

Student Handbook
2023-2024
HILLSBORO JUNIOR HIGH



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TABLE OF CONTENTS

ACADEMIC LAB	4
ACADEMIC ROLES AND RESPONSIBILITIES (JGR)	4
ALCOHOL AND DRUGS	5
ASSEMBLIES AND FIELD TRIPS (IICA-AF)	5
ATHLETICS AND ACTIVITIES	5
ATTENDANCE (JED)	5
BACKPACKS AND PURSES	6
BELL SCHEDULE	6-7
BUS PASSES	7
CAFETERIA AND LUNCH (EF)	7-8
CELL PHONES (JG-R)	8
COUNSELING DEPARTMENT	8
DETENTION (JGB-API, 2)	9
DIRECTORY INFORMATION (JGR)	9
DISCIPLINE (JG, JGD-R)	9
DISTRIBUTION OF STUDENT PUBLICATIONS (IGDBA)	9
ELIGIBILITY FOR ATHLETICS (IICA)	9-10
ELIGIBILITY FOR INCENTIVE EVENTS (IICA-AF1, 2, IICC)	10
EMERGENCY DISMISSAL (JEDB)	10
EMERGENCY DRILLS (EBC)	9
GRADING AND REPORT CARDS (JO)	10
GRADING SCALE	11
HALLWAYS (JG-R)	11
ID CARDS (JG-R)	11
LEAVING SCHOOL WITH PARENT (JEDB)	11

LIBRARY MEDIA CENTER SERVICES (IIAC, IIAC-R) 11-12

LOCKERS (JG-R) 12

LOST AND FOUND (JG-R) 12

MENTAL HEALTH SUPPORT 12-13

NATIONAL JUNIOR HONOR SOCIETY (IICC) 13

NURSE'S OFFICE (EBB, EBBA, JHC-AP1, 2) 13-14

PARENT/TEACHER CONFERENCES (IK) 14

RESPONSIBILITIES (JGR) 14

SCHOOL RECORDS (JO-R, JO-AP) 14

SMOKING AND THE USE OF OTHER TOBACCO PRODUCTS (JFCA, JG-R) 14

STUDENT PHONE (IK) 14

TARDINESS (JED-AP1) 14

TEXTBOOKS (IIAC, IIAC-6) 15

TUTORING 15

VALUABLE ARTICLES 15

VANDALISM AND PROPERTY DAMAGE (JG-R, ECA, JFCB) 15

VISITORS (KK, ECA) 15

HILLSBORO JUNIOR HIGH STUDENT HANDBOOK

This Student Handbook is designed to serve as a guide for you while you are enrolled at Hillsboro Junior High School. The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

A school is a community which needs the cooperation of all those involved in order to make the school a safe, pleasant, and productive place in which to be. It is our belief that an effective learning environment is based on mutual respect and regard shared by all who are involved in the education of students: the students themselves, the families, the faculty, the administration, and the community. Thank you for doing your part in helping us maintain a safe, effective learning environment!

ACADEMIC LAB

Students will attend an Academic Lab period each day, with the exception of Wednesdays, after 3rd hour. Students and staff will use Academic Lab for academic interventions, completing schoolwork, studying, service learning, team building, and character education. It will provide an opportunity for the student to build relationships with a group of peers and an advisor. The Academic Lab time will be a key part of our academic day with many academic and positive school opportunities being provided during this time. Academic Lab is considered a part of the overall Response to Intervention (RtI) program.

ACADEMIC ROLES AND RESPONSIBILITIES (JGR)

Teachers	Students	Parents/Guardians
<ul style="list-style-type: none">● Prepare class assignments in advance and provide all resources necessary to complete them● Assign work that is relevant and appropriate for student learning and development● Communicate with students and parents who have questions about assignments● Provide constructive, accurate feedback to students and parents in a timely manner● Update assignments on Infinite Campus including due dates, grades, and missing assignments (at least weekly)	<ul style="list-style-type: none">● Come to each class on-time and prepared to learn● Follow instructions● Communicate with your teacher if you have questions or do not understand how to complete an assignment● Practice good time management; take advantage of times to complete work and/or study (such as Academic Lab)● Take home any materials needed to complete assignments● Return completed work by the due date● Make up assignments missed due to absences● Check Student Portal for due dates, grades, and missing assignments (at least weekly)	<ul style="list-style-type: none">● Make sure your student is at school every day and arrives on-time● Provide suitable study conditions at home including a quiet place and necessary materials● Reinforce classroom learning by prioritizing homework● Check Parent Portal for due dates, grades, and missing assignments (at least weekly)

You may notice that students have more responsibilities listed than teachers and parents do. That's because teachers and parents have already completed junior high school and should not work harder than students do. All students must take responsibility for his or her own learning with the support and encouragement of the adults around them.

ALCOHOL AND DRUGS

Alcohol and drugs, including marijuana and other controlled substances, are strictly prohibited from Hillsboro School District property at all times. The term *Drugs* in this handbook includes 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. This policy applies to staff, students, and all other patrons.

ASSEMBLIES AND FIELD TRIPS (HICA-AF1, 2)

At all times, the student's behavior should be refined and courteous. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. Students are to follow the directions of the teacher in charge. All school rules apply at assemblies or on field trips.

ATHLETICS AND ACTIVITIES

Participation in athletics and activities is highly encouraged for all students; however, they are regarded as a privilege. Schoolwork should come first in terms of priority. School rules apply to students when participating in school-sponsored events. An athletic and activities guide with current offerings and other information is updated and made available annually.

Absences and School Activities:

Students who are absent on the day of an event or activity shall not be considered eligible to participate on that date without having cleared their absence in advance by his or her coach or sponsor and an administrator. This applies to all school-sponsored activities and athletics including practices.

School-sponsored or sanctioned activities (ex. field trips) are exempted from and will not count toward student attendance. Teachers shall submit a list of students to be excused from classes to the office prior to the scheduled event or trip. Students are responsible for making up any missed assignments while they are gone.

ATTENDANCE (JED)

For the purposes of data reporting, students will be marked either present or absent. Students are expected to be in school except in cases of emergency reasons such as those listed below, which would qualify to excuse their absence:

1. Personal illness - The school requires a doctor's note to excuse absences for this reason.
2. Legal, medical, or professional appointment that cannot be scheduled outside the school day - The school requires a note from the doctor or other professional in order to excuse absences for this reason.
3. Funeral of a family member - The school requires a prayer card or note from the funeral home to excuse absences for this reason.
4. Observance of a religious holiday - Any students of any religion shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.

Steps to follow when absent:

1. A parent or guardian should phone the school to inform the office of a student's absence before 9:00 a.m. on the day of the absence. Telephone number is: (636)789-0000 Ext. 2002
2. Students should present medical notes to the main office upon returning to school.
3. Students should ask all teachers for make-up work or missed assessments. Assignments and assessments that are not made up will be reflected in the student's grade.
4. If an absence is planned due to travel, parents or guardians should notify the school prior to the absence. Absences of this nature will not be excused.

*Please do not call the office to request assignments; students and/or parents should contact teachers directly.

