



**HILLSBORO
PRIMARY SCHOOL**

Student / Discipline Handbook
2023-2024

Hillsboro R-3 School District

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**STUDENT/DISCIPLINE HANDBOOK
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HILLSBORO R-III PHILOSOPHY

Democracy is the only acceptable way of life for our citizens. In it, the worth and supreme welfare of the individuals are pre-eminent. Democracy is not inherited. It must be earned and learned anew by each generation. Democracy recognizes the ever-changing nature of society and challenges its constituents. The role of education therefore is apparent. Its purpose is preparation for the preservation and improvement of democracy as a way of life. Our philosophy is based on the premise that all individuals can learn, but in different ways and at different rates. We believe that the District's primary purpose is to provide a comprehensive educational environment that will help all students, because equal educational opportunity is a right for all, without regard to race, religion, creed, color, national origin, sex, or disability. We further believe that each person has an intrinsic worth, and therefore should be treated with dignity and respect, and that learning by each person is a continuous process leading to new knowledge and personal growth.

HILLSBORO R-III MISSION STATEMENT (AD)

To inspire a growth mindset in all learners by providing relevant, educational learning experiences designed to promote academic achievement, healthy relationships, and success in life.

HILLSBORO R-III VISION STATEMENT

The Hillsboro R-3 School District will provide a safe, nurturing environment where all students have access to opportunities for success. We will encourage, challenge, support, and inspire students to acquire the essential skills needed to become capable, productive, and compassionate members of society.

HILLSBORO PRIMARY CODE OF CONDUCT (JG-R)

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 my actions have consequences.
5. I will not blame others for the consequences of my actions.
6. I will accept the consequences that result from my actions.

HILLSBORO PRIMARY OPERATIONS

ARRIVAL AND DISMISSAL (JEDB)

Hillsboro Primary School hours are from 8:45 AM until 3:43 PM (9:45 AM until 3:43 PM on Wednesdays). Students should not arrive before 8:20 AM (9:20 AM on Wednesdays), as there will be no adult supervision before that time. A fee-based childcare program is offered through the YMCA. Contact the YMCA at (636) 931-9622 for further information regarding the before/after school childcare program. Students will not be permitted to leave campus without approval.

Breakfast will be served from 8:20-8:40 AM each day. The **bell rings at 8:45 AM**. Anyone arriving after 8:45 AM (or after 9:45 AM on Wednesdays) will be counted as tardy. Students that arrive at school after 8:45 AM miss morning work and time to organize for the day.

Students will only be released to parents and/or those authorized by parents or guardians, in writing. **You will be required to show ID.** Children will only be released through the office and not the classroom, playground, lunchroom, or other locations. A sign out sheet must be completed in the office prior to the release of the student.

Children will **only** be released to individuals listed on the household contact list provided by the parent/guardian. School personnel are ***not responsible*** for interpreting and/or following physical custody agreements.

In order to ensure the safety of all our students, we are requesting your assistance in our dismissal process. We are asking that parents **please refrain from picking up students after 3:00 PM** unless there is a family emergency. During this time of the day, office staff must answer phones and monitor the radio for changes and updates from the transportation department, as well as dispatch students to rider row and buses. This makes for a very hectic environment where calls can be missed, information miscommunicated, and staff and students may become confused. We are very

concerned that important information may be lost or miscommunicated and could lead to students getting on the incorrect bus or other potential safety concerns. Students who need to leave for **doctor appointments need to do so by 3:00 PM**. We appreciate your help in keeping students safe.

School is dismissed at 3:43 PM each day. Students being picked up by parents will be released to the parents at 3:38 PM. Staff members will release students to parents with rider cards or blue slips (issued by the office). For the safety of our students, we **will not** release students without a rider card or blue slip. Any parents or guardians who arrive at the office to pick up their student between 3:25-3:45 PM will be asked to wait until the front office staff have had an opportunity to release car riders before having an opportunity to sign out their child.

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 in the family, quarantine in the home, death of a relative, or 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 home. 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. A parent/guardian should telephone the school and inform the **office** of the absence before 8:40 AM (9:40 AM on Wednesdays). Please call (636) 789-0050 to report your child's absence.
2. Students should present written verification of 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 negatively in the student's grade.

