HILLSBORO
SENIOR HIGH SCHOOL

STUDENT HANDBOOK

2018-2019

Dr. Cathy Freeman -Principal
Mrs. Stephanie Dix- Assistant Principal
Mr. Mark Groner- Assistant Principal
Mrs. Jennifer Laiben – Assistant Principal for Alternative Education
Mr. Edward Moreno – Assistant Principal / Activities Director

Stress and depression are REAL

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

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

If you, or anyone you know, starts to feel overwhelmed for any reason, please remember that your family would want to help you! It is important to talk to someone instead of trying to handle everything on your own. There are many people 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)
● Counseling Solutions	636-933-9590
● Behavioral Health Response (BHR)	1-800-811-4760
● Hyland Behavioral Health	314-525-4400 or 1-800-525-2032
● Mercy Behavioral Health	314-251-6565 (ages 7-18 years)
● Mercy Hospital Jefferson	636-933-1230 (ages 18 years and older)
● St. Vincent DePaul	314-344-6700 (ages 3-17)
● Family Support for Suicide-CHADS	314-952-8274 (9:00 a.m.-5:30 p.m.)
● Kuto Crisis Hotline	1-888-644-5886 (24/7, 6th through H.S.)
● Crisis Text Line	Text the word HOME to 741741 (24/7 support from a trained crisis counselor)

Hillsboro R-III Mission Statement

Together: Inspiring. Empowering. Educating.

Hillsboro R-III Vision

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

HHS BELL SCHEDULE

Monday/Tuesday/Friday		"White" Wednesday block day		"Blue" Thursday block day	
Zero hour	6:40-7:30	Zero hour	6:40-7:30	Zero hour	6:40-7:30
Warning bell	7:30	Warning bell	7:30	Warning bell	7:30
1st hour	7:35- 8:25	1st hour	7:35- 9:05	2nd hour	7:35- 9:05
2nd breakfast	8:25-8:35	2nd breakfast	9:05-9:15	2nd breakfast	9:05-9:15
2nd hour	8:35- 9:25	3rd hour	9:15-10:45	4th hour	9:15-10:45
3rd hour	9:30-10:20	5th hour	10:50-12:53	RtI	10:50-12:53
4th hour	10:25-11:15	*"A" lunch*	*10:50-11:12*	*"A" lunch*	*10:50-11:12*
5th hour	11:20-12:36	*"B" lunch*	*11:17-11:39*	*"B" lunch*	*11:17-11:39*
"A" lunch	*11:20-11:42*	*"C" lunch*	*11:44- 12:06*	*"C" lunch*	*11:44- 12:06*
"B" lunch	*11:47-12:09*	7th hour	12:58-2:28	6th hour	12:58-2:28
"C" lunch	*12:14-12:36*				
6th hour	12:41-1:32				
7th hour	1:37-2:28				

HILLSBORO HIGH SCHOOL
STUDENT HANDBOOK
TABLE OF CONTENTS

I. Student Handbook
- Code of Conduct 6
- Responsibilities 6
- Academic Responsibilities 6
- School Records 6-7
- Directory Information 7
- Distribution of Student Publications 7
- Parent Teacher Conferences 7

II. Campus Information / School Security 7-8
- After School 8
- Before School 8
- Cafeteria 8
- Campus Parking 8-9
- Cards, Games, and Gambling 9
- Check Cashing 9
- Field Trips 9
- Hallways 9
- ID Cards 9
- Leaving School 9
- Library Services 9-11
  - -On-Line Catalog 10
  - -Books 10
  - -Circulation 10
  - -Magazines 10
  - -Overdue Materials 10
  - -Computer Lab 11
- Lost and Found 11
- Lockers 11
- Messages 11
- Substitute Teachers 11
- Telephones 11

III. Grade Reporting 12
- Honor Roll 12
- Academic Letter 12
- Incomplete Grades 12
- Make-up Work 12-13
- Renaissance Incentive Program 13
- Perfect Attendance 13

IV. Guidance Services 13-21
Personal Plan of Study 14
Schedule Changes 14
Tutoring Intervention 14
Early Graduation 14-15
Senior Class Rankings 15
Withdrawal from School 15
Counseling Services 16
Graduation Requirements 17
Course Selections 18
A+ Schools Program 19-20
Career Pathways 20-21

IX. Health Services 21-22
Medication 21
Immunizations 22
Leaving School Sick 22
Head Lice Policy 22

X. Student Activities 22-24
Student Council 22
National Honor Society 22
FCCLA 23
Class Officers 23
Speech Club 23
Drama Club 23
International Thespian Society 23
Spanish Club 23
Academic Team 23
Dance Court Eligibility 23
Additional Organizations 24

XI. Hillsboro R-3 Discipline Code 25

HILLSBORO HIGH SCHOOL STUDENT HANDBOOK

This Student Handbook is designed to serve as a guide for you while you are enrolled at Hillsboro High School. The policies and procedures contained in this handbook are the result 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 pleasant and productive place 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.

CODE OF CONDUCT (JG-R)

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

RESPONSIBILITIES (JG-R)

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. Relationships with 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.
5. Students must remain on the school grounds during the entire day unless permission to leave has been granted by the office staff.

ACADEMIC RESPONSIBILITIES OF THE STUDENT (JG-R)

A. Each student has the responsibility to develop good work and study habits.
B. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
C. The student should take home any materials and information needed to complete the assignment.
D. The student should learn to budget his/her time.
E. When study time is provided during the day, the student should take advantage of it.
F. Long-term assignments should be planned so they do not have to be done all at once.
G. It is the student's responsibility to return all work completed to the teacher by the date requested.
H. Students should also make up work missed during an absence.

SCHOOL RECORDS (JO-R, JO-AP)

School records are maintained by the district registrar. 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.

DIRECTORY INFORMATION (JG-R)

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 or 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 not to 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.

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 the following: 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 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 non-curricular nature is outlined in R-3 Board of Education Policy IGDBA.

PARENT-TEACHER CONFERENCES (IK)

Communication between parents and the school is an essential part of student success. Mandatory parent-teacher conferences will be held at the end of first quarter. All parents are expected to attend. Additional conferences will be scheduled as needed.

CAMPUS INFORMATION/SECURITY (JG-R, EBC)

Hillsboro High School is a closed campus. To ensure the safety of students and staff, everyone should cooperate to make the school safe. The school employs a full-time security officer who enforces school policies: students are expected to fully cooperate with the security personnel whenever on campus. The security guard is also the school's truant officer. Persons having business with the school should report to

the school office and secure a nametag. Persons picking up students after school should remain in their vehicles. **The campus is closed after 11:00 PM, and trespassers may be prosecuted.**

Parents, patrons, and volunteers are welcome in our school. All exterior doors are locked during the school day. You must enter and leave through the main entrance by the office. Please sign in at the office and pick up a visitor pass. Students are not allowed to bring guests to school; this includes young children. Persons should not be in the hallways without a visitor/guest badge; others will be considered as trespassers.

AFTER SCHOOL (JEDB)

Students are reminded that they are to leave the building after school unless they are remaining to participate in a school activity supervised by a teacher/coach.