BACKPACKS AND PURSES

Student backpacks as well as large bags and purses should be put into their locker before 1st hour and must remain in their locker until after 7th hour. Students may not have a backpack/bag in the hallway or classrooms during the school day. A student may take a small drawstring bag to the gym for PE. This bag must be taken directly to PE and then returned to the locker after PE.

PURSES A student may carry a small purse to class. It is suggested that the purse be a small crossbody style purse that does not exceed 10 inches by 8 inches. Larger purses will need to be kept in the locker during the school day (put it in before 1st hour and removed after 7th hour). Purses are not allowed in the gym locker rooms. Please be sure to put your purse in your hallway locker when you get your PE clothes.

BELL SCHEDULE

7:08	Bus Drop Off
7:14	Warning Bell
7:18	Tardy Bell
7:18-8:06	1 st Period (48 minutes)
8:10-8:58	2 nd Period (48 minutes)
9:02-9:50	3 rd Period (48 minutes)
9:54-10:23	Academic Lab (29 minutes)
10:27-11:15	4 th Period (48 minutes)
11:19-12:36	5 th Period (50/52/25 minutes):

A Lunch	B Lunch	C Lunch
11:15-11:40 Lunch (25)	11:19-11:44 5th Hour (25)	11:19-12:11 5th Hour (52)
11:44-12:36 5th Hour (52)	11:44-12:09 Lunch (25)	12:11-12:36 Lunch (25)
	12:11-12:36 5th Hour (25)	

12:40-1:28	6 th Period (48 minutes)
1:32-2:20	7 th Period (48 minutes)

BELL SCHEDULE (LATE-START WEDNESDAYS)

8:08	Bus Drop Off
8:14	Warning Bell
8:18	Tardy Bell
8:18-9:02	1 st Period (44 minutes)
9:06-9:50	2 nd Period (44 minutes)
9:54-10:39	3 rd Period (45 minutes)
10:43-11:27	4 th Period (44 minutes)
11:31-12:44	5 th Period (48/50/25 minutes):

A Lunch	B Lunch	C Lunch
11:27-11:52 Lunch (25)	11:31-11:54 5th Hour (23)	11:31-12:21 5th Hour (50)
11:56-12:46 5th Hour (50)	11:54-12:19 Lunch (25)	12:21-12:46 Lunch (25)
	12:21-12:46 5th Hour (25)	

12:50-1:33	6 th Period (43 minutes)
1:37-2:20	7 th Period (43 minutes)

BUS PASSES

Bus passes will not be issued for students to ride home with a friend. Many of our bus routes are at capacity and have very few extra spaces for visiting riders. The school office may issue a bus pass via parent request in the following instances:

- Family emergencies
- After-school tutoring or other school-sponsored activity

CAFETERIA AND LUNCH (EF)

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition in which you would like to live. Students will go through the cafeteria line, pay for their choices of food, and sit in their assigned seat. Students are to remain in the cafeteria until the teacher on duty dismisses them. At no time are students allowed to take food and drink outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch period. Students must either have their ID card with them or have their cafeteria PIN number memorized so as to not hold up the line. A la carte items will be available to purchase through student lunch accounts.

The following Meal Charge Procedure will be enforced in every school:

Students will be allowed to charge a maximum of (\$10.00). Students will be notified when they exceed the (\$10.00) meal charge and will receive a courtesy meal* until at such time payment is made on the account. Notification will be through email or at the point of sale.

*A courtesy meal consists of a peanut butter and jelly or cheese sandwich, fruit or vegetable, and milk.

Collection Procedures:

Lunch account balances will be emailed to students that have a negative balance of (.50) cents or less in his or her account weekly. It is the responsibility of the parent to know the balance of their child's account and add money accordingly.

Students may drop off lunch money in the cafeteria drop-box before school starts or during his or her lunch. Envelopes are provided to put cash and checks into before dropping money into the drop-box.

Ways to add money and track your student lunch accounts:

1. Online at PAY/PAMS. Can also be used to pay on accounts and check student balance.
2. Check or Cash added to student account (envelopes and drop box located in JH cafeteria).

If you are having problems providing for your students' lunch, please call the Food Service Department at (636)789-0001 or (636) 789-0002 to discuss options for you and your student. We feel it is important for all students to have a healthy lunch as it helps promote a positive learning environment for all.

CELL PHONES (JG-R)

Cell phones have become a convenient method of communication, but can be disruptive to the educational process. Students are NOT allowed to carry cell phones while at school. They may be left in student lockers, but must be set to silent or off. **The use of cell phones to make calls, send text messages, or take photos/video is prohibited during the school day.** This includes classrooms, cafeteria, locker rooms, restrooms, hallways, etc. Please see the discipline code for consequences of having cell phones out or on during the school day without teacher permission. If a student needs to contact a parent or guardian during school hours, a student phone is available in the office. Parents or guardians needing to contact his or her student during school hours may do so via the school office.

COUNSELING DEPARTMENT

The Counseling Department is the heart and center of an effective school. Our counselors help plan and develop the counseling program and the curriculum in relation to the individual needs of each student. If a student is having difficulty with another student, experiencing frustration in a course, or has a question about his or her schedule, he or she should see the counselor for assistance. A school counselor can assist students and parents who are experiencing difficulties, suggest outside resources, coordinate programs and schedules, and counsel students when necessary.

If a student needs an appointment with his or her counselor, they can make a request through email or obtain a pass from their counselor between classes. If a parent would like to meet with their child's counselor, please contact them via email or phone to schedule a time in which they are available. Please see below for counselor contact information by grade-level:

- 7th Grade Counselor: Mrs. Cathie Holdenried, x2017, holdenried_catherine@hsdr3.org
- 8th Grade Counselor: Mrs. Stephanie Narup, x2016, narup_stephanie@hsdr3.org

DETENTION (JGB-AP1)

Detention is a form of discipline used to correct students who violate school regulations. A student will be required to bring ample study materials upon entering detention study hall. No talking or sleeping will be allowed. Detention may be held before school (Zero Hour) from 6:30 am to 7:15 am or after school from 2:20 pm to 3:05 pm. Administration may ask students to arrive in the morning prior to regular school hours or request they stay after school for detention purposes; an attempt to notify parents will be made by an administrator.

DIRECTORY INFORMATION (JGR)

According to federal law, parents and students are notified that “Directory Information” will be released as deemed necessary by school officials. The following items are Directory Information: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and to provide written notice to the school that they choose to not have this information released. Unless prior written notice is received, the school district may disclose any of those items designated as directory information without prior written consent.

DISCIPLINE (JG, JGD-R)

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

DISTRIBUTION OF STUDENT PUBLICATIONS (IGDBA)

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which are obscene to minors, libelous, indecent or vulgar, advertise any product or service not permitted to minors by law, constitute insulting or fighting words which injure or harass other people (threats of violence, defamation of character or of a person’s race, religion, or ethnic origin), or material which would result in a material or substantial disruption of the proper and orderly operation and discipline of the school or activities. Anyone wishing to distribute a student publication of a non-curricular nature must apply 24 hours in advance to the principal and include the following: name and phone number of distributor, dates and times of display or distribution, location of distribution, the age of students to whom the distribution is intended. There is an appeal process for material denied distribution. Further detailed guidelines regarding student distribution of publications of a non-curricular nature are outlined in the R-3 Board of Education Policy (IGDBA) and may be reviewed in the library, principal’s office, or in the superintendent’s office.