School hours are from 8:45 AM to 3:43 PM (9:45 AM to 3:43 PM on Wednesdays). Students that arrive **after 8:45 AM (9:45 AM on Wednesdays)** are tardy. Students **picked up before 3:43 PM** will be counted as early pick up/absent. Any student that has chronic late arrivals and/or early pickups will not be eligible for perfect attendance. When buses run during inclement weather, your child will be counted absent if not in attendance.

Missouri Law requires that children have regular attendance. Exceptions are allowed for "homebound students" and "home-school" students. It is our responsibility under the law to monitor student attendance. Therefore, student attendance will be marked as present, absent, or absent-excused. Absent-excused will be utilized for absences supported by proper documentation

including but not limited to doctor's visits, funerals, and nurse excusals. After 8 unexcused absences, a parent meeting may be scheduled and a referral may be made to the Juvenile Office at the discretion of the administrator. Additionally, students believed to be truant may be referred to the Division of Family /services (DFS) for investigation. Attendance reports will be provided to parents and guardians on a quarterly basis with report cards.

BUILDING SECURITY (EBC, JG-R)

All outside doors to the Primary School will be locked at the start of the academic day. The office will admit all parents and visitors through the front doors of the building utilizing a camera and buzzer system. To gain entrance to the school, press the buzzer by the door. Listen for the tone indicating the door is unlocked, pull the door handle on the right, and proceed to the office for a visitor's pass. If picking up your child from school, please encourage them to exit through the office rather than exiting the main doors. This is to ensure their safety.

BUS CONDUCT (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 that may include loss of the privilege to ride the bus.

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

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless 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.

For the safety of all children being transported, infractions of the above will be brought to the attention of parents. Students who continually abuse bus rules will be **denied bus transportation**.

BUS ROUTES AND OPERATION POLICIES (JFCC), jud

Bus routes and stops are planned and established by the school's transportation committee. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies. For the safety of Primary students, students will not be released at stops without the presence of a parent/guardian.

Parents who wish to make requests for change in routes or stops should contact the bus supervisor at 789-0000 ext. 8001. Students and parents are encouraged to notify the school immediately of any safety hazards observed during bus operation.

BUS TRANSPORTATION (JFCC)

Students who need to ride a bus other than their 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, and including the bus number and parent signature. Two days written notice is required, except for an emergency. Please note: Bus passes will not be issued for any bus that is at capacity. Passes will only be issued for tutoring, or family-related reasons (family medical, family out of town, etc.). Bus passes will not be issued for parties, sleepovers, scout meetings, etc.

Please note: No skateboards, bats, balls, food, etc. are allowed on the bus.

CAFETERIA PROCEDURES (JG-R, EF)

Proper behavior is expected in the cafeteria. 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 from **8:20 AM to 8:40 AM (9:20-940 AM on Wednesdays)**. Students choosing to eat breakfast at school should report directly to the cafeteria upon arrival.

Applications for the free or reduced lunch program may be found online. The completed form should be returned to the office as soon as possible. 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 re-apply for the present school year.

CHARGES AND FINES (JG-R)

The school may hold permanent records and report cards until all fines and charges are cleared. This includes lunch charges, Chromebook fines, and library fines. Make checks payable to Hillsboro R-3 Schools.

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 or guardian notifying the building. All students will be released through the office to ensure the safety of our students. 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 during the last thirty minutes of school unless it is a family emergency or to attend a doctor's appointment.

DETENTION (JGB)

Detention is a form of discipline used to correct students who violate school regulations. Detention may be in the form of a recess detention, lunch detention, etc. A student will be required to bring ample study materials upon entering detention. Parents/guardians will be notified if their child receives detention.

DISASTER (EBC-API)

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 at school, please check in at the office. Do not go directly to the classroom. Students will be checked out through the office.

DISCIPLINE (JG, JGF)

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 and consequences. Severe and/or chronic misbehavior will result in suspension. When suspension is invoked, students are expected to complete all schoolwork. Credit will be given, if work is completed, within the given timeframe.

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 (tank tops, muscle shirts) for boys, crop-tops, midriffs and Spaghetti straps for girls 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 and/or markings of any kind are not appropriate at school and will not be permitted.
 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.