BEFORE SCHOOL (JEDB)

Students will not be allowed to enter the building until 6:45 a.m. Students are to remain in the commons area until 7:20 a.m. or until a bell dismisses them.

CAFETERIA (EF)

Hillsboro High School has a closed-campus lunch period in which all students must remain on campus unless authorized by administration. Hot lunches, sandwiches, and snacks are available in the cafeteria. Food deliveries from restaurants will not be permitted without the authorization of administration/teacher. Students can deposit lunch money ($5.00 minimum) in deposit envelopes in the box located in the commons area.

Students are responsible for being in class on time at the end of lunch periods. Students should remain in the commons area during lunch. The parking lot and exterior front entrance are off limits during lunch periods.

CAMPUS PARKING PERMITS (JG-R)

All student vehicles using the high school parking lot must have a parking sticker. To be eligible for a sticker, a student must be a sophomore and have earned at least 6 credits.

Parking stickers cost $40 and must be purchased from an administrator. He/she will affix the sticker to the front driver's side window. Students will lose parking privileges if using or allowing use of another's permit. A parking sticker allows for students to park only in areas that are designated as student parking by administration. Stickers are valid only for the vehicle for which it was purchased.

Additional permits for multiple cars in a family may be purchased after notification to the office by a parent/guardian of the need for an additional vehicle to have a parking permit. The additional sticker may be purchased for $5.00 per vehicle. If a vehicle with a sticker is traded or sold, a new sticker must be purchased. The old one should be returned.

Under extraordinary circumstances a student may obtain a one-day temporary permit if he or she has a note from a parent or a parent calls to confirm the need and circumstances. The security officer will furnish the temporary permit.

The consequences for students with non-stickered cars are the following: (1) Warning during the first ten days of school, (2) prohibited from parking on the parking lot and/or detention assignment, (3) a $10.00 fine for parking with no sticker, (4) towing of the vehicle from the school. **Excessive tardies (12th and subsequent) will result in the revoking of the driving privilege.** Any student furnishing another student with a parking sticker under false pretenses will be subject to the school Discipline Code concerning cheating and forgery. A student may also forfeit his or her parking sticker for such dishonest conduct.

Eligible students should pick up a Parking and Driving Policy booklet from the office.

CARDS, GAMES, AND GAMBLING
Gambling and games of chance are against the rules and any equipment may be confiscated.

CHECK CASHING
Due to the large amount of money needed for check cashing, we cannot provide this service. Checks may be written for lunch tickets in the exact amount and students may bring checks for exact amount of other school needs. No personal check cashing will be done by the office.

FIELD TRIPS (IICA)
Students are encouraged to attend field trips with their classes. Such trips provided by the school are a privilege. Denial of attendance on such trips may be made by classroom teachers/administration if a student is failing a class, has received excessive discipline or absences.

HALLWAYS (JG)
Signs that are posted in the hallways must be pre-approved in the main office, posted only in designated areas (not taped to drywall), and taken down immediately after the event.

IDENTIFICATION CARDS (JG-R)
For security purposes, high school students must possess their picture identification card while on campus and have the ID in possession at student activities. It is not necessary to wear the ID while in building. Failure to carry or produce their ID at any time during the day is considered insubordination. The ID will also be used to access lunch accounts. Students will not be able to give their account number. Students will pay either with cash or access their own lunch accounts by swiping the ID card. Students will still need to display their ID cards as they come in for the day and upon request by faculty and staff.

LEAVING SCHOOL—CLOSED CAMPUS (JEDB)
Students are not to leave the campus at any time without permission from the office staff. If students know in advance that they need to leave school early, they should bring a written excuse from home stating the time and reason. The note must be signed by a principal before school. Students must sign out in the office prior to leaving the building.

LIBRARY MEDIA CENTER (LMC) SERVICES (IIAC, IIAC-R)
The mission of the Hillsboro High School LMC 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 7:00 a.m. to 3:00 p.m. daily, and it offers extended hours on various dates. A calendar with extended times will be posted in the LMC.
Students are encouraged to utilize the LMC for classroom and personal reading and research. A library orientation session explaining materials, services, and policies is presented in detail to all freshmen. Students wishing to use the computer lab must do so under the supervision of school faculty and/or staff. Computer access is available only after the Student Computer Usage Agreement has been signed, and usernames/passwords have been established.

OPAC

The Online Public Access Catalog (OPAC) is an index to all materials catalogued for faculty/staff and student use. Destiny Library (OPAC) is available remotely via the District's homepage and the HHS LMC homepage.

BOOKS

The library maintains a circulating collection of over 24,000 items for student and faculty/staff use. They are divided into the following areas:

Non-fiction:	001-999 Dewey Classification numerical order – 2 week check out
Fiction:	FIC – Alphabetical order by author – 2 week check out
Reference:	REF – Dewey Classification – numerical order – overnight checkout
Biography:	B – Alphabetical order by person – 2 week check out
Paperback:	PB – Fiction & non-fiction on small shelves – 2 week check out
Short Story:	SC – Short works of fiction – alphabetical by author – 2 week check out
Special:	SP – Books with limited access – ask at circulation counter – 2 week check out
Professional:	P – Books on educational topics primarily for faculty – 2 week check out
Oversized:	OV – Books too tall for the regular shelving – 2 week check out
Video Recordings	VR –VHS and DVD movies for curricular use
Audio Recordings	SR –cassette and CD recordings of books for curricular use
NOOKs	e-readers containing various titles

CIRCULATION

Any student who does not have any overdue books or outstanding fines may check out LMC materials. Most items are checked out for a period of at least two weeks with the date due usually on Wednesday. Reference materials are due the following school day.

MAGAZINES

Back issues of magazines are kept for five years. All issues of magazines may be checked out for two weeks.

OVERDUE MATERIALS

Students are expected to return library materials on or before the date due. Failure to do so will result in the following rates:

Books	.05 per school day
Reference/Magazine	.25 per school day

When students have overdue books, other overdue materials, or fines on materials that were returned after the date due, a notice is delivered during first hour. If you receive a notice and are unclear about the problem, please check with the LMC staff as soon as possible. Students who do not pay fines or return materials will not be allowed to check out additional items.

COMPUTER LAB

The two computer labs in the LMC are scheduled for use by classroom teachers. One lab may also be available for individual student classroom assignment use with an assignment pass signed by the classroom teacher and permission granted by a member of the LMC staff. During some hours, classes are assigned to all labs; therefore, the computers may not be available for individual student use.

Students must have a computer use agreement on file signed by the student and his/her parent/guardian before they are granted a username/password. Students may only access the computer with their own personal username/password. No other access is allowed. Please check with a member of the LMC before using a computer for any reason.

Computer lab rules are attached to the computer use agreement form and are posted in each lab. Students must adhere to computer lab rules at all times.

LOST AND FOUND (JG-R)

There is a "lost and found" center located outside the nurse's office. Items not claimed within a month will be given away to charitable agencies. To guard against loss, please follow these guidelines: (1) do not bring items of unusual value to school, (2) label your possessions, (3) lock your locker. Students, not the school, are responsible for personal property.