ELIGIBILITY FOR ATHLETICS (IICA)

The following standards are requirements for participation on one of the junior high athletic teams. The Missouri State High School Activities Association establishes these standards. Additional local standards may exceed those required by MSHSAA.

1. You must be a good school citizen by demonstrating good conduct in school and out of school.
2. You must have been promoted to a higher grade at the end of the previous year and be making standard progress. You may not fail more than one scheduled subject in the preceding quarter, or fail to make standard progress in special education.
3. You must enter school the first eleven days of the semester.
4. You cannot participate for any non-school teams in the same sport the same season you represent a school

team.

5. You must pass a physical examination before you can try-out or participate.
6. You must have proof of medical insurance.

ELIGIBILITY FOR INCENTIVE SPECIAL EVENTS (HICA-AF1, 2, HCC)

There will be incentive events during the school year. These events are a reward to students who have shown appropriate and proper school and bus behavior. Any student receiving detentions for anything other than tardies or homework, and students who have been assigned ISS for inappropriate behavior during the same quarter as the event will not be permitted to attend. Any student who receives OSS for any reason will not be allowed to attend any incentive event for the semester during which they were suspended and may or may not be able to attend any dances in the subsequent semester, pending a review by the principal.

EMERGENCY DISMISSAL (JEDB)

If the need arises to call off classes in case of an emergency or due to inclement weather, the following means of communication may be used; INFINITE CAMPUS phone and e-mail message system, on Twitter at @Hillsboro_R3, on the district's Facebook page, and the district website. In most cases, notification will be made to the following local media outlets such as:

- 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

EMERGENCY DRILLS (EBC)

Fire and other emergency drills are held at regular intervals throughout the school year. Drills may be designed to allow students and staff to think and react in emergency scenarios which could actually occur. During an emergency drill, remember these basic rules:

1. Check the instructions, which are posted in each classroom and area, indicating how to leave the building in case of a fire.
2. Always WALK, but move intentionally to the designated area.
3. No Talking; be listening for instructions from teachers, administrators, and/or emergency personnel.

GRADING AND REPORT CARDS (JO)

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system is as follows:

- Parents and students may access grades at any time by using our school's web-based program called Parent Portal, through Infinite Campus. Please call the office for details about how to register for Parent Portal.
- Progress reports are issued at each mid-quarter; they are posted electronically on Parent Portal.
- Report cards are issued approximately every 9 weeks. They can be viewed via Parent Portal at any time or a printed copy can be requested through the librarian.

An "Incomplete" is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his/her assignments. Make-up work is the complete responsibility of the student.

GRADING SCALE

*Letter grade percentages

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

HALLWAYS (JG-R)

Students should only be in the hallways at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the hallways during class time must have a hall pass. Students are asked to be courteous at all times and to keep to the right when moving in the halls. **Running, shouting, pushing, or other horseplay in the hallways is never permitted and may be referred to the office for discipline.**

ID CARDS (JG-R)

All junior high school students will be issued a picture identification card. The ID card will be utilized when purchasing cafeteria items, checking out library materials, and participating in some school events/activities. Students are not permitted to utilize another student's ID card, nor are they allowed to give their ID card to another student to use.

If a student loses his or her ID card, a new one will be issued from the office with the \$5 cost being placed on the student's account or may be paid for upfront by the student.

LEAVING SCHOOL WITH PARENT (JEDB)

It may be necessary for a student to leave early from school due to illness or a medical appointment. A parent/guardian must come to the office and display their identification to the attendance secretary in order to sign the student out. For more information regarding excused absences, please see ATTENDANCE section.

LIBRARY MEDIA CENTER SERVICES (IIAC, IIAC-R)

The mission of the Hillsboro Jr. High School Library Learning Commons is to enrich and support the learning experiences of the students, faculty, and staff by providing a wide variety of resources, instruction, and services. The library is open from 7:10 a.m. to 2:45 p.m. daily.

Students are encouraged to utilize the library for classroom and personal reading and research. A library orientation session explaining materials, services, and policies is presented to all students at the beginning of each school year.

OPAC

The Online Public Access Catalog (OPAC) is an index to all materials cataloged for staff and student use. Accessit Library (OPAC) is available remotely via the District's homepage and the HJH library homepage. All students have a unique online account, allowing them to place materials on hold and to monitor check-outs and due dates.

MATERIALS

The library maintains a circulating collection of over 10,000 items for student and faculty/staff use. The following are included in the collection: Non-Fiction, Fiction, Reference, Biography, Video & Audio Recordings.

Any student who does not have any overdue books or outstanding fines may check out library materials. Most items are checked out for a period of two weeks. Reference materials are for in-library use only.

OVERDUE MATERIALS

Students are expected to return library materials on or before the date due. Failure to do so will result in students not being able to check out additional materials.

When students have overdue books, other overdue materials, or fines on materials, an email notification is sent to the student. If you receive a notice and are unclear about the problem, please check with the library staff as soon as possible. Students who do not pay fines or return materials will not be allowed to check out additional items.

TECHNOLOGY

School issued devices (i.e. Chromebooks) are managed through the library. Any issues with a school issued device should be brought to the library for resolution. Students are expected to bring their device to school every day. The device should be fully charged and in working order.

LOCKERS (JG-R)

Lockers are issued to students at the beginning of his or her 7th grade year by the Counseling office. Lockers are to be kept locked at all times and must not be shared. Every year students have items taken and misplaced because of shared combinations or tripped lockers (fixing lockers to not lock). Each student is responsible for keeping their assigned locker clean, both inside and outside, with any damages charged to the student responsible. Student lockers are part of the school building, and as such are under the supervision and jurisdiction of school officials. Lockers are the property of the school and may be searched by school officials with reasonable cause. Violations of the aforementioned may result in disciplinary action. Any locker problems or issues should be reported to the Counseling office immediately.

LOST AND FOUND (JG-R)

Articles of clothing and other items that are found will be kept on a table in the alcove by the north exit. Items left unclaimed at the end of each semester will be donated to the JAG store or other charity.

MENTAL HEALTH SUPPORT

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 to turn to right 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)
- Compass Health Network (formerly Comtrea) 636-481-6040
- Counseling Solutions 636-933-9590
- Behavioral Health Response (BHR) 1-800-811-4760
- Hyland Behavioral Health 314-525-4400 or 1-800-525-2032
- Jefferson County Health Department 636-797-3737
- 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)

NATIONAL JUNIOR HONOR SOCIETY (IICC)

In February/March of the second semester, the advisor will start the selection process of members for the local chapter of the National Junior Honor Society. To be considered for membership, students must have received a cumulative grade point average of 3.3 (on a 4.0 scale) or higher, received no discipline referrals that resulted in ISS or OSS, no discipline for academic dishonesty, and complete the full selection process. Those students who meet the minimum GPA requirement and have no discipline referrals as previously listed, will receive an opportunity to complete the teacher evaluations, application, and interview process. A faculty council will meet to evaluate the applications and interviews. The council will then select members based on outstanding character, scholarship, leadership, service, and citizenship. Students selected will receive a letter with information about the induction ceremony.