EARLY DISMISSAL (JEDB)

School will dismiss two (2) hours early in accordance with the school calendar. On these dates, students will be dismissed at 1:43. 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.

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 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 it 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. If the child is to be transported somewhere other than their usual destination, please provide the school with alternate destinations, 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 the parent picks the student(s) 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, earthquake, and intruders. These drills should be taken seriously and cooperation is a must.

FIELD TRIPS AND SCHOOL ACTIVITIES (IICA)

Field trips and activities are scheduled to be an extension of the school curriculum. All students must ride the school bus. Adults may be asked to assist on the field trip if extra supervision is necessary. Final decisions concerning adult participation in field trips and activities will be made by the classroom teacher and/or principal. Adults who help on a field trip **may not bring other children**. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. All adults are to be a model for the students. All adults must stay with their assigned group and no one is allowed to smoke or drink alcohol on the field trip. Board Policy states students who have demonstrated personal irresponsibility and inappropriate behavior will not be taken on a field trip.

FIELD TRIP PARENT INVOLVEMENT (IICC)

Parent involvement in field trips can be a positive experience for you and your child. Because you will be supervising other children on these trips, the following rules must be followed. Please keep these rules in mind as you volunteer to take part in your child's field trip.

- Parents will be required to supervise a small group of children on the field trip.
- Parents may not bring other children on the field trip.
- Parents may not ride the bus on field trips. They must provide their own transportation to and from the field trip location.
- All students must ride the bus to and from the field trip. Only with a note from a doctor will a student be exempt from riding the bus.
- Legal guardians may sign their students out from the field trip location. All other volunteers must return to school to sign students out.

- A limited number of parents may be needed on some field trips, in these cases; teachers will select parents on a first come basis.
- Parents need to stay with other adults and not go off on their own with small groups of children.
- Parents must follow the directions of the teaching staff and other district personnel.
- Please remember that school sponsored field trips are not family outings. These activities are school-sponsored and require the participants to follow all safety rules and district policy.

GUIDELINE FOR CLASSROOM CURRICULUM EXEMPTION (JHDA, IIA)

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, the teacher will provide an alternative assignment request, which may allow students to have an alternative assignment. Parents need to discuss such concerns with their teacher. Hillsboro Primary will follow board policy under these conditions.

HEALTH SERVICES INFORMATION (EBB, EBBA, JHC-API, 2)

The nurse's office works very hard to improve the health of all the students. It is our goal to make sure all students have a safe and healthy place to learn. Please remember, we are working for the total welfare of all the students at Hillsboro Primary.

Illness

Students should be fever free (temperature less than 100 degrees) for 24 hours with symptoms improving and without fever reducing medication before returning to school. Students are not to return for 24 hours following vomiting and/or diarrhea. Students may only be permitted to return within the 24 hour window if providing a doctor's note stating the child is not contagious. Students should remain at home for 24 hours after beginning an antibiotic for an infection, including drops for pink eye. For the health of all students and staff, this policy will be strictly enforced.

Prescription Medication

If your child needs to take a prescription medication at school, ask your pharmacist to provide a duplicate bottle for school usage. This duplicate bottle will be stored, along with a signed permission slip from the parent/guardian, in the nurse's office where all medications will be administered. A new medication information sheet and a new medication bottle must accompany any changes from your child's original prescription. All prescription medication will only be given if the prescription label is on the medication bottle or box.

Non-Prescription Medication

The administration of non-prescription medications at school should be restricted to only when necessary. If "over the counter" medication is brought to school, it must be in the original container and a parental permission slip must be completed prior to administration. A copy of the medication policy and medication permission slips may be obtained from the Primary nurse's office, or the district website under health services.

Medication Administration

The nurse's office does NOT keep stock medication of any type. If your child has a medical condition that requires medication to be given on an as needed basis, the parent must provide the medication and a permission slip will be required. Any medication not in the original container or labeled with the child's name, will be held by the school nurse for a parent to pick up within one week. After one week it will be destroyed.

Transportation of Medication to and from school

It is strongly recommended that Primary students do not transport their medications on the bus. It is always best for a parent or guardian to bring medications directly to school. The medicine will need to be given to the nurse's office in accordance with the medication policy. The Primary nurse's office will allow parents to bring a one-month supply of prescription medications. Students of this age group frequently misplace and/or forget items.