LOCKERS (JG-R)

Lockers should be kept closed and locked at all times. School lockers are school property and may be opened for maintenance or reasonable cause without notification of the student. ***No outside locks may be placed on locker unless authorized by administration.***

Students assigned a locker are expected to use that locker unless granted a change from the office. The school assumes no responsibility for items put into your locker. We strongly discourage sharing lockers with others; students endanger the safety of their property if they give a combination to others or by sharing a locker. Locker changes will be made only if the locker assigned is defective and cannot be fixed. The interior of the lockers should be kept as neatly as possible; nothing should be put in the interior of the locker that may damage the metal or remain permanently in the locker. Nothing should be posted in lockers that is obscene or that is not allowed in the general classroom. Items deemed undesirable shall be removed.

MESSAGES (IK)

In case of emergency the office staff will deliver messages from parents only to students. We discourage casual messages and deliveries and will not guarantee their delivery.

SUBSTITUTE TEACHERS (JG-R)

Substitute teachers are an important part of our school system. They are part of the school staff when they are employed on a daily basis. Student conduct in their presence should be as good or better than conduct when the regular teacher is present. Student cooperation, behavior and consideration reflect on our school and the image people have of us. We wish to have a positive image that we all can share.

TELEPHONES (IK)

School telephones may be used by students with permission only.

GRADE REPORTING (JHD)

Quarterly grade reports are distributed to the parents by mail approximately every nine weeks. Parents should review these reports and confer with teachers, if necessary, or as requested by the school. Teachers may request students to bring back signed report cards or progress reports. Listed below is the grading system:

A-Excellent 90-100	F-Failing 0-59	The only grade recorded on
B-Superior 80-89	P-Passing	student transcripts is the
C-Average 70-79	NC-No Credit	semester grade.
D- Inferior 60-69	I-Incomplete	
W-Withdraw		

HONOR ROLLS

The purposes of honor rolls at Hillsboro High School are to recognize academic achievement and to provide a goal for which students may strive for excellence. The school recognizes three honor rolls:

ACADEMIC DISTINCTION

(1) Student must take a minimum of five (5) courses; (2) Grades must average at least 4.0 on a 4.0 scale; (3) A student may have no incomplete grades.

HIGH HONOR ROLL

(1) Student must take a minimum of five (5) courses; (2) Grades must average at least 3.6 on a 4.0 scale; (3) A student may have no incomplete grades.

HONOR ROLL

(1) Student must take a minimum of five (5) courses; (2) Grades must average at least 3.0 on a 4.0 scale; (3) A student may have no incomplete grades.

ACADEMIC LETTER

Students eligible for an academic letter must have the following: (1) an accumulative G.P.A. of 3.25 or better; (2) grades of C or above during the previous three consecutive semesters; (3) received credit in all classes enrolled during the previous three semesters; (4) been in attendance at Hillsboro High School for the previous three consecutive semesters; (5) no suspensions during the present and/or three consecutive semesters.

INCOMPLETE GRADES

Students who receive an Incomplete (I) as a grade due to an emergency situation are expected to complete all work within 10 school days, unless special provisions are made with the principal.

MAKE-UP WORK

Students absent for any reason the day of a test or assignment are expected to make up that work upon return to school. Assignments due upon one day's absence are expected the day of return. Students will have a maximum of 5 school days to make up assignments during absence unless special arrangements are made with the teacher/administrator.

The responsibility for securing and doing missed assignments lies with the student. Some class work may not be made up for obvious reasons (i.e. films, pop tests, etc.). Full credit will be given for work due while on out-of-school suspension.

RENAISSANCE INCENTIVE PROGRAM

The Hillsboro High School Renaissance Program is designed to acknowledge the educational achievements and outstanding contributions of the students, staff members, and school patrons through a process of positive reinforcement, recognition, and reward. The school works cooperatively with the business community to provide incentives for academic excellence.

A student who achieves a semester grade point average of 3.600 – 4.000+ earns a "Gold" Renaissance card; students who have a semester average of 3.000 – 3.599 receive "Blue" Renaissance cards. "Gold" and "Blue" cards contain discounts issued by businesses as well as in-school incentives. At any time students may also receive a "Hawk Pride" positive referral by a member of the high school staff for positive behavior or academic achievement.

Renaissance activities are held regularly and students receive recognition for academic achievement as well as good citizenship.

PERFECT ATTENDANCE

To be eligible for perfect attendance and to receive the perfect attendance award, a student must be in school every day school is in session, and miss no more than six hours total absences for the entire school year. (Attendance is kept hourly). Students on field trips or other school-sponsored trips shall be counted as present in school.

GUIDANCE SERVICES (JHD)

We are professional educators dedicated to providing personal, academic, and post-secondary guidance to the Hillsboro High School community. Students are encouraged to utilize the guidance services provided. Available services include the following:

- academic advisement on course selection
- peer helping/ conflict mediation
- career and college planning and exploration
- college application and financial aid assistance
- ACT and SAT test preparation
- vocational and technical school guidance
- short-term student counseling assistance
- referrals to outside counseling help.

Students are assigned a counselor by the first letter of their last name, and that counselor will follow those students throughout high school. Students may make an appointment whenever they want to talk with a counselor by signing up in the guidance office.

PERSONAL PLAN OF STUDY
Students will work with their counselor in completing their Personal Plan of Study. This is a tentative outline of prospective courses to assure the student meets graduation requirements and post-secondary goals.

SCHEDULE CHANGES
Counselors handle all schedule changes. A schedule change form must be filled out and signed by parents, teachers, and the counselor before a drop will be made for a core area course. Students may drop a course without penalty during the first two weeks of the semester.

Schedule Change Reasons
Schedule changes after the first week of the semester will be made for the following reasons only. The Student

- already completed the class
- was missing a required class for graduation
- needs a subject level change due to inappropriate placement.

Schedule changes will not be made because the student

- does not like a teacher
- does not like classmates
- wants to change lunch shifts.

TUTORING INTERVENTION
Students who are struggling academically in their core classes can attend FREE tutoring after school. Tutoring sessions are held five days a week from 2:25 – 3:20. Students do not have to sign up for tutoring, but they should inform the instructor of their plans to attend ahead of time. Students attending tutoring can ride the second-round bus if no other transportation is available. In this situation parents must inform the front office with a signed note giving their student permission to ride the late bus. This note must be turned in before school, and the tutor instructor must sign the bus pass.
Tutoring schedules will be available in the guidance office after the start of the school year.

EARLY GRADUATION FOR SENIORS
Seniors may apply to graduate early to attend college, vocational-technical school, or join the Armed Forces. Information can be found in the counseling center and by making an appointment with the student's counselor. Students wishing to apply for early graduation must fill out the required paperwork and apply to the Board of Education the fall of their senior year. Other information regarding early graduates are as follows:

- EOC requirements must be met prior to the last day of attendance
- Grades from any dual credit or correspondence courses must be received before the end of the 7th semester.
- Students must have appropriate post-secondary plans that they have discussed with their school counselor and described in their letter to the Board of Education.
- Students will not receive their diploma until after the graduating ceremony in the spring.