NURSE'S OFFICE (EBB, EBBA, JHC-API, 2)

The school nurse is available to students during the school day. The nurse's office is located across from the library in 1st Hall. All students sent to the nurse must have an excuse form (pass) signed by the teacher except in cases of an emergency. Students will not be admitted into the nurse's office without a pass. **All accidents and/or injuries should be reported to the nurse immediately.**

STUDENTS WHO ARE ILL ARE TO BE EXAMINED BY THE NURSE, WHO WILL CONTACT PARENTS/GUARDIANS IF NECESSARY. Students are not allowed to call or text parents from their personal cell phones or the student phone to ask parents/guardians to pick them up when they are feeling ill.

To be excused to go to the nurse, a student must:

1. Ask the teacher for permission and a pass.
2. Report to the nurse's office.
3. Return to class with a pass unless otherwise instructed by the nurse.

*Immunizations: Missouri State Law (RSNO 167.181) requires proof of immunizations of all public school children. It is unlawful for any student to attend school unless the student has immunizations for (or exempted) polio, measles, rubella, and diphtheria. Proof of these immunizations must be provided by parents in order for a student to attend school. **The school nurse is responsible for record keeping concerning immunizations.***

Medication (JHCD):

*If it becomes necessary for a student to take any form of medication at school, a medication form must be filled out and returned to the building nurse. This includes prescription and over-the-counter medication. On a case by case basis, a determination will be made if documentation from a doctor is necessary. **All medication will be kept in the nurse's office, in its original bottle, and dispensed through the nurse.** The only exception to this will be for students with emergency medications that have a "Permission to Self-Carry" form signed by their parent/guardian and physician.*

PARENT/TEACHER CONFERENCES (IK)

Communication between parents and teachers 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.

RESPONSIBILITIES (JGR)

1. Quality of Work: All students are expected to complete assigned lessons including homework and missed assignments.
2. School Rules: All students are expected to conform to school rules and regulations and accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility.
3. Relation to Others: Students are expected to practice good citizenship, particularly by respecting the rights, privileges and property of others.
4. Attendance: Students are expected to be regular and punctual in attendance.

SCHOOL RECORDS (JO-R, JO-AP)

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

SMOKING AND THE USE OF OTHER TOBACCO PRODUCTS (JFCA, JG-R)

The possession and/or use of tobacco products or electronic smoking devices (vaping) is prohibited on Hillsboro School District property. Students who violate this rule will be subject to disciplinary action. This rule applies at school activities, during the day, and on school property before and after school.

STUDENT PHONE (IK)

Students are allowed to use the student phone, that is located in the office, for personal calls DURING PASSING PERIODS ONLY (not during class time). Students are to sign the telephone sheet each time he or she uses the student phone. When finished with the call, the student should proceed to class. Calls should be no longer than five minutes. In the event a student receives a call, he/she will be called out of class in emergency cases only.

TARDINESS (JED-AP1)

Promptness to class is very important. Students are to be in the classroom and ready to work when the bell sounds. Excessive tardiness will result in disciplinary action.

TEXTBOOKS (IIAC, IIAC-6)

Some classes require textbooks, which are loaned to students for their use during the school year. Textbooks should be kept clean and handled carefully. Students should write his or her name and school year on the inside front cover of each loaned textbook. Students will be required to pay for lost or damaged books.

TUTORING

It may be necessary for students to stay after school for tutoring due to poor grades, missing work, to study for an exam, or to receive help from their teacher on a concept they do not understand. This will be coordinated between the teacher, student, and his or her parent/guardian. The parent/guardian must give their permission for the child to stay after school. Parents may arrange their own transportation or students may ride the 2nd-round bus route.

VALUABLE ARTICLES

Students should not bring valuable articles such as electronic devices, cash, or jewelry to school besides the Chromebook or laptop they use for academic purposes. In the past, students have had valuable items lost or stolen and have never had them recovered. Although we attempt to help the student try and find the item, the school cannot be held liable for lost or stolen items. Students should exercise great caution in bringing items of value to school.

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

Our school buildings and equipment cost 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, disciplinary action will be taken. If a student accidentally damages something, it should be reported immediately to the office.

VISITORS (KK, ECA)

Parents, patrons, and volunteers are welcome in our school; however, they will not be permitted without an appointment with a staff member. All exterior doors are locked during the school day. Visitors must enter and leave through the main entrance by the office. All visitors are required to sign in at the office and pick up a visitor's pass when he or she arrives.

HILLSBORO R-3 SCHOOLS JUNIOR HIGH SCHOOL DISCIPLINE CODE

TABLE OF CONTENTS

Section I: Discipline (JG) 18

Purpose 18

Philosophy 18

Code of Conduct (JG-R) 18

Consequences of Failure to Obey Standards (JG-R) 18-19

Section II: Students Rights (JFG) 19

Rights and Student Searches (JFG) 19

Suspension (JGD-AP) 19

Grounds for Suspension (JGD-AP) 20

Due Process (JGD-AP) 20

Special Education (IGBA/JGE) 20

Section III: Junior High School Discipline Code 20

Philosophy 20

Responsibility (JG) 20

Respect (JG) 20-21

Consequences (JG-R) 21

General School Conduct Standards and Consequences 21

Discipline Pyramid 21

Alternative Service 21

Assignment of Extra Duty (JG, JGB) 21

Confiscation (JG-R) 21

Detention (JGB-API) 21-22

Lunch Detention 22

In-School-Suspension (JGD-API, JGB) 22-23

Out of School Suspension (JGD-AP) 23

Assembly Behavior Expectations 24

Bus Misconduct (JFCC) 24

Beverages 24

Cafeteria Behavior Expectations (EF) 24

Cell Phone (JG-R) 24

Cheating and Forgery (JG-R) 24-25

Classroom Academic Performance (JG-R) 25

Classroom Behavior (JG-R, AC) 25

Computer Misuse (EHB, JGR, EHG-AP) 25

Internet Access & Computer Usage Policy 25-26

Disorderly Conduct (JG-R, AC) 26

Dress and Grooming (JFCA-AP) 26

Dress Cuts (JG-R, ADF, IGD-JA) 26-27

Drugs/Supplements (JGR, JFCH, JHCD) 27

Electronic Devices (JG-R, EHB) 27-28

False Alarms (JG-R) 28

Fighting/Assault (JG-R) 28

Harassment (AC) 29

Hazing/Bullying (JFCF, JG-R) 29-30

Hallway Behavior Expectations (JG-R) 30

ID Cards (JG-R) 30

Locker Assignments (JG-R) 30

Obscene Material (JG-R) 30

Profanity (JG-R, AC) 30

Prohibited Objects (JG-R) 30-31

Public Display of Affection (JG-R) 31

Respect for Adults (JGR, AC) 31

Tardiness (JED-API) 31

Theft (JG-R) 31

Threats (JG-R, JFCF, AC) 32

Tobacco Use or Possession (JFCA, JG-R) 32

Unauthorized Absence / Truancy (JG-R, JED-API, 2) 32

Vandalism / Property Damage (JFCB, JG-R, ECA) 32

Weapons (JFCJ, JG-R) 33

Summary 33

Non-Discrimination & Public Notice (AC) 33

HILLSBORO R-3 SCHOOLS JUNIOR HIGH DISCIPLINE CODE STUDENT

DISCIPLINE (JG) (Grades 7 and 8)

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 that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Any offense which constitutes a "serious violation of the district's discipline policy" (JGF) will be documented in the student's discipline record. This code includes, but is not necessarily limited to, acts of students on school, parking lots, school buses, or at a school activity whether on or off school property.