Notification of an ill or injured child

In case your child becomes ill or injured, it is imperative that the nurse's office has three up to date contact numbers on file. The nurse's office must be able to reach parents, guardians or someone who will be responsible for the child in a timely manner.

Head Lice Policy

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.

We would suggest checking your child's hair frequently throughout the school year. It does not make a difference how clean you are or how frequently you shampoo, head lice can attach to anyone.

The louse is very small, about 1/8 inch long and may range in color from clear to black. The louse does not fly or jump, they are very elusive. When checking your child's hair it is best to look for eggs (nits). Eggs are teardrop shaped, about this size (!). The nits look like a teardrop glued on the hair shaft. The nits are firmly attached to the hair and will not brush out of the hair like dandruff or dry skin.

If you discover eggs or lice on your child's hair, check with your doctor, pharmacist, or school nurse to find out what treatment measures are needed. The treatment must be thorough to eradicate head lice. Please notify your school nurse if you discover head lice on your child. Do not allow your child to ride the bus until he/she is brought to the respective school nurse and cleared. Copies of the head lice policy may be obtained from the nurse's office.

Toilet Training

Children are required to be toilet trained prior to the start of the school year. Should your child have an accident, they will be provided a change of clothes and an opportunity to clean themselves. If

your child is unable to clean themselves properly, they will need to be picked up and taken home for guardians to assist with adequate cleaning. After your child is cleaned up, they may return to school. Assistance will only be provided if the child has a medical diagnosis that impacts their ability to care for themselves. In the event that a child with a medical diagnosis requires assistance, two adults will be present to provide required assistance.

HOMEWORK AND MAKEUP WORK DUE TO ABSENCE (IK)

Homework has a purpose in the education of your child. It is assigned to give individual practice for the mastery of skills. You will see an increase in the amount of homework between kindergarten and second grade. In many cases, by the time students are in second grade, they may have some type of homework each night. 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, not class work that should have been completed during the regular class 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.

Please call the office by 11:00 AM to request homework. **Make up work will be ready to be picked up by 2:00 PM on the day of an absence.** Please remember that make-up work is not the same as being at school. In most cases there is a participation element to schoolwork. **Regular attendance and participation in classroom activity is essential to good learning and mastery of objectives.**

LIBRARY (IIAC, IIAC-R)

Your child will be coming to the library for scheduled classes once a week for thirty minutes. Half of the time will be used for instruction, the other half for checkout. Kindergarten students will be allowed one book at a time. All other children may check out two. These books will be due one week from the date they were checked out. If a student has overdue books, he/she will be given a reminder notice and will not be allowed to check out anything else until the book(s) is returned or a note or phone call from the parent or guardian is received stating why the book is not yet returned. Once you notify the library, your child will be allowed to check out one book at a time until the missing book is paid for or returned.

Checkout for kindergarten students will begin approximately two weeks after school starts. They will visit the library only during the scheduled class time for the first semester. All other students may come anytime by using their library pass. Kindergarten library passes are issued during the second semester.

If you would like to check out books to read to your child, you must fill out a form that is available in the library. You are allowed to check out five books at a time and keep them for two weeks.

We do not charge for overdue books; but we do charge for damages. If an accident does happen, please send a note with the book or call. We have spent time with the children talking about good book care.

Learning to read is a thrilling experience. Foster this attitude by reading to your child and listening to your child read to you! Encourage your child to look at and enjoy books. This is a memorable experience for both parents and children.

If you have a spare hour or two a week, please volunteer in the library. We always need parents to help shelve books.

LOST AND FOUND (JG)

All clothing found on campus, regardless of its value, is placed in the lost and found near the office. Money, jewelry, or any other small articles of value will have to be requested in the office. Students may claim them after proper identification is made.

PARENT-TEACHER COMMUNICATION (IK)

Parents are encouraged to contact the school whenever the need arises. Teachers may be contacted by note, email or telephone. If you are calling during the school day, the office will forward your call 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 progress 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 the first quarter. All parents are expected to attend. Additional conferences will be scheduled as needed.

PARTIES (IICA)

The three approved parties each year are Fall Festival, Winter Harvest, and Friendship Celebration. Party times will be set depending on the date of the party and activities in other buildings. Information will be sent home prior to each party.