- Students will not be eligible for participation in any extra-curricular/athletic activities after completion of the 7th semester.
- Students who elect to graduate after 7 semesters will not be eligible to graduate with Honors or Highest Honors (*per board policy IKC).*
- Students will be able to attend prom and all other senior activities and school sponsored events during the 8th semester.

SENIOR CLASS RANKINGS

Class rankings are not public for students at Hillsboro High School. Students may instead know their own percentage of rank in their graduating class. Additionally, in the interest of encouraging and recognizing outstanding academic achievement, Hillsboro High School will recognize three levels of distinction among its graduates.

1. Students who achieve a cumulative grade point average of above 4.0 after eight semesters will be designated as Graduating with Highest Honors.
2. Students who achieve a cumulative grade point average of 4.0 after eight semesters will be designated as Graduating with High Honors.
3. Students who achieve a cumulative grade point average of 3.8-3.99 after eight semesters will be designated as Graduating with Honors.

To qualify for these distinctions, students must earn:

a. At least six credits per year, although this requirement may be waived by the high school principal in extenuating circumstances.
b. A college preparatory diploma.
c. Early graduates are not eligible for these distinctions at graduation.

Beginning in 2018-2019, with the class of 2022, Hillsboro High School will utilize a Latin Honors system to recognize distinction among its graduates.

1. Summa Cum Laude
   - GPA 4.1 and above
   - ACT minimum of 30
   - College prep course requirements
2. Magna Cum Laude
   - GPA 4.0 minimum
   - ACT minimum 27
   - College prep course requirements
3. Cum Laude
   - GPA minimum 3.8
   - ACT minimum 24
   - College prep course requirements

**** Requirements to be met prior to graduation**

**** ACT cut-off is April of Senior year. (if HHS does not officially receive the April ACT scores prior to graduation, it will be up to the student to show proof of his/her score report)**

WITHDRAWAL FROM SCHOOL

If a student must withdraw from school (moving, transferring, or dropping out) he or she is expected to do so properly to ensure a smooth transition. Before a student can withdraw from school, a parent or guardian must come in person with the student to the guidance office to sign appropriate paperwork, return books, and pay fines. Failure to return all books or fulfill debt obligations will result in holding transfer records.

COUNSELING

Hillsboro High School contracts with Comtrea and provides counseling services outside of school to our students and families of the district. Hillsboro administration/counselors reserve the right to mandate counseling for students in violation of the school policy.

GRADUATION REQUIREMENTS
Hillsboro Senior High

Subject	General Diploma	College Prep Diploma
English	4	4**
Math	3	4****
Science	3	4***
Social Studies	3	3
P.E.	1.5	1.5
Practical Arts	1.5*	1.5* +
Fine Arts	1	1
Health	.5	.5
Personal Finance	.5	.5
Foreign Language		2
Electives	6	3
Total	**24**	**25**

* Keyboarding is required but may be taken in 7th or 8th grade.

+ For students earning the College Prep Diploma, Micro-Computer Applications is required.
For Students earning the General Diploma, keyboarding is required and may be taken in 7th or 8th grade.

** Must take two of the following four courses: Advanced Composition, Advanced Critical Writing, Advanced Placement Literature, Advanced Placement English

*** Chemistry must be one of the four.

**** 4 units of math must be Algebra I or higher

COURSE SELECTIONS

Freshman Year

1. English 1A/1B or Honors
2. Math_____
3. Physical Science
4. American Studies
5. Boys/Girls Required P.E.
6. _____
7. _____

Sophomore Year

1. English 2A/2B or Honors
2. Math_____
3. Biology
4. World History
5. _____
6. _____
7. _____

Junior Year

1. English 3A/3B or_____
2. Math_____
3. Science_____
4. Civics/Geography
5. _____
6. _____
7. _____

Senior Year

1. English 4A/4B or_____
2. _____
3. _____
4. _____
5. _____
6. _____

GRADUATION REQUIREMENTS

Subject	General Diploma	College Prep Diploma	09	10	11	
English	4	4**				
Mathematics	3	4				
Science	3	4***				
Social Studies	3	3				
Physical Education	1.5	1.5				
Practical Arts*	1.5	1.5				
Fine Arts	1	1				
Personal Finance	0.5	0.5				
Health	0.5	0.5				
Foreign Language		2				
Electives	6	3				
Total	**24**	**25**				

* Keyboarding is required, but may be taken in 7th or 8th grade. College Prep students must take Micro-Computer Applications.
** Must take two of the following four courses: Adv. Comp., Adv. Critical Writing, AP Literature, AP Eng.
*** Chemistry must be one of the four

POST SECONDARY PLANS

__ Four Year College or University ___ Two Year College or Technical School

Plan of Study_____
College Choices _____
_____

___ Military (select branch)
Air Force ___ Army ___
Marines ___ Navy ___
National Guard ___ Coast Guard ___

___ Workforce
Career Choice_____

A+ SCHOOLS PROGRAM

Hillsboro High School was accepted into the A+ Schools Program in the fall of 1998. The A+ Schools Grant provides the opportunity and funding for Hillsboro High School to make basic changes designed to guide students in a rigorous program of academic and technical education that will prepare them for the workplace, post-secondary vocation-technical training, or college.

According to the requirements of this program, a student who qualifies according to the following criteria and continues in education at a Missouri public community college or vocational-technical school is eligible for reimbursement of the unpaid balance of your tuition and general fees after all available, non-loan federal finance assistance (such as Pell grant) has been applied to your account.

To complete the program requirements, a student must:

- Be a U.S. citizen, permanent resident, or lawfully present in the U.S.
- Enter into a written agreement with the A+ designated school.
- Attend a designated A+ School for three consecutive years prior to high school graduation.
- Graduate from high school with a cumulative GPA of at least 2.5 on a 4.0 scale.
- Maintain at least a 95% cumulative attendance average for all four years of high school.
- Perform 50 hours of unpaid tutoring/mentoring on school campus.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.
- Make a documented, good faith effort to secure federal post-secondary student financial assistance funds that do not require repayment. (Complete the FASFA application)
- Beginning with the graduating class of 2016, you must achieve a score of Proficient or Advanced on the Algebra I End of Course Exam (EOC).

Your eligibility expires when the earliest of the following occurs:

- 48 months after completion of high school coursework as documented by the graduation date on the school transcript. To remain eligible, a student must remain in full-time status and maintain a GPA of 2.5 of higher.
- Receipt of an associate's degree.
- Completion of 105% of the hours required for the program in which you are currently enrolled.

please see MDHE website for more detailed information: http://dhe.mo.gov/ppc/grants/aplusscholarship.php or peirce_erin@mail.hillsboro.k12.mo.us

A+ Status

- The A+ School Coordinator will provide every parent/guardian with an update of the continued progress of their student's A+ Status. A status report will be sent after the completion of each semester of the school year.
- A copy of each report will be kept in a file in the A+ office.
- Parents are encouraged to call the A+ Coordinator or A+ Secretary for status updates during the school year.