SECTION I

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 (JG-R)

- 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.

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, 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 in extraordinary circumstances may use the code in a flexible manner in order to maintain an orderly atmosphere conducive to learning.

Note: Major violations of the discipline code, specifically truancy, drug or substance abuse, (including tobacco), 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 (JFG)

ALL STUDENTS' RIGHTS INCLUDE: (JFG)

- The opportunity for a free education in the most appropriate learning environment.
- The opportunity for freedom of speech and of the press.
- To be secure in his/her person, 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 request for a search, the consequences for noncompliance 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)

Building administrators are authorized to assign suspension of pupils not to exceed ten days. The superintendent of schools may suspend students 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 of Education. 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 it to 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: 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 (IGBA/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 review conference may meet to formulate amendments to the original IEP if needed.

SECTION III: CODE OF BEHAVIOR (7-8)

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 (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:

(1) Respect for self. Self-admiration is the foundation of all other respect. One cannot respect others without first having self-respect.

(2) Respect for staff. The junior high school institution 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.

(3) Respect for other students. Both in and out of the classroom, other students have a right to the pursuit of their own education.

(4) Respect for the learning process. Positive teacher/student interaction, studying, and following directions

are all essential to learning.

(5) Respect for the institution and buildings. The school should be considered a monument to those who have been its students and a symbol of prestige to those currently enrolled.

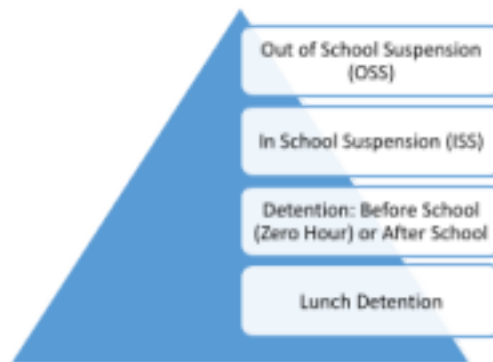
CONSEQUENCES (JG-R)

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. More severe consequences may be immediately applied to serious misbehaviors.

The students must know there will be 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



ALTERNATIVE SERVICE (JGB)

In an effort to keep students in school and productive, while still taking responsibility for their actions, the Hillsboro R-3 Schools Discipline Committee has implemented a program as an alternative to zero hour. This program may also be used, as deemed by the administrative team, as a "working detention" for various minor infractions. It will be at the Principal's discretion to offer the Alternative Service to a student.

ASSIGNMENT OF EXTRA DUTY (JG, JGB)

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. **Exceptions to this will be for items that are illegal for students to possess. These items will be destroyed and/or turned over to law enforcement.**

DETENTION (JGB-AP1)

The Detention Program is Hillsboro Junior High School's attempt to provide appropriate consequences for school misbehavior. It consists of students arriving to school before regular school hours or staying after school hours so that they can concentrate more on schoolwork and/or reflect on misbehavior. Zero Hour detentions will be held from 6:30 a.m. to 7:14 a.m. and After School detentions will be held from 2:21 to 3:05 p.m. A staff member will supervise all detentions. The principal shall determine which days shall and shall not host detentions.

RULES/PROCEDURES:

- (1) Administration will make an attempt to notify the parent or guardian of the scheduled detention.
- (2) Administration will attempt to assign detention one or more days in advance to allow time to arrange for transportation.
- (3) The detention hour must be taken on the date assigned. If the student has a previous commitment or an extraordinary scheduling conflict arises, the parent or guardian should contact the Jr. High Office prior to the detention hour to reschedule it for their student.
- (4) Student must be on time for scheduled detention.
- (5) Student must bring and use classroom study materials.
- (6) Student must sit in his or her seat as assigned by the detention supervisor.
- (7) Student will not be allowed to talk or sleep.

CONSEQUENCES:

- (1) As a minimum, not following the Detention hour rules may result in the assignment of an additional Detention Hour or the assignment of two Lunch Detentions.**
- (2) Tardiness to Detention hour may result in the assignment of an additional Detention hour.**
- (3) Missing a Detention hour will result in the assignment of another Detention Hour.**
- (4) Missing a second assigned Detention Hour may result in the assignment of one day of In-School Suspension (ISS) at principal discretion.**

LUNCH DETENTION (JBB-API)

The Lunch Detention Program is Hillsboro Junior High School's attempt to provide appropriate/timely consequences for school misbehavior and or classroom/academic performance. Lunch Detentions will be assigned at the discretion of the classroom teachers and or building level administration.

PROCEDURE:

- (1) The student will be notified of the lunch detention by a teacher or administrator.
- (2) At the start of their assigned lunch shift, students will report to the lunch detention room within four minutes.
- (3) Students may not talk or sleep, but may use this time to catch up on missing work.

CONSEQUENCES:

As a minimum, not following the Lunch Detention rules may result in additional disciplinary action.

IN-SCHOOL-SUSPENSION (ISS) (JGD-API, JGB)

PURPOSE

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

- (A) 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.
- (B) To continue to educate the student who would otherwise miss that educational experience while suspended from school.
- (C) To encourage the students to complete their work and realize the benefits of doing so.

GENERAL GUIDELINES:

Students will be allowed a total of 10 ISS days per semester. (Exceeding this rule results in Out-of-School Suspension.) Students are assigned 1 to 5 days of ISS by an administrator. 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 administrator will contact the ISS instructor to reserve dates for the student.
2. Teachers will be notified that a student has been assigned to ISS and will communicate with the ISS supervisor regarding a students' work.
3. Students are responsible for bringing their Chromebooks and any other needed materials to complete work while in ISS.
4. 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 returned by the ISS instructor to the teacher involved.)
5. Days spent in ISS will not be counted against the student regarding the attendance policy.
6. Students in ISS are restricted from extracurricular activities (including athletic practices and contests) on the day(s) assigned to ISS.