PERFECT ATTENDANCE (JED)

Students with perfect attendance will be recognized on a monthly, quarterly and yearly basis. Attendance is recorded by the hour. Students that have attended each day and accumulate less than

one day's absence will be recognized as having perfect attendance. Please note, if a student has chronic late arrivals and/or early pickups he/she may not be eligible for perfect attendance.

PERSONAL ITEMS (JG)

Problems arise each year because students bring articles to school that interfere with school procedure. A student should not bring toys, games, technology, radios, 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.

PHYSICAL EDUCATION (ADF, IGD-JA)

Physical Education classes generally meet one to two times a week. 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 Primary and Hillsboro Elementary have 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 limitations 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 activities.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (JG)

Our school has three clearly defined behavior expectations: Be Safe, Be Respectful, and Be Responsible. These behavior expectations will be taught and modeled at the start of each school year and reinforced throughout the year. Appropriate behaviors will be acknowledged. Behavioral errors will be corrected proactively. Please reference the Primary Discipline Handbook for specific discipline code. By defining, teaching, and recognizing positive behavior, Hillsboro Primary will create a predictable learning environment of cooperation, academic excellence, respect and safety.

Hawk Pride Incentive Program

Hawk Pride is a school wide good behavior incentive program. Students can earn tickets for demonstrating excellent behavior in the school setting. Primary School personnel and bus drivers will award Hawk Pride Tickets daily to students who demonstrate positive behavior expectations. Students will have an opportunity to purchase incentive prizes using their Hawk Pride tickets throughout the year.

POSITIVE BEHAVIOR INTERVENTION SUPPORT CONTINUED

Quarterly Office Discipline Referral Incentive Program

Students that do not have any discipline referrals for a quarter will qualify to attend a quarterly incentive celebration.

RECESS PARTICIPATION (ADF)

Classroom teachers may schedule up to 30 minutes for recess each day. A classroom schedule may change from day to day. All students are expected to participate in recess unless a statement from a physician is presented. In the case of illness, please send a note to the teacher that states the condition under which your child cannot participate in recess.

REPORT CARDS AND STUDENT PROGRESS (KK-AP, KB)

A “Report Card” will be sent home with each student after the end of each quarter of school. It must be signed and returned to school within five (5) days. Each report card has specific information about the progress and behavior of your child. Student progress is closely monitored by the staff and progress reports and/or phone calls will be made to keep you informed of your child’s achievement. In some cases weekly or daily reports will be sent to keep you informed of special information or student progress. Our goal is to keep you informed and involved to prevent surprises and problems. Report cards will be held if fees for lunch and lost library materials are not paid.

SCHOOL RECORDS (JO-AF)

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 educational records upon written request. This review and appeal process is outlined in the R-III Board of Education Policy section, JO-R. The same policy addresses parental rights involving concerns about corrections in student records believed to be inaccurate, misleading, or in 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.

SCHOOL VISITORS (KK)

Parents, patrons, and volunteers are always welcome in our school. **For the safety of our students, you are required to present your ID and enter and leave through the main entrance by the office. Please sign in at the office and pick up a visitor's pass.** Please remember that when you visit the school and classroom, you are subject to all school rules. When visiting a classroom during the school day, try to remember this is not the best time for a teacher conference. Please schedule conferences when there are no other children or adults present. In addition, please try to arrange conferences several days in advance.

SCHOOL SALES (IGDF)

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

STUDENT RECOGNITION (JO)

Student recognition is very important to us. In addition to classroom recognition, we will be implementing the following school wide programs. With these different programs we are trying to reinforce student achievement, behavior and attendance.

- Perfect attendance for each quarter
- Perfect attendance for the year
- Summer Reading Program
- 100, 500, 1000, 2000 Number Clubs
- Star Student Program, Weekly and Monthly
- Student of the Week
- Positive Behavior Intervention Incentives
- Birthdays
- Six Flags Reading, Pizza Hut Book It, Pasta House Reading Awards

TARDINESS (JED-AP1)

Class begins promptly at 8:45 AM. 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 loss of eligibility for perfect attendance.