Process of Appeals

- A student (and/or parent) has the right to appeal when he/she becomes ineligible for the A+ financial incentive. In cases of appeal, the student/parent must notify the A+ Coordinator in writing of his/her intent to appeal.
- An Appeals Form can be obtained in the A+ office.
- Students may appeal their disqualification from the A+ Program to a special appeals committee composed of five members of the A+ Advisory Committee as appointed by the A+ Coordinator.
- Upon receiving a written request for appeal, the A+ Coordinator will convene the A+ Appeals Committee. The student/parent will be notified in advance of a hearing date and choose to meet in person with the committee or submit their appeal in writing. The A+ Coordinator will act as facilitator and a non-voting member of the Appeals Committee.
- After the Appeals Committee reaches a decision, the A+ Coordinator will notify the student/parent by letter. Any and all appeals will be conducted following policies set by the Hillsboro R-3 Board of Education.
- **ANY disciplinary action taken due to drugs and/or alcohol will result in permanent ineligibility and IS NOT APPEALABLE.**

CAREER PATHWAYS

Hillsboro High School encourages students to create their schedules using suggested career paths.

What are career paths?

Career paths are clusters of occupations/careers that are grouped because many of the people in them share similar interests and strengths. All paths include a variety of occupations that require different levels of education and training. Selecting a career path provides students with an area of FOCUS, along with flexibility and a variety of ideas to pursue.

Are career paths designed for me?

By selecting a career path, students can prepare for the future, regardless of their interests, abilities, talents, or desired level of education. All paths have equal dignity.

How can career paths help me?

Deciding on a career path can help students prepare for your future. The intent is not for students to decide on a specific occupation for the rest of their lives, but to select a career path into which they can begin directing their energies, activities, and part-time employment. It can also help guide their participation in workplace readiness programs like school-to-work, internship, or cooperative education.

What if I change my mind?

A career path choice is not a permanent commitment. As students have new experiences, they will learn new things about themselves and may change career paths. Those who decide on a new career path should discuss it with their counselor and adjust future selections in accordance with the new career direction.

What career paths are available?

Arts and Communications
Occupations in this path are related to the humanities and the performing, visual, literary, and media arts. These may include architecture, interior design, creative writing, fashion design, film, fine arts, graphic design and production, journalism, languages, radio, television, advertising, and public relations.

Business, Management, and Technology
Occupations in this path are related to the business environment. These may include entrepreneurship, sales, marketing, computer/information systems, finance accounting, personnel, economics, and management.

Health Services
Occupations in this path are related to the promotion of health and the treatment of disease. These may include research, prevention, treatment, and related technologies.

Human Services
Occupations in this path are related to economic, political, and social systems. These may include education, government, law and law enforcement, leisure and recreation, military, religion, childcare, social services, and personal service.

Industrial and Engineering Technology
Occupations in this path are related to the technologies necessary to design, develop, install, and maintain physical systems. These may include engineering, manufacturing, construction, service, and related technologies.

Natural Resources
Occupations in this path are related to agriculture, the environment, and natural resources. These may include agriculture sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture, and wildlife.

HEALTH SERVICES
(EBB, EBBA, JHC-AP1, AP2)

A school nurse is available during school hours from 7:30 AM – 2:30 PM

MEDICATION

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

Medication sent from home must
1) be in the original prescription container
2) be only one week supply (no more)
3) be in the student's name
4) have directions on container (amount/time)
5) show the number of days for prescription.

The nurse will not dispense aspirin or any non-prescription drug without parent permission.

IMMUNIZATIONS
Missouri State Law (RSNO 167.181) requires proof of immunization 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 this immunization must be provided by parents in order for a student to attend school. The school nurse is responsible for record keeping concerning immunizations.

LEAVING SCHOOL SICK
If a student needs to leave school during the regular school day because of illness or injury, **he or she must first report to the school nurse**. **Failure to adhere to this policy may result in a discipline referral ranging from principal conference to suspension**. If the nurse determines that the student should be sent home, the parents will be called and informed of the decision. Students who are sent home are given excused absences. Students should not use classroom phones or cell phones to call parents in the event of an illness, but instead should report to the nurse. Transportation home may only be arranged by parents/guardians. If the nurse is not present, the student should report to the main office immediately.

HEAD LICE POLICY
Any student who is found to have head lice or nits will be excluded from school until proper treatment has been administered and all nits have been removed. Hillsboro School District adheres to a NO NIT POLICY.

If a student is found to have head lice or nits, a parent will be notified immediately and the parent will be required to make arrangements for the student to be transported home. A student returning to school after having been sent home for head lice must be accompanied by an adult or parent. At that time, the student will be checked by the school nurse; it the student is nit free he/she will be allowed to return to class.

Any child who is found to have head lice or nits must receive the proper treatment and have all nits removed within three days. Failure to comply with the three-day rule will result in a referral to At Risk Services or Division of Family Services for review.

STUDENT ACTIVITIES (IICA)

Student Council: The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are student representatives and have direct access to the school administration. Elections are usually held in the spring for the following school year.

National Honor Society: The National Honor Society requires that students be evaluated on the following four qualifications: Scholarship, Leadership, Service, and Character. The Hillsboro High School Honor Society organization, known as the Hinahos Chapter, requires that an accumulative grade point average of 3.500 of its members. The selection of members shall be by a majority vote of a faculty council appointed annually by the principal. Students in the sophomore, junior, and senior classes are eligible.

FCCLA (Family, Career, and Community Leaders of America): FCCLA is open to any student who has had at least one semester of a Family and Consumer Science course in either Junior High or High School. The aim of FCCLA is to improve personal, family, community, and job/career life. This organization is involved with the Safe Halloween project, student body activities, the Hillsboro Food Pantry, and a fundraiser. Elections for officers are held in the spring.

Class Officers: Each class will elect officers (president, vice-president, secretary, and treasurer) at the beginning of the fall semester. Officer candidates must have a 2.00 GPA for the previous semester and must not have had any disciplinary suspensions during the previous school year.

Speech Club: The Speech Club is open to all students who enjoy speaking and acting. The club activity supports the speech team, which competes interscholastically. Speech Club has a fall pizza party, a fall overnight tournament, a fundraiser, and a spring awards banquet.

Drama Club: Membership in Drama Club is open to all high school students. Monthly meetings, trips to see plays, and state and national conventions are among the activities of this group. The Drama Club is the major sponsor of the annual fall play and the spring musical.

International Thespian Society: Members of the Drama Club have the opportunity to earn membership into this international honors organization. Thespians recognize outstanding high school actors and technicians. Thespian points are earned by participation in drama activities.

Spanish and French Clubs: The Spanish and French Clubs are dedicated to furthering students' understanding of the Spanish and French languages and cultures. It is available to all students in Spanish and French and those who have completed three successful years.