A STUDENT'S DAY IN ISS:

- Students are to report directly to the main office at the High School after getting off the school bus or being dropped off by a parent/guardian.
- Students are not to be dropped off or exit the school bus at the Junior High on days he or she has been assigned ISS. Doing so may result in additional days of ISS assigned to the student at the principal's discretion.
- Tardies and absences are reported to the appropriate building secretaries.
- Students may be required to complete learning packets or be given additional work from the ISS teacher.
- Students must complete assigned work, i.e. regular class assignments and/or additional ISS assignments.
- No talking is permitted at any time during the day, unless to the teacher, and only with his/her permission.
- Sleeping is not allowed. Students are expected to work at a steady pace throughout the day.
- Students may not leave their assigned seats without permission. Restroom breaks are taken as a group with the instructor 3 times each day.
- Students that are absent from ISS must make up that day in ISS.
- Eating will be allowed only during lunchtime. Students may bring their lunch or purchase a lunch from the high school cafeteria, using their Junior High lunch account.
- No possession of tobacco, gum, or candy is allowed.

SUSPENSION FROM SCHOOL (OSS) (JGD-AP)

The principal has the authority to temporarily suspend any student for misbehavior for up to ten days. 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 Superintendent or 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 that results in OSS.

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) via phone or in-person. 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 required 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, as determined by the teacher. Students returning to school after being suspended must report to the office for a check-in before attending class.

ASSEMBLY BEHAVIOR EXPECTATIONS (IICA-AF1, 2)

Students must follow the directions given by school staff at all times. Continuous conversation or obscene, rude, loud remarks or noises are inappropriate. Throwing objects at any time is not allowed.

CONSEQUENCES:

- (1) First offense: removal from assembly and 1 Detention.**
- (2) Second offense: loss of privilege to attend future assemblies and 2 Detentions.**

BUS MISCONDUCT (JFCC, JG-R)

Riding the bus is a privilege. Improper conduct will result in that privilege being denied. 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: warning or reprimand by bus driver, possible parent involvement.**
- (2) Second offense: filing of bus conduct report with principal, assignment of 1 Detention, reassignment of seat on bus or cleaning bus, and Parent/Guardian notification.**
- (3) Third offense and subsequent offense: recommendation by the Director of Transportation to Administration which will result in disciplinary action up to and including a temporary suspension from the bus.**

***Severe discipline will result in by-passing the first steps and a referral to Administration.**

CAFETERIA BEHAVIOR EXPECTATIONS (EF)

Follow directions of school staff at all times. Do not cut into the lunch line. Students must clean up after themselves. Throwing food and/or the destruction of another's food are unacceptable. Open food must remain in the cafeteria. Loudness and disruptive behavior/horseplay are unacceptable. Students must have a Student ID card or have his or her lunch PIN memorized in order to expedite the lunch line.

CONSEQUENCES:

- (1) First offense: verbal warning given to student, student cleans mess if appropriate.**
- (2) Second offense: student moved to assigned seat for 1-5 days.**
- (3) Third offense: student assigned 1-3 lunch detentions and/or moved to assigned seat for an extended period of time.**

CELL PHONES

***See ELECTRONIC DEVICES**

CHEATING AND FORGERY (JG-R)

CHEATING is taking a teacher's or another student's work or material and dishonestly presenting that work or material as their own. Cheating also includes supplying another student with materials in order for that person to dishonestly represent it as his or her own work.

FORGERY is imitating the signature or works of others in order to deceive someone.

CONSEQUENCES:

- (1) First offense: parents/guardians notified, one Detention assigned.**
- (2) Second offense: parents/guardians notified, disciplinary consequences will range from a minimum of one Detention to 5 days of Out of School Suspension depending on the severity of the offense.**

***For any offense, the student will be allowed to complete an alternative test, assessment, project, or assignment. The version of the activity originally assigned may be modified or changed to ensure academic integrity, but WILL assess the same concepts or skills as the original.**

CLASSROOM ACADEMIC PERFORMANCE (JG-R)

Students are expected to actively participate and attempt to pass each of his or her scheduled classes. All homework and assignments should be completed to the best of each student's ability. A gross lack of effort will not be tolerated.

CONSEQUENCES:

- (1) Making no effort in class will result in the parent/guardian being contacted by the teacher after a number of assignments have been missed, causing that student to possess a failing grade.**
- (2) Future missing assignments after the parent/guardian has been notified may result in the assignment of mandatory tutoring and/or detention(s) until work is sufficiently caught up.**

CLASSROOM BEHAVIOR (JG-R, AC)

Students are expected to follow all classroom rules of each individual teacher. Each classroom should have written and posted rules visible by students. Classroom rules will be approved by the principal and will be enforced. Teachers will be responsible for managing their own classrooms and will need to use their discretion to best fit each situation. The following are general guidelines that will be used. First or second offenses of more serious behaviors will be decided by a building administrator.

CONSEQUENCES:

- (1) First offense: student/teacher conference**
- (2) Second offense: student/teacher conference, lunch detention assigned, and parent/guardian contacted**
- (3) Third offense: referral to administrator for one Detention and parent/guardian contacted**
- (4) Fourth offense: referral to administrator for 1-3 days ISS assigned at principal discretion**

COMPUTER MISUSE (EHB, JGR, EHG-AP)

Any inappropriate use of school computer system/device 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, intentionally submitting blank assignments, inappropriate logins, using computers for abusive messages, etc. As a reminder, the district's Internet Access and Computer Usage Policy is listed below. All students and parents must sign a User Agreement in order to enroll in the Hillsboro R-3 School District.

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 the computer use agreement listed below for further details.

INTERNET ACCESS AND COMPUTER USAGE POLICY:

STUDENT AND PARENT AGREEMENT FORM

In order to use district technology, students will need to agree to the following: Hillsboro R-III School District Technology Usage policy, administrative regulations, and netiquette guidelines and agree to abide by their provisions. Sample violations include downloading or streaming music from the Internet, installing or using software/games not owned by the district, using your network drive to store data or programs that are not used in an approved class project, etc. may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district

technology, and suspension or expulsion from school. I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use including on student-owned devices connected to district technology. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

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 yelling, running, pushing, shoving, engaging in horseplay, jumping up to hit items up high on the wall or ceiling, fake fighting (also called body boxing or shadow boxing). This misconduct is especially prohibited in the hallways and restrooms due to safety concerns.

CONSEQUENCES:

- (1) First offense: Student(s) will receive a verbal warning.**
- (2) Second offense: Student(s) will be assigned one Detention and parent/guardian will be notified.**
- (3) Third offense: Student(s) will be assigned 1-3 days of ISS per principal discretion.**

DRESS AND GROOMING (JFCA-AP)

Hillsboro Junior High students should come to school clean and dressed in clothes that are appropriate for the weather and will not affect the safety and welfare of the student by being inappropriate, disruptive, or offensive for a public environment of learning. School administration 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.

