorities counseling referral

## **TOBACCO USE OR POSSESSION (JFCH, JG-R)**

Hillsboro Elementary School condemns the use of tobacco because smoking and smokeless tobacco are proven health hazards. According to Board Policy, Hillsboro R-3 Campus is "Smoke Free". Hillsboro R-3 students will not be allowed to smoke, use, or have in their possession tobacco products in school attendance center buildings nor on school premises at any time. This rule would also apply to students while participating in any school activity under the supervision of a school employee or while riding a school bus.

To insure the effective enforcement of the above policy, Hillsboro Elementary prohibits the possession or use of tobacco and/or tobacco products, including electronic cigarettes, cigarette lighters and matches by students during the regular school day. Tobacco use or possession shall result in the following:

### CONSEQUENCES

Consequences:

1. First offense: confiscation and disposal, 1 day of ISS, 1 hour smoking/vaping cessation program to be completed by a date set by administration\*.
2. Second offense: confiscation and disposal, 3 days of ISS, referral to a substance abuse assessment provided by a state-certified drug/alcohol counselor\*\*, notification to law enforcement.
3. Third offense: confiscation and disposal, 3 days of OSS, notification to law enforcement.

\*A parent is required to attend a smoking/vaping cessation program with their student. Failure to complete the program within prescribed time constraints will result in 3 days of OSS. The 1 hour

program will be held 2 nights per month at Hillsboro High School under the direction of NCADA counselors and the R-3 Resource Officer.

\*\*Students referred to substance abuse assessment must follow all recommendations put forth by the counselor. Failure to complete this program will result in 3 days of OSS.

### **TRUANCY (JG-R, JED-AP1, 2)**

If a teacher or an administrator has reason to believe that a student is truant, notification will be sent to the home after 4 days. Further notification will be sent home after 8 days of absence. After 10 days of absence a parent meeting will be scheduled and a referral will be made to the Juvenile Office at the discretion of the administrator.

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks should be clean and handled carefully. The student's name and school year should be placed on the inside front cover of each book. Each student will be required to pay for lost or damaged books.

### **VANDALISM / PROPERTY DAMAGE (JPCB, JG-R, ECA, JFCB)**

Vandalism/property damage is defined as destruction or defacing of school, other student's, or school employee property. Adequate care and maintenance of buildings, textbooks, and equipment cannot be accomplished by the staff alone. Students also have a responsibility to care for books and other school property. Students will be charged for costs relating to losses or damages to school property if the result from carelessness, negligence, or vandalism.

#### CONSEQUENCES

- (1) Student(s) responsible shall pay for the damages or make restitution by repair of destruction.
- (2) Parents notified.
- (3) Legal authorities notified when appropriate.
- (4) Depending upon the severity of the damage, the consequences will range from ISS to OSS with possible recommendation to the superintendent for extended suspension or expulsion.

### **WEAPONS (JFCJ, JG-R)**

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

#### CONSEQUENCES

- (1) First Offense: Confiscation, parent notified, possible suspension, possible notification to law enforcement officials.
- (2) Subsequent Offenses: Confiscation, parent notified, possible suspension including ISS to OSS with possible recommendation to the superintendent for extended suspension or expulsion, notification to law enforcement officials.

### **NON-DISCRIMINATION (AC)**

It is the policy of Hillsboro R-3 School District that no person shall, on the basis of race, sex, creed, or color, be subject to discrimination in employment or in admission to any educational program or activity of the R-3 school district.

**SUMMARY**

This behavior code is based upon the idea that our school must maintain an orderly atmosphere conducive to learning. This code has outlined certain behavior standards and consequences, which will provide that atmosphere.

Underlying this behavior code is the authorization by the R-3 Board of Education that district personnel responsible for the care and supervision of students shall hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, or any school bus going to or returning from school, and during any school-sponsored activity on or off campus.

## **SECTION V EMERGENCY PROCEDURES**

### **EARTHQUAKE**

In the event of an earthquake, students will remain in their classroom and take a safe position underneath a sturdy object (desk, etc.). Once the shaking has stopped students will evacuate the building following our evacuation procedures.

### **EVACUATION**

In the case of an event that requires evacuation (fire, bomb threat, etc.) all students will evacuate the building and the North Building will report to the North bleachers on the football field and the South Building will report to the South bleachers on the football field. Each room, located near the door, has evacuation procedures.

### **LOCK-DOWN**

In the event that lock-down is necessary, students will remain in their classroom with each door shut and locked. If an intruder is present, all students will stay clear of windows and doors until the all clear is given.

### **TORNADO**

In the event of a tornado, each classroom will report to their designated relocation point and take cover. These procedures are posted in each room.

**PUBLIC NOTICE:** This Student Handbook does not supersede Hillsboro R-III School Board Policies. Any amendments or revisions to Board of Education Policies will become effective immediately upon adoption by the Board of Education, except as may be specifically provided to the contrary at the time of adoption. Such amendments or revisions, including but not limited to amendments and revisions to the student Code of Conduct, are incorporated by reference into this Handbook, as if fully set forth herein. Additional notice of amendments and revisions will be provided to students and parents when appropriate and practicable. Copies of Board Policies are also available on-line on the school district's website at <http://policy.msbanet.org/hillsboro/>. Finally, it is important for all parents and students to understand that the district has the authority to provide consequences for any and all misconduct that interferes with the good order and discipline of the school, even if such misconduct is not specifically identified in Board Policy, the Student Handbook, or the Code of Conduct.