TELEPHONE AND ADDRESS CHANGES (JO)

It is very important that every student **maintain an up-to-date address and telephone number** in the school office. In the case of an emergency, time is of the essence and it is imperative to contact you, the parent or guardian. Please notify the school office (636-789-0050) if you change your address, residence, telephone number, or baby sitter during the school year.

TEXTBOOKS (IIA)

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 (JFCB, JG-R, ECA, JFCB)

Our school building and equipment costs the taxpayers to construct, purchase, and maintain.

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If a student accidentally damaged something it should be reported to the office.

VOLUNTEERS (IICC)

All volunteers at Hillsboro Primary will receive a Volunteer Handbook. It is our goal to make volunteer time as rewarding and useful as possible. Because you will be representing Hillsboro Primary, we require that you follow the guidelines listed below.

1. Remember, all volunteer activities are scheduled through your child's teacher. There may be other opportunities to volunteer through the Parent Teacher Group.
2. When you arrive to volunteer, you must sign in and out through the office. If it is the end of the day and you want to take your child, you must come to the office to sign your child out.
3. Honor your time commitment to volunteering. If you cannot come in, please let the teacher or office know.
4. What you see and hear at school cannot be discussed with others. Each student has the right to privacy and it must be respected. Achievement and behavior can be a very emotional issue. They are also very private and personal issues.
5. Do not discuss personal concerns with a classroom teacher during your volunteer time. Please make an appointment to meet with your child's teacher.
6. Remember to never grab or hit students. The use of inappropriate language will never be allowed. Smoking or drinking is prohibited in all buildings or school grounds.
7. Because of new State and Federal laws, it may be necessary to do a background check in order for you to volunteer. This may depend on the number of days and hours you volunteer per week.
8. Please remember, when you volunteer, you are here to help all children not just your own. Enjoy yourself as a volunteer at Hillsboro Primary. Helping others is very rewarding and is a great help to the school, the teacher, and the students.

WITHDRAWALS (JED)

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

SECTION I OVERVIEW OF K-12 DISCIPLINE (JG-R)

STUDENT DISCIPLINE K-12 (JG)

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.

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.

CONSEQUENCES OF FAILURE TO OBEY STANDARDS OF CONDUCT (JG-R)

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 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 misbehavior, severe consequences will be applied immediately to serious misbehavior. Administrators may increase or decrease the consequences at their discretion and in extraordinary circumstances and may use principals' discretion in a flexible 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 (JGB)

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 FOR SUSPENSION (JGD, JG-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)

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 III CODE OF BEHAVIOR (K-2)

PHILOSOPHY (JG)

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 (JG)

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 (JG)

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 Primary 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 have 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 DESCRIPTIONS

ASSIGNMENT OF EXTRA DUTY (JG, JG-B)

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.

DEPRIVATION OF PRIVILEGES (JG)

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 also include but is not limited to alternate lunch assignment and recess detention. Actions taken and results are recorded in the administrative log.

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, JGD-API)

In-School Suspension, when available, 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. The ISS teacher may extend the days in ISS when necessary.
- 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 be expected 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.)
- (3) Days spent in ISS will not be counted against the student regarding the attendance policy.
- (4) 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 8:45 AM. Tardies and absences are reported to appropriate building secretaries.
- (2) Students may be required to complete additional work 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)

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.

Students who become aggressive towards their peers and/or adults will be removed from class to a safe location and parents will be contacted. The principal, counselor, and/or district behavior specialist will work to calm the student. If the student does not calm and demonstrate safe behavior

after 20 minutes, the principal will call home to update the parents/guardians of the situation. If the student is not able to calm and demonstrate safe behavior after 45 minutes, the parents/guardians will be notified that they need to pick up their child at which case the child will be administered out-of-school suspension. This is to ensure the safety of all students and staff.

Continued misbehavior by a student, which results 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 the principal's discretion after the student returns to school.

PARENT INVOLVEMENT (JGD)

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 (JGF, JGR)

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

RESTITUTION (JGR, ECA)

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)

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)

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

SECTION IV OFFENSES AND CONSEQUENCES

BUS MISCONDUCT (JFCC, JG-R)

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 the 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 or reprimand by bus driver, FYI conduct report to building administration, driver call to parent.
- (2) Second offense: filing of bus conduct report, conference with principal. Reassignment of seat on bus, cleaning bus, deprivation of privileges and contact with parents.
- (3) Third offense and subsequent: Disciplinary action up to and including suspension from the bus.

