

HILLSBORO INTERMEDIATE SCHOOL
Student Handbook
2021-2022

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Mrs. Amy Hodge, Counselor
Ms. Lora Easley, Counselor
10478 Highway 21
Hillsboro, MO 63050
(636) 789-0030



THIS PLANNER BELONGS TO:

Name _____

Address _____

City _____ Zip _____

Telephone _____

Teacher _____

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INTERMEDIATE STAFF LIST

5th Grade

Jessica Dohack
Jennifer Gyngard
Noelle Horner
Megan Mahue
Angie Mayfield
Molly Oilar
Josh Sheppard
Amber Spiller
Carrie Voyles
Jenny Welker

Special Area

Jessica Arnold, Music
Tom Gordon, PE
Lynsey DeYoung Art
Tracy Sitze, Technology
Jenny Payne, GATE

Special Education Department

Christine Stokes
Carla Golden
Brandon Rose
Kayla Thomas
Shawn Vaughn
Samantha Orrick

Paras

Carrie Brod
Bridget Collins
Suzanne Glaze
Maddie Norris
Anita Schwarz
Samantha Siedler
Samantha Smith

6th Grade

Tiffany Brooks
Leslee Brown
Jill Cayou
Casey Font
Keri Gowen
Shelly Gross
Stephanie Moore
Lizzie Ostendorf
Shannon Sheppard
Bridget Weibel

Band

Tim Dedert
Collin Burnham
Anthony Jackson

Custodians

Charlie Brown, Maria Friend
Melody Hollman, Carl Tenney
Nancy Locke

Health Services

Missy Agers, Nurse
Alisia Johnson, Ashley Wirick, Nurse Aides

Library Staff

Tracy Moses, Librarian
Marc Williams, Library Secretary

Office Staff

JoLinda Murray, Secretary
Kristi Moore, Secretary
Amy Hodge, Counselor
Lora Easley, Counselor
Jeni VanHouten, Home Support Specialist
Leslie Marchetti, Assistant Principal
Scott Readnour, Principal

***Those individuals italicized are new to the Intermediate or have changed positions.

Hillsboro R-3 School District Mission Statement

Together: Inspiring. Empowering. Educating.

Hillsboro R-3 School District Vision Statement

Partnering with the greater school community, students are provided an exceptional learning foundation with the resources to succeed in an ever-changing global society.

Intermediate Vision Statement

Our mission is to teach each student according to their needs; to nurture and support all our children in order for them to succeed.

Intermediate Code of Conduct

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 there are consequences to my actions.

I will not blame others for the consequences that result from my actions.

I will accept the consequences that result from my actions.

HILLSBORO INTERMEDIATE 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 INTERMEDIATE PHILOSOPHY AND OBJECTIVES

I. STATEMENT OF PHILOSOPHY

Our philosophy is based on the premise that all children can learn. We believe our primary purpose is to provide a comprehensive educational program to help all students - regardless of race, color, creed, or physical or intellectual condition. To achieve their potential in a democratic society, they must be intellectually, emotionally, socially, and physically fit as possible. It is our responsibility, therefore, to encourage and aid all students in their development in these areas as they prepare to enter Junior High School.

II. OBJECTIVES

1. To maintain an instructional program, this will provide all students with skills essential to the maximum development of their potential and of their own interests, abilities, and potentialities.
2. To cultivate intellectual curiosity, an enthusiasm for study and achievement and an awareness of the enjoyment that results from learning.
3. To make use of the students' abilities and their abilities to do reflective, critical thinking.
4. To prepare the students for happy living by the development of appreciation of art, music and literature and by the development of skills in certain hobbies and recreational activities.
5. To help students develop a sense of responsibility both to themselves and to society.
6. To cultivate pride in both individual and group accomplishments.
7. To recognize effort, achievement, character, service, leadership, and citizenship in both individual and group activities.
8. To promote respect for lawful authority and the property of others as well as respect for the dignity and worth of each individual.
9. To promote an understanding of different ethnic and minority cultures in a social order.
10. To assist students in the recognition and practice of appropriate social behavior.
11. To maintain a working environment in which these objectives can be achieved efficiently and effectively.