Dance Court Eligibility: Student Council sponsors Homecoming; Honor Society sponsors the Sweetheart Dance; the Junior class sponsors the Junior-Senior Prom. The eligibility for these three major dances is the same: (1) Candidates must have a 2.0 GPA for the previous semester and must not have had any disciplinary out-of-school suspensions during the school year. (2) A student will not be eligible for court if he or she has received 3 or more days of in-school suspension for the current semester or received an out-of-school suspension at anytime throughout the year. (3) Candidates on the Homecoming Court shall not be allowed to be on the Sweetheart Court in the same year. (4) Candidates on the Sweetheart Court shall not be allowed on the Homecoming Court the next year. (5) Candidates for Junior-Senior Prom may not have served as king or queen for any court during the current year. (6) If anyone would like to decline his or her candidacy in order to be eligible for another court, that person has that choice.
Note: Students attending school dances must be under 22 years old and/or a high school student.

ADDITIONAL ORGANIZATIONS AND INTERSCHOLASTIC TEAMS

Archery
Band
Boys and Girls Basketball
Boys and Girls Soccer
Boys and Girls Track
Boys Baseball
Cheerleaders
Choir
Cross Country
FBLA
Football
Girls Softball
Girls Volleyball
Golf
GSA
Nerd Society
Pommies
Pretty in Pajamas
Wing Team
Wrestling
Yearbook

Hillsboro High School is a member of the Missouri State High School Activities Association. Student sports eligibility requires students to have passed 3.0 academic credits the semester prior to playing the sport. School citizenship may also determine a student's eligibility.

HILLSBORO R-3 SCHOOLS HIGH SCHOOL
DISCIPLINE CODE (JG-R)

TABLE OF CONTENTS

Section I:

Purpose	27
Philosophy	27
Code of Conduct	27
Consequences of Failure to Obey Standards	28

Section II: Students Rights

Rights	28
Student Searches	28-29
Suspension	29
Authority to Suspend	29
Grounds for Suspension	29
Due Process	29-30
Special Education	30

Section III: Senior High School Code of Behavior

Philosophy	31
Responsibility	31
Respect	31
Consequences	31
General School Conduct Standards and Consequences	32
Detention	32-33
In-School-Suspension	33-35
Suspension from School (OSS)	35
Expulsion	35
Alternative Service Agreement (ASG)	36
Assembly Behavior Expectations	36
Bus Misconduct	36
Cafeteria/Commons Behavior Expectations	36-37
Cheating and Forgery	37
Classroom Academic Performance	37
Classroom Behavior	37-38
Computer Misuse	38
Dress and Grooming	38-39
Driving/Parking Lot Expectations	39
Drugs/Supplements	39-41
Electronic Devices	41
False Alarms	41
Fighting/Assault	41

Gangs 42
Hallway Behavior Expectations 43
Harassment 43-45
IDs/Security Identification Cards 45
Insubordination 45
Locker Assignments 46
Obscene Material, Possession or Distribution 46
Profanity 46
Prohibited Objects 47
Public Display of Affection 47
Tardiness 47-48
Theft 48
Threats 48
Tobacco Use or Possession 48
Unauthorized absence / Truancy 49
Vandalism / Property Damage 49
Weapons 49

Section IV: Attendance and Early Dismissal Policy 50

STUDENT DISCIPLINE (JG-R)
K-12

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

SECTION I (JG-R)

PURPOSE

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

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

PHILOSOPHY

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

CODE OF CONDUCT

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

CONSEQUENCES OF FAILURE TO OBEY STANDARDS OF CONDUCT

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

Note: Serious violations of the discipline code, specifically truancy, drug or substance abuse, (including tobacco), weapons, fighting, and assault are cumulative throughout the school year and not on a semester-by-semester basis. 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)

STUDENTS' RIGHTS INCLUDE THE FOLLOWING:

- 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 persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or are dangerous or detrimental to the educational process.
- To expect that the school will be a safe place with no fear of bodily harm.
- To expect an appropriate environment conducive to learning.
- To expect not to 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 injure his rights.

STUDENT SEARCHES

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, the consequences for non-compliance of this request are the following:

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)

AUTHORITY TO SUSPEND

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

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

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

GROUNDS FOR SUSPENSION

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

DUE PROCESS (JGD-AP)

All students have procedural due process rights in the event they are suspended from school: (1) The pupil shall be given oral or written notice of the charges against him; (2) if the pupil denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; (3) the pupil shall be given an opportunity to present his version of the incident; and (4) in the event of a suspension for more than ten days, where the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the

judgment of the superintendent of schools the pupil's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable. (RS Mo. 167.171)

SPECIAL EDUCATION STUDENTS (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 his or her 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, he or she will be accorded all the rights due to that student. During the period of suspension, an Individual Educational Program (IEP) review conference may meet to formulate amendments to the original IEP if needed.

SECTION III
HIGH SCHOOL
CODE OF BEHAVIOR (9-12)

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:

(l) Respect for self—This is the foundation of all other respect. One cannot respect others without first having self-respect.

(2) Respect for staff --The 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)

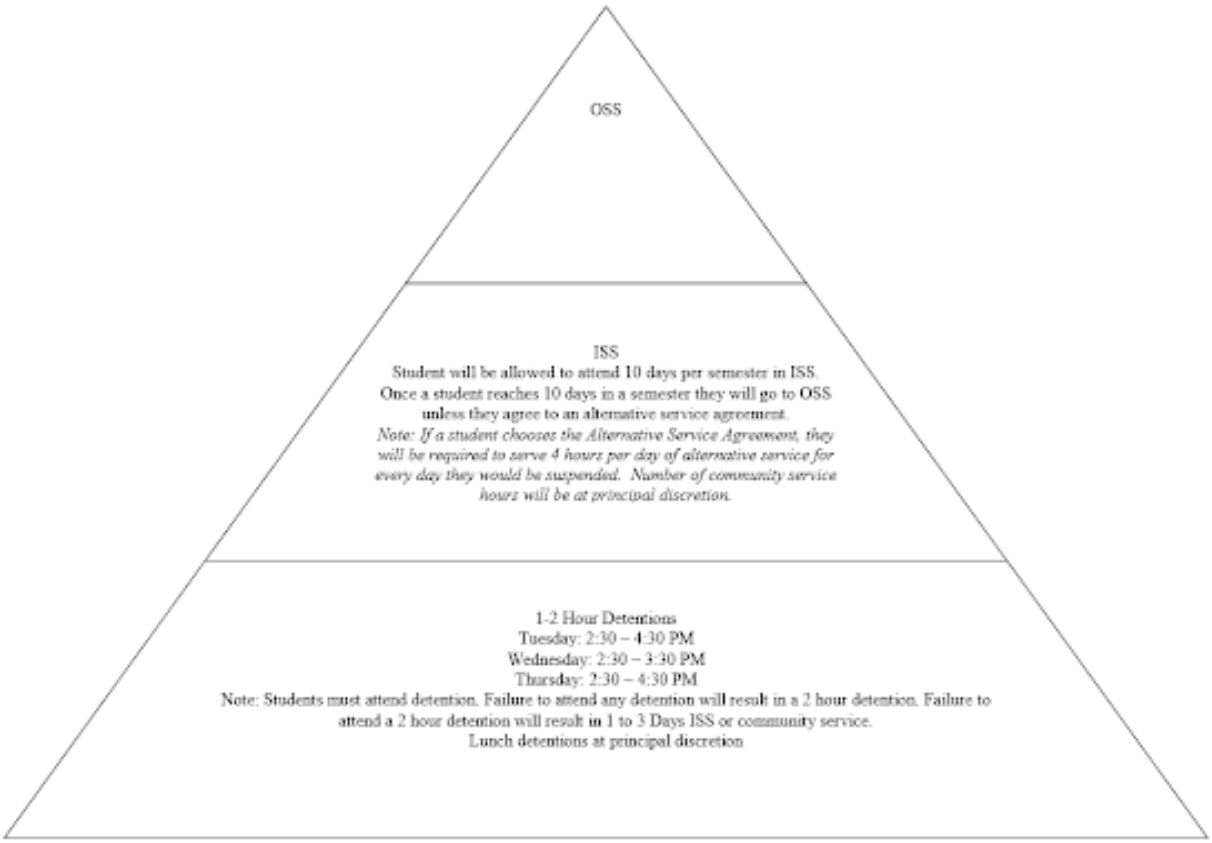
An effective discipline program should break patterns of behavior not consistent with school norms. As instances of misbehavior recur, the consequences will become more severe. Severe consequences may be immediately applied to serious misbehaviors.