CAFETERIA VIOLATIONS (JG)

Violations include but are not limited to throwing food, destroying food, loud and disruptive behavior, butting in lunch line, arguing during lunch. Students are also expected to follow the requests of the cafeteria workers.

CONSEQUENCES

- (1) First offense: Verbal reprimand.
- (2) Second offense: Deprivation of privileges, parent contact
- (3) Third offense: Assigned seat at lunch, deprivation of privileges or detention, parent contact.

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 offense: Conference with teacher, notice to parents, student may retake test or assignment, verbal warning
- (2) Second and subsequent offense: Conference with teacher, notice to parents, students may retake the test or assignment, deprivation of privileges

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

CONSEQUENCES

- (1) First offense: Notice to parents, verbal warning
- (2) Second and subsequent offense: Deprivation of privileges, parent involvement

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

Any inappropriate use of school computer systems or intentional tampering with the 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 (JG-R, AC)

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: Verbal reprimand, deprivation of privileges
- (2) Second offense: Deprivation of privileges, parent contact
- (3) Third offense: Parent Involvement, deprivation of privileges / detention, conference with Principal

DRESS AND GROOMING (JFCA-AP)

Students are expected to dress reasonably neat and clean while at school. Basically, the control of student's 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 (tank tops, muscle shirts) for boys, crop-tops, midriffs and spaghetti straps for girls 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 or any type of marking is not appropriate at school with the exception of specified spirit days.
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.

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 office as “collateral.”

CONSEQUENCES

- (1) First offense: Student requested to change clothing or add clothing to cover inappropriate clothes and parent called.
- (2) Second offense: Parent called and/or student will be sent home for inappropriate dress.

DRUGS/SUPPLEMENTS (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 will be held by the nurse for one week for the parent to pick up; after one week the medication will be destroyed. Consequences for failure to follow procedure will be determined at the administrator’s discretion.

DRUG/SUPPLEMENT ABUSE (JFCH)

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:

- (1) The non-lawfully prescribed use and/or possession of drugs or drug paraphernalia.
- (2) 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. In addition, a student suspended for a drug-related offense will be removed from all school-sponsored activities and athletics (including practices) for a minimum of 30 school days.

POSSESSION AND/OR USE OF DRUGS OR DRUG PARAPHERNALIA (JG-R, JFCH, JHCD)

CONSEQUENCES

- (1) First offense: 10 days OSS with a recommendation for 20 additional days, notification to law enforcement, and the student must participate in a drug/alcohol assessment by a state certified drug/alcohol counselor and follow his/her recommendations.
- (2) Second offense: 10 days OSS with a recommendation for 35 additional days, notification to law enforcement, and the student must participate in a drug/alcohol assessment by a state certified drug/alcohol counselor and follow his/her recommendations.
- (3) Third offense: 10 days of OSS with a recommendation for 170 additional days, notification to law enforcement, and the student must participate in a drug/alcohol assessment by a state certified drug/alcohol counselor and follow his/her recommendations.

SELLING OR TRANSFERRING DRUGS OR PARAPHERNALIA (JG-R, JFCH, JHCD)

(Including alcoholic beverages, "kiddie dope", "look alike" pills, diet pills, or substances represented to be such)

CONSEQUENCES

- (1) First offense: Parent involvement, refer to authorities, possible suspension.
- (2) Second offense: Up to a 30 day suspension, notification to law enforcement officials and participation in an assessment provided by a state-certified drug/alcohol counselor and follow recommendations.
- (3) Third offense: Up to a 45 day suspension, notification to law enforcement officials and participation in an assessment provided by a state-certified drug/alcohol counselor and follow recommendations.

ELECTRONIC DEVICES (JG-R, EHB)

Utilizing smartwatches, phones, personal digital assistants, personal laptops, or any other electronic devices during the regular school day, including instructional class time, and class change time, is prohibited. Cell phones must be turned off during the instructional day. The district is not responsible for any lost, broken or stolen electronic device.

CONSEQUENCES

- (1) First offense: Confiscation and parent pickup.
- (2) Second and subsequent offense: Item confiscated, parent pickup and 1 to 3 days ISS.