So that the objectives of Hillsboro Intermediate School may continue to be relevant to the needs of the students and their own community, these objectives shall be subjected to an ongoing progress of evaluation and modification. (Revised 2020)

HILLSBORO INTERMEDIATE OPERATIONS

PARENT-TEACHER COMMUNICATION (IK)

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

PARENT CONFERENCES (IK)

Communication between home and the school is an essential part of student success. Parent-teacher conferences will be held at the end of the first quarter. All parents are expected to attend and students are also encouraged to participate. 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. Visitors are not allowed to roam the building without a prior appointment being made with school personnel. All exterior doors are locked during the school day. **All visitors must enter and exit through the main entrance by the office, sign in and out and wear a visitor's pass while inside the building.** Generally visitors are not allowed to spend the day with a friend or relative. Students from other schools should obtain permission in advance before planning to visit Hillsboro Intermediate School. Visitors wanting to meet with individual teachers must make an appointment with the teacher(s) prior to arrival.

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. 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 a 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 medication to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternate schedule. Whenever possible, medication should be taken at home rather than at school. All medications MUST be brought to the nurse's office before school where it will be stored along with a signed permission slip from the parent/guardian. Prescription medicine will not be given unless it is in a container with the pharmacy label intact including the child's name and directions on how to dispense. Any changes from the original prescription must be accompanied by a new permission slip, a note from the physician or a new pharmacy label on the medication bottle.

The nurse's office does not keep stock medicines of any type. Parents/guardians must provide medication that would be needed at school.

HEADLICE (JHCC-API)

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.

SPECIAL SERVICES (IGBA)

- COUNSELING - A guidance counselor is available to help students and parents.
- GIFTED CLASSES - The GATE program is available to students in grades 4-6 who have met all achievement test, intelligence test, and recommendation criteria.
- OTHER SPECIAL SERVICES - Through the Hillsboro R-3 District services are provided for the students with the following needs: Educable mentally handicapping conditions, learning disabilities, remedial reading and speech and/or language problems.

CAFETERIA PROCEDURES (EF)

Proper behavior is expected in the cafeteria at all times. Improper, disruptive or uncooperative behavior will result in disciplinary action. Rules and consequences are posted in the cafeteria. Rewards are given to classes for 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 ask the teacher on duty to assist in cleaning up.
4. Students should remain seated at their assigned table until dismissed by the person on duty.
5. Students that cause messes will be expected to help clean up.
6. Students will maintain an appropriate volume level, conducive to an inside area during the lunch period.

CAFETERIA PROCEDURES (Continued)

Breakfast is served from 8:20 - 8:35. Breakfast and lunch will be free to all students. There is an additional fee for an extra drink or lunch.

We have a computer system for all cafeterias, K-12. In an effort to process deposits more quickly, we ask that you deposit lunch money in a minimum increment of \$9.00 per week. Please consider depositing lunch money on a monthly basis. This might assist you in writing fewer checks.

Applications for the free or reduced 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 to allow parents time to reapply for the present school year.

Lunch charges will be given for lunch in the case of an emergency. Students should repay the charge the following day. Report cards will be held each quarter for students with a negative balance in their lunch account.

ARRIVAL AND DISMISSAL (JEDB)

School begins at 8:35 and is dismissed at approximately 3:33. Buses begin delivering students at 8:20 a.m. Children should not arrive before 8:00 a.m. as there will be no adult supervision until that time. If in the case of an emergency students arrive earlier they should sit by the office until their teacher arrives. Students will not be permitted to leave campus without approval.

At dismissal time, students who do not ride school busses will be released at the same time as those who do. Students not riding the bus home from school must have a permission note from parents. **Parents who pick up their students regularly from school should do so at NORMAL DISMISSAL TIME. ALL CAR TRAFFIC SHOULD BE IN FRONT OF THE BUILDING but should not begin lining up prior to 3:10 PM.**

Students should make all arrangements to go home with friends prior to coming to school. Telephone use will be denied to make such arrangements during school.

BUS TRANSPORTATION (JFCC)

Transportation is provided for students to and from school. Bus drivers are in charge and are expected to report students who cause disturbances or refuse to cooperate. Such reports will result in disciplinary action, which may include loss of the privilege of riding the bus.