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

NOTE: Administrators may alter the consequences at their discretion and in extraordinary circumstances and may use principal's discretion in a flexible manner in order to maintain an orderly atmosphere conducive to learning.

GENERAL SCHOOL CONDUCT STANDARDS AND CONSEQUENCES

DISCIPLINE PYRAMID AND DESCRIPTIONS



DETENTION (JGB)

The Detention Program is Hillsboro High School's attempt to provide appropriate consequences for school misbehavior.

The detentions will be held on Tuesday, Wednesday, and Thursday. The principal/assistant principals shall determine which days shall and shall not host detentions. Lunch detention and morning detention may be arranged by administration for special circumstances.

Discipline referral totals will be recalculated each semester with the exception of major violations.

DETENTION PROCEDURES:

(1) The detention hour/hours is considered an extension of the school day.
(2) The detention hour/hours will be assigned one week in advance to allow time to arrange for transportation. Transportation will not be provided.
(3) The detention hour/hours must be taken on the date assigned. Detentions may be reassigned at principal's discretion.
(4) If teacher approves, then the student may go to tutoring in lieu of detention room; however, students must serve entire time of scheduled detention.

(5) Students must attend all assigned detentions. Failure to attend one detention will result in a two-hour detention. Failure to attend a two-hour detention will result in 1 to 3 days ISS.

DETENTION RULES:
1. Students must be on time.
2. Students must bring and use classroom study materials.
3. Students must sit in assigned seat.
4. Students will not talk or sleep.

CONSEQUENCES:
(1) As a minimum, failure to follow the Detention rules will result in the assignment of a two-hour detention.
(2) Tardiness to Detention will result in the assignment of an additional Detention hour. Tardy within 5 minutes of the start of detention will require student to stay that much later to serve a full 60-minute detention.
(3) Missing a Detention hour will result in the assignment of a two-hour detention. Missing a two-hour detention will result in 1 - 3 day ISS or community service through HHS Alternative Service Program.

Detention Compensation Agreement:

Students may elect to remove their last detention from their record by entering into a Detention Compensation Agreement. This allows a student to delete only one detention of 1-2 hours in return for the student's improved behavior during a consecutive two-week period.

Good Behavior is defined as (1) reporting to and behaving in class in such a manner as not to receive any kind of disciplinary referrals during the time period in question, (2) doing class work to attain a classification of passing or at least making a sufficient (according to the teacher) effort during the time period in questions, and (3) having all teachers must sign the agreement at the end of every week.

Students may get the Compensation Agreement from the assistant principal. The student has the responsibility to have the agreement paper signed weekly by the teachers and the principal.

IN-SCHOOL-SUSPENSION (ISS) – (JGD-AP1, 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. Credit is given for satisfactory work done while in ISS.
(C) To encourage the students to complete their education and realize the benefits of doing so.

GENERAL GUIDELINES:
Students will be allowed a total of 10 days ISS per semester with a maximum of 20 Days of ISS. (Exceeding this rule results in Out-of-School Suspension or entering into an Alternative Service Agreement. If a student enters into an Alternative Service Agreement, the student will be required to complete four hours of community service with a designated business/organization for each day an OSS was assigned to the student and will be assigned at Principal discretion. Students will be required to complete service agreement within two weeks or the original OSS will be assigned to the student.)

Students are assigned 1 to 5 days of ISS by the building principal. The ISS teacher may extend the days in ISS when necessary.

Students who are uncooperative and/or disrespectful in ISS will be removed and assigned Out-of-School-Suspension or community service through HHS Alternative Service Agreement.

PROCEDURE:
The ISS instructor will be contacted by the administration office to reserve dates for the student. The number of students in ISS at one time is not to exceed 12. (Five junior high and seven senior high students)

The ISS instructor will contact teachers in order to send assignments to ISS for the number of days the student is assigned.

Students will expect to participate in any individual/group activity that the ISS teacher may assign.

Upon completion of ISS, it is the responsibility of the student to see that all assignments are completed and returned to the ISS teacher. (Any tests taken in ISS are closely monitored and hand delivered by the ISS instructor to the teacher involved.)

Days spent in ISS will not be counted against the student regarding the attendance policy.

Students in ISS are restricted from extracurricular activities on the days assigned to ISS.

Any student failing to obey ISS rules will be suspended from school for the remainder of the ISS time or for more days as the principal determines.

A STUDENT'S DAY IN ISS WILL BEGIN AT 7:35 A.M:
(a) Students are to report directly to ISS at 7:35 a.m. Tardies and absences are reported to appropriate building secretaries.
(b) Students are to remain in ISS for the entire time assigned.
(c) Students will not be allowed to leave for college or school related courses/events. In addition, a student will not be able to participate in any school-sponsored activity while serving ISS. Early release students will be allowed to leave at the end of their scheduled day unless they have to remain for an extended hour of ISS.

(d) Students may be required to complete Learning Packets or given additional work from the ISS teacher.
(e) Students must complete assigned work, i.e. regular class assignments and/or additional ISS assignments. Assignments are collected and checked for neatness, spelling, complete answers, and quality.
(f) No talking is permitted at any time during the day, unless to the teacher, and only with his/her permission.
(g) Sleeping is not allowed. Students are expected to work at a steady pace throughout the day.
(h) Students may not leave their assigned seats without permission. Restroom breaks are taken as a group with the instructor 3 times each day.
(i) Students who are absent from ISS must make up that day in ISS. If the student is truant from ISS, the day is made up and an extra day is assigned.
(j) Eating will be allowed only during lunchtime. Students may bring their lunch or purchase lunch from school. Lunch is delivered to the ISS room.
(k) 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 or for other sufficient reason. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body, may upon recommendation of the principal, be suspended for a longer period of time by the Board of Education.