Inappropriate shall be defined as any item that is revealing (no undergarments or private body parts should be showing), or otherwise disruptive to the educational process. Clothing that should not be worn to school include: pajamas and sleep attire, slippers or other non-soled shoes, tank tops/sleeveless t-shirts/spaghetti straps, halters or bare midriff tops, mesh or see-through articles, clothing with vulgar slogans or symbols, racial slurs, alcohol, drug, or tobacco advertising logos, or clothing determined to have gang significance. Inappropriate school attire also includes hats/hoods, sunglasses, chains, wigs, costumes, distracting make-up, spikes on jewelry or clothing, trench coats, bandanas, wheeled tennis shoes, face or body paint/markings/writing, and/or masks (other than medical masks). **As a guideline, dresses, skirts, and shorts should have an approximately 3 to 5-inch inseam (no holes in garments above the acceptable length).**

CONSEQUENCES:

- (1) First offense: The student MUST change clothing or add clothing to cover inappropriate articles. If the student does not have an appropriate change of clothing and one cannot be provided by the school, the parent/guardian will be contacted and required to bring something to school for the student. Refusal to comply after a request to change/cover will result in discipline for insubordination.**
- (2) Second offense: Same as first, parent/guardian contacted, and (1) Detention assigned.**
- (3) Third offense: Parent contacted and student sent home for the remainder of the day.**

DRESS CUTS (Physical Education) (JG-R, ADF, IGD-JA)

It is strongly recommended that students change into "active" clothing such as shorts and T-shirts daily for good hygiene and participation in PE. However, students may participate without a change of clothes as long as their clothing is considered appropriate for the activity by their teacher. Clothing such as jeans, button up shirts and hoodies will typically not be allowed for PE but might be allowed for Strength and Conditioning class depending on the workout. All shoes must be non-marking soles and fully enclosed (no sandals or crocs). No boots will be allowed. When a student fails to meet the criteria above, they will receive a dress cut, which will accumulate on a quarterly basis.

CONSEQUENCES:

- (1) First dress cut: verbal warning to student by teacher and 10 points will be deducted from a student's PE grade.**
- (2) Second dress cut: lunch detention assigned, parent notified, and 10 points will be deducted from a student's PE grade.**
- (3) Third dress cut: office referral, 1 Detention assigned, and 10 points will be deducted from a student's PE grade.**
- (4) Fourth and subsequent dress cut: 1 day ISS assigned and 10 points will be deducted from a student's PE grade.**

DRUGS/SUPPLEMENTS (JG-R, JFCH, JHCD)

Drugs are strictly 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. This includes:

- (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. 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 when a law violation has occurred.

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 CONSEQUENCES:

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

SELLING OR TRANSFERRING DRUGS OR PARAPHERNALIA CONSEQUENCES:

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

- (1) First offense: 10 days of OSS with recommendation to the Superintendent for additional 20 days, notification to law enforcement officials.**
- (2) Second offense: recommendation to the Board of Education for expulsion and notification to law enforcement officials.**

ELECTRONIC DEVICES (JG-R, EHB)

Using phones, smart watches, music players, gaming systems, or any other electronic devices (besides school-issued Chromebook) in the building during the regular school day is prohibited. Devices that create a distraction/issue in the classroom or hallway will be confiscated at staff discretion. The district is not responsible for any lost, broken or stolen electronic devices. **STUDENTS ARE NOT TO BE TEXTING, MAKING, OR RECEIVING CALLS FROM PERSONAL DEVICES AT ANY TIME DURING THE SCHOOL DAY. A STUDENT PHONE IS LOCATED IN THE OFFICE FOR STUDENTS WHO WISH TO CONTACT A PARENT OR GUARDIAN.**

CONSEQUENCES:

- (1) First offense: Device confiscated (turned into the office) and returned to the student at the end of the school day. Student will be notified that subsequent offenses will require parent/guardian retrieval.**
- (2) Second offense: Device confiscated (turned into the office) and must be retrieved by a parent/guardian.**
- (3) Third and subsequent offense: Device confiscated (turned into the office), 1 Detention, and must be retrieved by a parent/guardian.**

STUDENTS ARE PROHIBITED FROM PHOTOGRAPHING OR RECORDING STUDENTS AND/OR STAFF MEMBERS WITHOUT THEIR CONSENT. CONSEQUENCES WILL BE GIVEN TO STUDENTS WHO POST PICTURES OR VIDEOS ON SOCIAL MEDIA, TAKE VIDEOS IN RESTROOMS OR LOCKER ROOMS, AND/OR CAUGHT RECORDING INAPPROPRIATE ACTS SUCH AS BULLYING OR FIGHTING.

CONSEQUENCES:

According to the nature of the incident, the consequences shall range from detention to suspension from school and a possible referral to legal authorities.

FALSE ALARM (JG-R)

Contributing or initiating a false alarm or emergency or communicating a false report/threat for the purpose of frightening, disturbing, or causing the evacuation or closure of school property.

CONSEQUENCES:

According to the nature of the incident, the consequences shall range from detention to suspension from school and a possible referral to legal authorities and/or a referral to the superintendent for a long-term suspension from school.

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 student learning.

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

CONSEQUENCES:

- (1) First offense: 3 days of OSS and notification to law enforcement officials.**
- (2) Second offense: 5 days of OSS and notification to law enforcement officials.**
- (3) Third offense: 10 days of OSS, possible recommendation to the superintendent for a long-term suspension, and notification to law enforcement officials.**

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

CONSEQUENCES:

According to the nature of the incident, the consequences shall range from detention to suspension from school, a referral to legal authorities, and a possible recommendation for an extended suspension from school.

SERIOUS ASSAULT is defined as attempting to kill or cause serious physical injury to another.

CONSEQUENCES:

- (1) First offense: 10 days OSS, a recommendation to the superintendent for an extended suspension, possible recommendation to the Board of Education for Expulsion, and notification to law enforcement officials.**

HARASSMENT (AC)

HARASSMENT is the use of words and/or actions that are hostile or offensive to another individual. Harassment includes, but is not limited to, references made to a person based upon his or her physical appearance, age, sex, race, religion, or ethnic origin. This behavior may be physical, verbal, written, or symbolic.

CONSEQUENCES:

According to the nature of the incident, the consequences shall range from detention to suspension from school, possible referral to legal authorities, and a recommendation for an extended suspension or expulsion.

HARASSMENT (SEXUAL) includes, but is not limited to: unwelcome sexual advances, sexually provocative or explicit speech, writing sexually explicit messages, 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 on school premises, including inside of lockers or on personal belongings.

CONSEQUENCES:

According to the nature of the incident, the consequences shall range from detention to suspension from school, possible referral to legal authorities, and a recommendation for extended suspension or expulsion.

HARASSMENT (EXTORTION) is threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything else of value from the student.

CONSEQUENCES:

(1) First offense: 1-3 days of ISS, restitution, and parent/guardian notification.

(2) Second offense: 1-3 days OSS, restitution, and parent/guardian notification.

HAZING AND BULLYING (JFCF, JG-R)

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 student organization or school-sponsored activity.

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, threats; or threats of reprisal or retaliation for reporting such acts.

CYBERBULLYING is 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 laptop. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity, or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior. An investigation will be conducted by the assistant principal or building designee (may include administration and counselors) within 10 days of the report.

CONSEQUENCES:

According to the nature of the incident, the consequences shall range from conflict mediation to suspension from school, possible referral to legal authorities, and possible recommendation for extended suspension or expulsion.

HALLWAY BEHAVIOR EXPECTATIONS (JG-R)

Students must walk and follow the directions of school staff at all times. Physical contact with others, loudness, discourteous, and disruptive behavior/horseplay are unacceptable. A hall pass is required when in the hallway outside of passing time.