Students are not allowed to ride another bus without prior approval from the office and only in an emergency situation. No bus passes will be issued for visiting a friend for parties or sleepovers. Depending on seating availability on buses students may get a pass to ride the early bus for detention, homework help, tutoring, or choir. Students must have a note from their parents if they are to ride a different bus. The note should be shown to the teacher and taken to the office where a bus pass will be issued. Due to overcrowded conditions on some busses, passes cannot be issued. Please check in advance.

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.**

EMERGENCY DISMISSAL (JEDB)

If the need arises to call of classes in case of an emergency due to inclement weather, etc., the following radio/TV stations and social media outlets will be notified:

Twitter/ twitter.com	www.hsdr3.org	
KJFF AM	1400	Festus
KSDK-TV	CHANNEL 5	St. Louis
KMOV-TV	CHANNEL 4	St. Louis
KTVI-TV	CHANNEL 2	St. Louis
NEWS 30	CHANNEL 30	St. Louis

Parents should be sure to inform the school and/or classroom teacher detailing individual emergency procedures the school would need including the following:

1. Destination for student if different than home
2. Work phone numbers
3. Emergency phone numbers

Should school be dismissed early and it becomes evident no one is home to care for the student, that child will be brought back to school or taken to the bus garage.

If a parent requests that their child remain at school for the parent to pick up, they must sign a statement to that effect. With no written statement the student will be sent home on the bus.

Some phone calls can be made on an individual basis to alert a parent of early dismissal. However, this cannot be done except on a very limited necessity basis. If feasible, secondary students will be dismissed first and elementary students later.

EMERGENCY DRILLS (EBC)

Throughout the year emergency drills will be conducted to prepare students in case of tornado, fire, earthquake, intruder, 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 a master plan to provide for the evacuation and care of all children. During such times official statements will be made public to help parents locate and pick up their students.

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. Parents/guardians should telephone the school and inform the office of the absence before 9:00AM. Please call 636.789.0030.
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 a parent or guardian verifying the absence.

PERFECT ATTENDANCE/INCENTIVES (JED)

Students with perfect attendance will be recognized on a quarterly and yearly basis. Attendance is recorded by the hour. Students that have attended school each day and have missed hours totaling less than one full day of absence will be recognized as having Perfect Attendance. Students that meet predetermined criteria in the area of attendance, behavior, grades, and homework will receive quarterly incentives.

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.

CHECKING OUT OF SCHOOL (JEDB)

Parents are requested 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.

WITHDRAWALS (JED)

Notice should be given to the teacher and the office a few days before you plan to withdraw your child from school.

DRESS AND GROOMING (JFCA-AP)

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

1. Student dress should be neat, clean, fit properly and reasonably simple.
2. Under shirts, cut shirts (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 (hem should reach the end of the student's palm. "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 exposure.
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.
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. Holes in pants should not expose undergarments or be as high as the pockets of the pants.

PHYSICAL EDUCATION (ADF, IDG-JA)

Physical Education classes normally meet once per week. Each student is expected to participate in all activities unless a note has been sent for medical reasons. In order for the student to participate safely they must wear tennis shoes with non-marking soles during physical education (preferably tie-on, not slip-ons). 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.: Absence and/or Participation - Hillsboro Intermediate has adopted the suggested policy of the Missouri Department of Elementary and Secondary Education as outlined within the Physical Education Competencies and Key Skills for Missouri Schools. In the event a student is unable to participate in P.E. class, a note (no phone calls, please) should be sent to the physical education 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. An adapted physical education program shall be provided during this time. Most of the time there are activities they are able to do - even if it is walking. If a student is unable to participate in physical activity he or she must complete a writing activity in order to make up for the day(s) that he/she missed. The writing activity must be signed by a parent and sent back to the teacher on the next scheduled class. Students excused from physical education classes will not be allowed to participate in recess activities.