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.

CONSEQUENCES

- (1) First offense: Parent involvement, deprivation of privileges/detention.
- (2) Second offense: Detention up to 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: Parent involvement, detention/deprivation of privileges, possible suspension, conference with Principal
- (2) Second offense: Deprivation of privileges/detention, suspension, referral to law enforcement.
- (3) Third offense: 1-3 days OSS, notification to law enforcement officials.

ASSAULT is defined as attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury whether verbally or physically will be considered assault. Failure to stop fighting after a fight has been broken up or continuing to fight when the other person cannot or will not defend him/herself can also be considered assault.

CONSEQUENCES

- (1) First offense: Conference with Principal, parent involvement, possible suspension, deprivation of privileges.
- (2) Second and subsequent offense: 1-180 days out of school suspension, or expulsion and notification to law enforcement officials.

HARASSMENT (JG-R, JFCF, AC)

HARASSMENT as directed by District policy 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) First offense: Conflict Remediation, Parent Involvement, Conference with Principal
- (2) Second offense: Deprivation of Privileges / Detention / Referral to Anger Management.
- (3) Third offense: 1-3 days OSS.

HARASSMENT (SEXUAL) 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.

CONSEQUENCES

- (1) First offense: Parent Involvement, Conference with Principal
- (2) Second offense: Deprivation of Privileges / Detention.
- (3) Third offense: Removal from classroom – suspension, possible report to authorities.

HARASSMENT (THREATS) Threats are any verbal or written statement made to harm an individual's life, physical well-being, emotional well-being and/ or personal property. Comments which could be construed as threats will be taken seriously.

CONSEQUENCES

- (1) First offense: Parent Involvement, Conference with Principal, Deprivation of Privileges / Detention, possible Suspension
- (2) Second offense: Deprivation of Privileges / Detention, possible Suspension
- (3) Third offense: Suspension, possible report to authorities.

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.

INAPPROPRIATE LANGUAGE (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: Parent involvement and possible deprivation of privileges.

(2) Second-subsequent offense: Deprivation of privileges or possible suspension.

INSUBORDINATION/DISRESPECT (JG-R, AC)

Insubordination is failure to follow a reasonable request or direct order. 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: Verbal reprimand, parent involvement, deprivation of privileges/ detention.

(2) Second and subsequent offense: Conference with principal, parent involvement, deprivation of privileges/ detention or possible suspension.

LYING (JG-R)

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

CONSEQUENCES

- (1) First offense: Verbal reprimand, deprivation of privileges
- (2) Second offense: Parent involvement, deprivation of privileges
- (3) Third offense: Principal conference, parent involvement, deprivation of privileges

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

- (a) Students responsible shall return or replace item(s) stolen.
- (b) Parents notified.
- (c) Legal authorities will be notified.
- (d) Depending upon the severity of the theft, the consequences will range from deprivation of privileges/detention, suspension to recommendation to the superintendent for extended suspension or expulsion.

TRUANCY (JG-R, JED-AP1, JED-AP2)

If a teacher or an administrator has reason to believe that a student is truant, parent/guardian contact will be made. 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.

TOBACCO USE OR POSSESSION (JG-R, JF-CH)

Hillsboro R-3 School District 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 Primary School prohibits the possession or use of tobacco and/or tobacco products, including electronic cigarettes, vapes, 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, 3 days of OSS
- (2) Second offense: Confiscation and disposal, parent notified, 5 days of OSS, and notifications to law enforcement
- (3) Third offense: Confiscation and disposal, parent conference, 10 days of OSS, and notification to law enforcement.

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

Vandalism/property damage is defined as destruction or defacing of school, other student's, or school employee property. Some examples include: damage to desks, cubbies, walls, textbooks, clothing, etc. The severity of the consequences depends upon the seriousness of the vandalism. Appropriate cases will be referred to legal authorities.

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 deprivation of privileges / detention, ISS to OSS with possible recommendation to the superintendent for extended suspension or expulsion.

WEAPONS (JG-R & JFCJ)

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: Confiscation, parent notified, possible suspension, possible notification to law enforcement officials.
- (2) Subsequent offense: Confiscation, parent notified, suspension-possible expulsion, referral 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.

HILLSBORO R-III 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.