CONSEQUENCES:

- (1) First offense: verbal warning given.**
- (2) Second offense: 1 Detention and parent/guardian notification.**
- (3) Third offense: 1-3 days ISS at principal discretion and parent/guardian notification.**

LOCKER ASSIGNMENTS (JG-R)

Lockers are issued to each student at the beginning of the year. **Lockers are to be kept locked at all times (no tripping locks) and combinations must not be shared with other students!** Each student is responsible for keeping his or her assigned locker clean, both inside and outside, with any damages charged to the assigned student's account. Violations of these rules will result in the following consequences.

CONSEQUENCES:

- (1) First offense: verbal warning given.**
- (2) Second offense: 1 Detention and parent/guardian notification.**
- (3) Third offense: 1-3 days ISS at principal discretion and parent/guardian notification.**

OBSCENE MATERIAL (JG-R)

When a student is caught possessing or distributing obscene material, it will be confiscated and destroyed. According to the nature of the material, law enforcement notification may be required.

CONSEQUENCES:

- (1) First offense: 1 Detention and parent/guardian notification.**
- (2) Second offense: 1-3 days of ISS and parent/guardian notification.**
- (3) Third offense: 1-10 days of OSS at principal discretion and parent/guardian notification.**

PROFANITY (JG-R, AC)

The use of profane and/or obscene words or gestures, whether verbal or written, is unacceptable conduct. The severity and extent of the profanity may necessitate more severe consequences.

CONSEQUENCES:

- (1) First offense: verbal warning given.**
- (2) Second offense: 1-3 Detentions and parent/guardian notification.**
- (3) Third offense: 1-3 days of ISS and parent/guardian notification.**

PROHIBITED OBJECTS (JG-R)

The following objects should not be brought to school: aerosol cans, glass jars or bottles, confetti, balloons, silly string, flammable or combustible materials such as perfume/cologne or fingernail polish, electronic devices, items of high value, skate boards, scooters, hoverboards, air horns, cow bells, matches/lighters, fireworks, smoke bombs, toy guns or knives, airsoft or paintball guns, bullets of any kind, fishing lures/hooks, needles or other sharp objects, brass knuckles, pepper spray, baseball bats, golf clubs, obscene or pornographic materials or devices, any object not listed herein that could be offensive or dangerous, or any other object that causes a disruption to the learning environment.

CONSEQUENCES:

- (1) First offense: verbal warning, item confiscated (parent/guardian must retrieve).**
- (2) Second offense: 1-3 Detention assigned, item confiscated (parent must retrieve).**
- (3) Third offense: 1-3 days of ISS assigned, item confiscated (parent must retrieve).**

PUBLIC DISPLAY OF AFFECTION (JG-R)

Body contact of any kind including hugging, kissing, holding hands, or other displays of physical affection are not allowed on school grounds.

CONSEQUENCES:

- (1) First offense: verbal warning**
- (2) Second offense: 1 Detention assigned, notification to parent/guardian.**
- (3) Third offense: 1-3 days of ISS assigned, conference with students, principal, and parent/guardian.**

RESPECT FOR SCHOOL PERSONNEL AND OTHER ADULTS (JG-R, AC)

Students are expected to demonstrate respect for staff and other adults on school premises at all times. Disrespect, insubordination (failure to follow a reasonable request), dishonesty/lying, profanity towards, verbal abuse, harassment or threats to person or property of school staff and/or patrons will not be tolerated.

CONSEQUENCES:

According to the nature of the incident, consequences will range from detention to expulsion. An assault will result in immediate notification of the police. If a student's name is left by a substitute, the classroom teacher and/or principal will determine the consequence.

TARDINESS (JED-AP1)

Tardiness is being late for school or class.

LATE TO SCHOOL TARDY: If a student arrives late to school, they must check in with the office. Parental notes or phone calls do not excuse the tardiness. The accumulation of tardies starts over each quarter.

CONSEQUENCES:

Third and Subsequent Instance: 1 Lunch Detention assigned per late to school tardy*

***In situations of excessive late to school tardiness, the student may be referred to the counselor, district social worker, and/or principal for additional intervention.**

CLASS TARDY: A student that is not inside the classroom when the bell begins to ring without permission from a staff member.

CONSEQUENCES:

- (1) Third Instance (per class): 1 Lunch Detention assigned**
- (2) Subsequent Instances (per class): 1 Lunch Detention assigned, parent/guardian notification**
- (3) Fifth Instance: 1 Detention (Before or After school) assigned, parent/guardian notification***
- *Additional interventions such as Hallway Freeze may be assigned, as needed**

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 will be notified.**

(c) Legal authorities will be notified when appropriate.

(d) 1-3 Detentions assigned or, depending upon the severity of the theft, the consequences will range from suspension to recommendation to the superintendent for extended suspension or expulsion.

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

Any threats shall be referred to a principal; according to the nature of the incident, the consequences shall range from mediation to out of school suspension and possible notification to law enforcement.

TOBACCO USE OR POSSESSION (JFCA, JG-R)

Hillsboro Junior High School condemns the use of tobacco because smoking, vaping, and smokeless tobacco are proven health hazards. According to Board Policy, the entire 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 or vaping devices 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/vehicle.

To ensure the effective enforcement of the above policy, Hillsboro Junior High prohibits the possession or use of tobacco and/or tobacco products, vaping devices including electronic cigarettes, cigarette lighters, and matches by students during the regular school day. Possession or use of the aforementioned items shall result in the following:

CONSEQUENCES:

(1) First offense: Confiscation and disposal, parent notification, and 3 days of OSS.

(2) Second offense: Confiscation and disposal, 5 days of OSS, parent notification/conference, and possible notification to law enforcement.

(3) Third offense: Confiscation and disposal, 10 days of OSS, parent conference required, and notification to law enforcement.

UNAUTHORIZED ABSENCE (JFCB, JG-R, ECA) / TRUANCY (JED, AP1, AP2, JG-R)

An unauthorized absence is leaving class or school without permission or failing to report to a class without permission. Truancy is defined as absence without parental and/or school consent.

CONSEQUENCES:

An unauthorized absence shall be referred to a principal. According to the nature of the incident, the consequences shall range from a zero-hour detention or possible suspension.

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

The staff alone cannot accomplish adequate care and maintenance of buildings, textbooks, and equipment. 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 they result from carelessness, negligence, or vandalism. Grades or records may be withheld if legitimate charges or fees are not paid.

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

CONSEQUENCES:

(a) Students responsible shall pay for the damages or make restitution by repair of destruction.

(b) Parent/guardian notification.

(c) Legal authorities will be notified when appropriate.

(d) 1-3 detentions assigned or, depending upon the severity of the damage, the consequences will range from suspension to 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: Consequences range from in-school suspension, between 1-180 days of OSS, or possible expulsion, and notification to law enforcement officials.**
- (2) Subsequent offense: 1-180 days of OSS or expulsion and notification to law enforcement officials.**

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in §571.010, RSMo.

CONSEQUENCES:

- (1) First offense: One calendar year suspension or expulsion and notification to law enforcement.**

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.

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.