***ALL STUDENTS ARE REQUIRED TO TAKE THE FITNESS GRAM TEST.**

***ALL 5th GRADERS ARE REQUIRED TO TAKE THE M.A.P. PHYS. ED TEST.**

LIBRARY

Teachers will take their students to the library each week for a thirty-minute library class. Fifteen minutes of the library time will be devoted to instruction in library skills and the use of reference materials or reading/study time. Students will check out library materials for the remaining fifteen minutes. In addition to the scheduled library time, students may go to the library with a library pass. Students may check out two books for a two-week period and one overnight item, such as magazines, vertical files and reference books. Students are expected to take good care of library materials and return them on time. Fines may be assessed for damaged books, depending on the degree of damage, and books that are not returned will be charged their original price.

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.

5th and 6th grade students who wish to perform vocally may audition to be a member of a select chorus. Requirements for membership include vocal skill as well as the ability to keep up with class work in their regular classroom.

6TH GRADE BAND

The band program will begin in 6th grade with the selection process of the instrument monitored by the teacher. The students will learn care and maintenance of their instrument as well as learning notes and rhythms. The students will meet in small groups of like instruments (woodwinds, brass and percussion) during the first semester. During first semester tests will be given to determine the ability of the child with instrumental music. Students and parents will be notified by the instructor at the end of the first semester as to whether they should continue during the second semester. Second semester will expand their knowledge culminating in a spring concert.

DISCIPLINE (JG, JGF)

The Discipline Code is included in this student planner and should be reviewed together by parents and students. Misbehaviors as well as consequences are listed. Consequences range from taking away a recess, to out of school suspension and in extreme cases expulsion from school.

REPORT CARDS (KK-AP, KD)

Report cards are issued on the Friday following the last day of the quarter.

GRADE SCALE	A	90 – 100	E	EXCELLENT
	B	80 – 89	S	SATISFACTORY
	C	70 – 79	N	NEEDS IMPROVEMENT
	D	60 – 69	U	UNSATISFACTORY
	F	0 - 59		

Behavior grades will also be included with the academic report card.

HONOR ROLL

Students will be recognized quarterly for outstanding academic achievement based on the following criteria:

Principal's Honor Roll - All "A's" in core subjects

High Honor Roll - "A" average (more A's than B's with no C's)

Honor Roll - "B" average (each C must be balanced with an A and no D's)

*For all Honor Rolls "U's" in special classes will not be acceptable.

STUDENT AWARDS

- Student of the Month - Presented to a student that exhibits the character word of the month.
- Citizenship Award - Presented at the end of the school year to students who have completed the requirements detailed in this handbook and have attained all required approvals.
- Super Hawk Award - Presented at the end of the school year to the most outstanding.
- Presidential Academic Achievement Award - Presented at the end of the school year to all 6th graders who meet the standards in regard to grade average and scores on standardized tests.
- Fitness Gram Award- Presented at the end of the school year to all students who meet the national standards in a series of fitness tests.

HOMEWORK

Homework missed due to absence may be completed in cooperation with the classroom teacher. It is the student's responsibility to make appropriate arrangements for completion. Students who are absent more than one day may request homework be sent home or to the office for pick-up. When requesting homework, materials should be picked up after 1 PM to allow sufficient time for the teacher to compile work.

PRINCIPAL'S CLUB

A student who is chronically late turning in homework may be referred for Principal's Club. Their nomination will not be a result of an occasionally missed assignment, but frequent missing and/or incomplete assignments.

If they chose not to complete their work, they are assigned a lunch and/or recess detention. The students that continue to have problems completing their work will be assigned a detention for lack of academic progress. Students must maintain a consistent pattern of completing work to get out of the Club. They will need to go for at least 6-8 weeks before being released. Once they are released they will continue to be monitored and can return to the Club at the first signs of concern.

GUIDELINES FOR CLASSROOM CURRICULUM EXEMPTIONS

Parents may request that their student be exempt from selected parts of a class or a course's 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 alternative assignment request form which may allow students to have an alternative assignment. Students need to discuss such concerns with their teacher.

FIELD TRIPS (HICA-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, report cards, etc. may be held by the school until all assessed charges have been cleared. This includes textbook fines, library fines and overdue lunch balances.

SCHOOL SALES

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

STUDENT COUNCIL

Student Council is an organization composed of fifth and sixth graders, which will carry out the goal of uniting the Intermediate and building a sense of community and school spirit. Activities will include improvement projects around the school, spirit building, and assisting social activities within the Intermediate. Meetings will be held after school and a permission slip is required in order to participate. Members will be voted on by their individual classrooms and 2 members will then represent each class. These members must be responsible citizens, demonstrate good character, maintain passing grades and complete assignments, and overall just be good class role models. If a member struggles with these expectations, the student will be removed from the organization and will be replaced by an alternate member.

LOST AND FOUND (JG)

All clothing, lunch boxes, backpacks, etc., are placed in the Lost and Found box near the office. Money, jewelry or articles of value are turned into office personnel. Items not picked up by the end of each quarter will be donated to Goodwill.

PERSONAL ITEMS

A student should not bring toys, games, radios, cd players, cell phones, cameras, kindles, electronic games, MP3 players, laser pointers, computers, balls, bats, skateboards, etc., to school unless prior approval has been obtained. These items are distracting during the school day and costly to replace. Keep them at home. In any event, the school will not assume responsibility for any such item.

BULLYING

Bullying is one of the biggest issues with children at this level. Cell phones have added another avenue for students to bully their peers. The staff at the Intermediate is committed to dealing with this problem. We have programs that work with individual students, both bullies and their victims, and we have small groups to address the issues. During the school year, our counselors give anti-bullying lessons to our students on a regular basis. We will be increasing the frequency of these lessons. We also have school wide programs such as Character Strong to address these needs.

Students can talk to any staff member if they are being bullied or have witnessed bullying. The students also have climate boxes to report harassment. Climate boxes are placed throughout the school to collect bullying reports and notify staff of bullying situations. If a student would prefer, they can go online to our bullying hotline to email bullying issues. We strive to make sure our students feel safe and protected.

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 Intermediate will use no more than 20% of the grade as formative grades and no less than 80% summative.

CHARACTER COUNCIL

Character council consists of two students selected from each classroom, grades fifth and sixth. This committee meets once a month to discuss various projects and upcoming events to help promote a positive and caring environment at Hillsboro Intermediate. 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 and must maintain no lower than a C average. If a member struggles with these expectations, the student will be removed from the organization and will be replaced by an alternate member.

ART OF MANLINESS AND #LIKEAGIRL

These two groups serve our sixth grade gentlemen and ladies. Each group meets on a regular basis throughout the year. Each group discusses and provides activities for students to participate in that are built around eight pillars of character education. These pillars are: Citizenship, Courage, Discipline, Honor, Integrity, Leadership, Respect and Trust. Each student must complete an assignment after each meeting to “graduate” at the end of the year from the programs. Any discipline/behavior write-ups during the school year will result in additional assignments given to students to complete their graduation requirements or disqualify them from participation in End of the Year Activities.

If you want to be considered for this award, complete the form below and turn it into the office by the first Monday in May.

HILLSBORO INTERMEDIATE CITIZENSHIP AWARD

STUDENT NAME	GRADE	TEACHER
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REQUIRED CRITERIA:

1. Form, requirements and all signatures must be completed and returned to Principal's office by the first Monday in May.
2. Any suspension from school or the bus will eliminate the student from consideration for this award.
3. Each qualifying criteria must be affirmed by the appropriate person with their signature and date.
(i.e. parent, teacher, principal, youth leader.....)
4. Minimum 8 hours community service documented and verified below plus a minimum of 42 points from the optional performance criteria are required.

REQUIRED PERFORMANCE CRITERIA:

- | | |
|-------------------------------------|--|
| 1. Community Service/Volunteer Work | 8 Hours required outside of school hours.
(Church, home, community) |
|-------------------------------------|--|

Description of work performed	Verification	Hrs/min

	Signature(s)	Date(s)	Total time
--	--------------	---------	------------

- | | |
|--------------------------|------------------------------|
| 2. Homework/Assignments- | A minimum of 90% completion. |
|--------------------------|------------------------------|

Teacher' signature

- | | |
|------------------------|---------------------------------------|
| 3. Classroom Behavior- | Overall acceptable classroom behavior |
|------------------------|---------------------------------------|

Teacher's signature

- | | |
|------------------------------------|--|
| 4. Discipline Report/Bus referral- | Nature, frequency and improvement evaluated. |
|------------------------------------|--|

Principal's signature

Numbers 2, 3, 4 will be based on required criteria through the first Monday of May and will be subject to approval at that time.

OPTIONAL PERFORMANCE CRITERIA:

A minimum of 42 points required for this award.

Pts. Earned	Pt. Value	Signature/Date
_____ Principal's Honor Roll (Any quarter)*	9	_____
_____ A Honor Roll (Any quarter)*	7	_____
_____ B Honor Roll (Any quarter)*	5	_____
*Points awarded for highest honor roll achieved only.		
_____ Educational improvement & effort	5	_____
_____ Tutoring or homework help	5	_____
_____ Participation in STUCO or Character Council	5	_____
_____ Participation in Scouts, 4-H	7	_____
_____ or other youth organizations		
_____ Choir or Band Participation	3	_____
_____ Attendance at 95% or above thru 4-30	5	_____
_____ Participate in poetry or chess club	3	_____
_____ Awarded Student of the Month	3	_____
_____ Participation in an Intermediate Club	3	_____
_____ Participation in Dodgeball for Heart	3	_____
_____ Extra duty efforts for staff	5	_____
_____ Spelling Bee participant (school finals)	2	_____
_____ Geo Bee participant (school finals)	2	_____
_____ Jobs Program (6 th Grade Only)	2	_____
_____ Additional volunteer work (min. 8 hours)	10	_____
_____ Additional volunteer work beyond 8 hours	5	_____
(increments of 5 hours)		

TOTAL POINTS EARNED

I have completed the necessary requirements to be awarded to the Citizenship Award.

Student's signature

I have reviewed my student's efforts to be awarded the Citizenship Award and support him/her based on these efforts and his/her behavior and citizenship at home.

Parent's signature

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 II 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 (JGR)

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 (JG)

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 the 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 III STUDENT RIGHTS

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 to suspend 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 (5-6)

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:

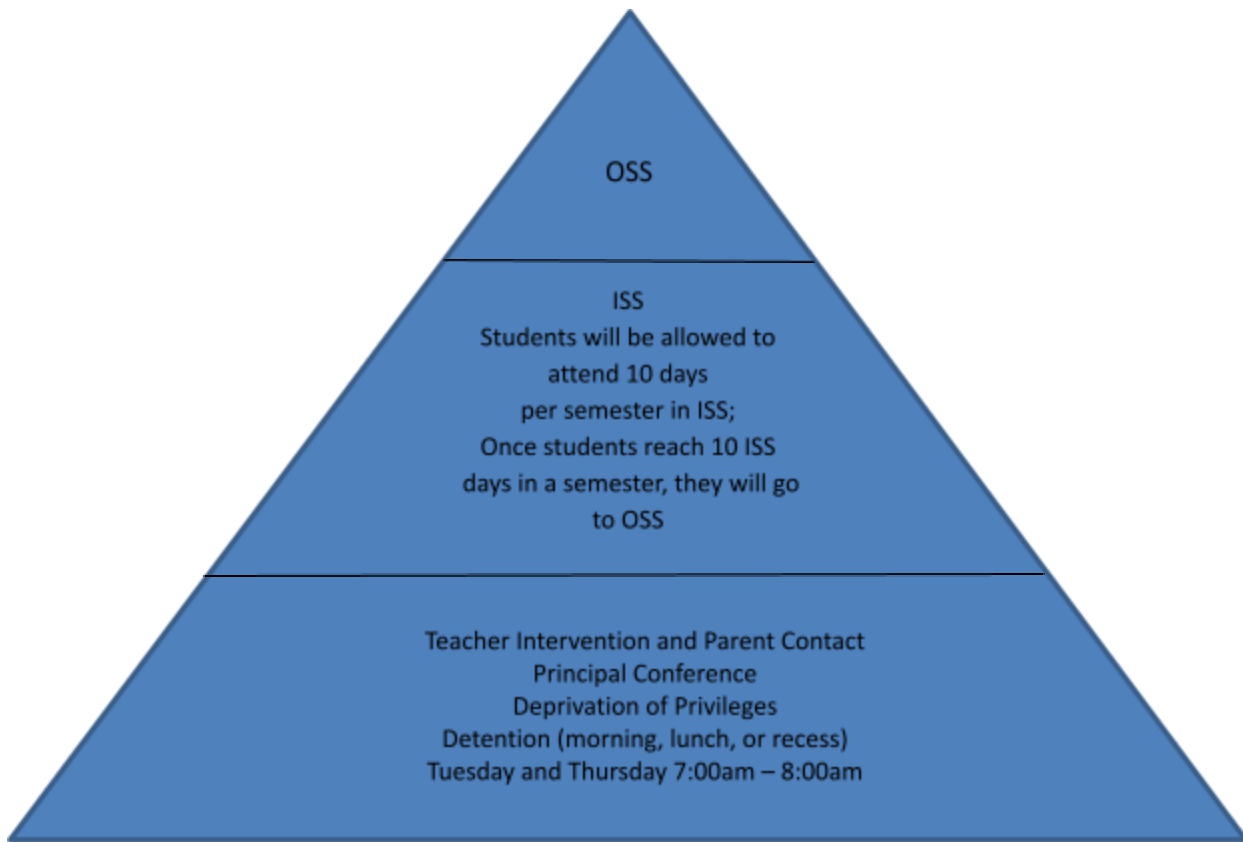
- Respect for self -- Self-admiration is the foundation of all other respect. One cannot respect others without first having self-respect.
- Respect for staff -- The Intermediate School requires the labor of many different types of employees (cafeteria staff, bus drivers, maintenance personnel, teachers, 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 Intermediate 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 schoolwork. It is meant to be inconvenient for students.

Morning Detention

The detentions will be held from 7:00a.m. to 8:00a.m. on Tuesday and Thursday. 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 the principal's discretion.

Lunch and/or Recess Detention

Lunch and/or recess detention will be assigned by the principal/assistant principal. Students will be removed from the class during this time.

RULES

(1) Students must be on time.

(2) Students must bring and use classroom study materials.

(3) Students must sit in the 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 while also giving back to their school community.

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. ie. Community Service.

(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.

IN-SCHOOL SUSPENSION (Continued)

- (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 8:50a.m. If a student is tardy or absent it will be 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.
- (10) Students will participate in community service during the day.

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 completed 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. counseling services, Division of Family Services, Juvenile Office 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.

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.

VERBAL REPRIMAND (JG-R)

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

SECTION V OFFENSES AND CONSEQUENCES

BUS MISCONDUCT (JFCC)

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 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 passing the first steps and the student 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 the 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 and will be placed in an alternative location, student will clean up mess
- (2) Subsequent offenses: Placed in an alternative location 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 their own 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.

FORGERY is imitating the signature or works of others to deceive. This is a severe offense.

CONSEQUENCES

- (1) First offense: The teacher shall collect the student's or teacher's work or materials. A disciplinary report shall be completed and sent to the principal and parents. A detention shall also be assigned. Students will not be excused from making up the work.
- (2) Second offense: Same as first, plus 2 detentions.
- (3) Third offense: Excessive cheating or repetitive cheating shall result in 3 to 10 days suspension in addition to consequence #1 above.

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

CONSEQUENCES

- (1) First offense: 1 detention
- (2) Second offense: 2 detentions
- (3) Third offense: ISS at discretion of 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 may also receive detention. Students should refer to the 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: Principal conference to 1 detention
- (2) Second offense: 1 detention to ISS and/or assignment of extra duty.
- (2) Third offense: 2 detentions to OSS

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: Principal conference, 1 detention to ISS
- (2) Second offense: 2 detentions to OSS

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, "look alike" pills, 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 geis

ELECTRONIC DEVICES (JG-R, EHB)

Using, wearing, or turning on; 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, ON SOCIAL MEDIA, 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 devices or any charges incurred as a result of such devices.*

Electronic misuse shall be referred to a principal; according to the nature of the incident the consequences shall range from confiscation and parent pickup to long-term suspension. Students are to follow the district technology usage agreement and adhere to the discipline code.

CONSEQUENCES

(1) First offense: Confiscation, principal conference to detention, item returned at end of day, and parents notified

(2) Second and subsequent offense: Item confiscated, principal conference to detention 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: 3 days OSS and report to authorities.

(2) Second offense: 5 days OSS and report to authorities.

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: 1-3 days OSS and possible report to authorities.
- (2) Second offense: 3-5 days OSS and possible report to authorities
- (3) Third offense: 10 days of OSS/ recommendation to school board for expulsion and 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 is the use of words 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 sexual 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 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)

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: Students requested to change clothing or add clothing to cover inappropriate clothes and parents may be notified.
- (2) Second offense: Parent notified and/or student will change and have possible 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: 1 detention assigned, parent conference at principal's discretion
- (2) Second offense: 2-3 detentions, possible ISS, and parent notified
- (3) Third offense: 1-3 days ISS, parent notified

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: 1 detention, parent notified
- (2) Second offense: 3 detentions, parent notified
- (3) Third offense: ISS, parent notified

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 parents must retrieve.
- (2) Second offense: written warning, and/or detention, and/or 1-3 day of ISS, item confiscated, and 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: Call to parents, principal conference, to detention
- (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) Legal authorities will be notified.
- (4) 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 law enforcement.

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 to detention, possible ISS, possible counseling referral, possible notification to authorities.
- (3) Subsequent Offenses: Range from detention to suspension, notification to authorities, counseling referral.

TOBACCO USE OR POSSESSION (JFCH, JG-R)

Hillsboro Intermediate 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 ensure the effective enforcement of the above policy, Hillsboro Intermediate 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

- (1) First offense: Confiscation and disposal, parent notified, 1 days of ISS, 1 hour smoking/vaping cessation program to be completed.
- (2) Second offense: Confiscation and disposal, 3 days of ISS days, 3 hours smoking/vaping cessation program to be completed, parent conference, and notification to law enforcement.
- (3) Third offense: Confiscation and disposal, 3 days of OSS, parent conference, notification to law enforcement.

A parent is required to attend a smoking/vaping cessation program with the student. Failure to complete the program within prescribed time constraints 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.

UNAUTHORIZED ABSENCE (JED-AP1, 2)

This is defined as an unauthorized absence from class or leaving school without permission

CONSEQUENCES

- (1) First offense: Range from detention to ISS
- (2) Second and subsequent offense: 3-5 days ISS

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 18 U.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: ISS, 1-180 days of OSS, or expulsion, and possible notification to law enforcement officials.
- (2) Subsequent offense: 1-180 days of OSS or expulsion and notification to law enforcement officials.

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.

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.

SECTION VI EMERGENCY PROCEDURES

EARTHQUAKE (EBC-API)

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 (EBC-API)

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 (EBC-API)

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 (EBC-API)

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.

Stress and depression are REAL

If there is a time when you feel overwhelmed by stress, you are not alone; it is practically a fact of life for everyone at one time or another. A little stress can be good if it motivates you, but if it wears you down, stress can start having negative effects on your physical, mental and emotional health.

Depression is longer lasting than stress and is often more serious. Depression often requires help from experts. The good news is that depression is a highly treatable condition. However, it is not something that you can always handle by yourself, so it is important to reach out for help.

If you, or anyone you know, starts to feel overwhelmed for any reason, please remember that your family would want to help you! It is important to talk to someone instead of trying to handle everything on your own. There are many people here to help here at school. Please reach out to your counselor, teacher, nurse, principal, or any trusted adult.

Additionally, below you will find some other excellent resources to help you, a friend, or loved one, seek help in coping with stress and/or depression:

Support Resources for Students and Families

- Life Crisis Services 314-647-4357 (24/7, any age)
- Counseling Solutions 636-933-9590
- Behavioral Health Response (BHR) 1-800-811-4760
- Hyland Behavioral Health 314-525-4400 or 1-800-525-2032
- Mercy Behavioral Health 314-251-6565 (ages 7-18 years)
- Mercy Hospital Jefferson 636-933-1230 (ages 18 years and older)
- St. Vincent DePaul 314-344-6700 (ages 3-17)
- Family Support for Suicide-CHADS 314-952-8274 (9:00 a.m.-5:30 p.m.)
- Kuto Crisis Hotline 1-888-644-5886 (24/7, 6th through H.S.)
- Crisis Text Line Text the word HOME to 741741 (24/7 support from a trained crisis counselor)