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

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

Students are responsible to pick up all school work in a timely manner and are encouraged to keep up with their studies during the suspension period. Students are required to make up all work missed during the suspension.

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

EXPULSION (JGD)
Expulsion is the removal of a student from school by action of the Board of Education. Only the Board of Education can expel a student from school while deciding if a student will be eligible to receive credit for academic work. The action taken and results are recorded in the student's permanent file.

ALTERNATIVE SERVICE AGREEMENT – (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 suspension, either in-school suspension or out-of-school suspension. 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 Program to a student.

If a student enters into the Alternative Service Agreement as an alternative to ISS or OSS, he or she will be required to serve four (4) hours per day of community service for every day suspended; while still allowed to attend the regular school day.

ASSEMBLY BEHAVIOR EXPECTATIONS: (IICA-AF1, AF2)
The directions of school staff must be followed at all times. Continuous conversation or obscene, rude, or loud remarks or noises are inappropriate. Throwing objects at any time is not allowed.

CONSEQUENCES:
(1) First offense: removal from assembly and one- to two-hour detention assigned.
(2) Second offense: suspension from future assemblies for continual or severe violation of assembly rules and three-hour detention assigned.

BUS MISCONDUCT (JFCC, JG-R)
All school rules and consequences apply to riding the school's buses. Safe and orderly bus transportation demands that students at all times show respect for the bus driver and follow 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. Parent notified.
(3) Third offense and subsequent: recommendation by Director of Transportation to Principal for possible disciplinary action up to and including suspension from the bus.

CAFETERIA/COMMONS BEHAVIOR EXPECTATIONS (EF)

The directions of school staff must be followed at all times. Do not break in the lunch line. Students must clean up after themselves. Throwing food and destruction of another's food are unacceptable. Open

food/drink must remain in the cafeteria. Loudness and disruptive behavior/horseplay are unacceptable. Students are to remain seated until bell rings.

CONSEQUENCES:

(1) First offense: written warning on the first offense of general misbehavior.
(2) Second offense: one- to two-hour detention
(3) Third and subsequent offense: 1 - 3 days ISS

CHEATING AND FORGERY (JG-R)

CHEATING is taking a student's or teacher's work or material and dishonestly presenting that work or material as theirs or using it without the other person's permission or knowledge. Cheating also includes dishonestly supplying another student with materials represented as his own or materials that are the property of a teacher. The teacher shall collect the student's paper immediately and provide alternative assignment . Student must complete alternative assignment in order to receive credit.

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

CONSEQUENCES:

(1)First offense: 1-3 days of ISS
(2) Second and subsequent offense: 1-3 days of ISS and grade of "zero" is given for the assignment.
Note: Forgery consequences will be at principal's discretion and will range from ISS to OSS depending on severity of case.

CLASSROOM ACADEMIC PERFORMANCE (JG-R, AC)

Students are expected to actively participate in classes and attempt to pass each class. All homework and assignments should be completed to the best of each student's ability. Lack of effort will not be tolerated. Making no effort in class will result in a parent conference. Failure to turn homework in will result in a mandatory "tutoring/homework lab" assignment until the assigned work is completed. Although this is not considered a detention, students will complete homework with an after-school tutoring teacher.

CONSEQUENCES:

(1) Making no effort in class will result in the parent being contacted.
(2) Future missing assignments after parent has been notified will result in mandatory tutoring, detention(s) and/or ISS.

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 and the consequences for these misbehaviors. 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.

CONSEQUENCES:
(1) First offense: student/teacher conference
(2) Second offense: detention assigned
(3) Third and subsequent offense: 1 - 3 days ISS

COMPUTER MISUSE (EHB, JG-R, EHG-AP)
Students will follow all district rules for computer use. To access a copy of district policy regarding computer and internet usage, please view this district web page: http://www.hsdr3.org/#!technology-rules--regulations/chbb.
Hillsboro High School discipline code rules also apply to usage. Students are reminded that computer use is a privilege and is for educational purposes.

1. Students are NOT to access information from pornography, hate, and other sites that are considered unacceptable or have been blocked including some social media sites.
2. Students are NOT to use the computer system to access, distribute, retrieve, or publish obscene, libelous,
vulgar, or insulting words that cause a material or substantial disruption of the orderly operation of school.
3. Students are NOT to engage in forgery of electronic mail, attempts to read, delete, copy or modify the electronic mail of others, attempts to send harassing, obscene or threatening mail.
4. Students are to remember that the computers are NOT their personal possessions and therefore should NOT change ANYTHING. That includes, but is not limited to, changing the original settings of software, hardware, or operating systems.
5. Students are NOT allowed to purchase any items via the Internet.
6. Students are NOT allowed to download programs from the Internet or install programs from outside disks
or storage media.
7. Students are NOT allowed to access or alter another student's work in any malicious manner.
8. Students are NOT allowed to share their username/password with another student nor are they allowed to knowingly use another username/password to logon.

Consequences:
Any misuse of district technology shall be referred to a principal; according to the nature of the incident, the consequences shall range from principal conference and notification to parents/guardians, detention, ISS, OSS, and/or loss of district technology privileges. Students may also be required to complete a technology education training.

DRESS AND GROOMING (JFCA-AP)
Students are expected to dress reasonably neat and clean while at school. Appropriate and acceptable clothing shall be defined as to which is NOT PROVOCATIVE, REVEALING, (no undergarments or inappropriate body parts showing), SUGGESTIVE, GANG RELATED, OR DISRUPTIVE to the educational process. Clothing that should not be worn to school includes: pajamas and sleep attire, slippers, "lounge pants", tank tops; halters or midriff tops; mesh shirts; spaghetti straps; cut-off shirts; see-through tops or pants; short shorts or skirts; clothing with vulgar slogans or symbols, racial slurs,

alcohol, drug or tobacco advertising logos; or clothing determined to have gang significance. No sagging pants or shorts, hoods, sunglasses, chains, spikes, trench coats, bandanas, wheeled tennis shoes, biker shorts, and no holes in garments above the acceptable fingertip length of shorts and skirts are permitted. Sleeveless shirts must have a strap that is wider than a school ID. Skirts, shorts, and shirts should be of an appropriate length. **(As a general guideline, skirts should be fingertip length with arm fully extended at the side, and shorts should have approximately a 3 to 5-inch inseam. In addition, "legging style" pants should not be worn unless shirt is fingertip length to cover student's bottom.)**

In the day-by-day operation of the school, the administration, along with the staff, will be responsible for making the final decisions concerning dress or grooming styles which violate health or safety standards or disrupt or interfere with the educational process. In the event the student is required to change clothing, clothing from the office will be worn and clothes will be given to office as "collateral."

CONSEQUENCES:
(1) First offense: student requested to change clothing or add clothing to cover inappropriate clothes and parent called.
(2) Second offense: parent called and/or student will be sent home for inappropriate dress.
(3) Third offense: suspension at principal's discretion.

DRIVING/BICYCLING/PARKING LOT EXPECTATIONS (JG-R)
(1). No sitting in parked cars or loitering in the parking lot.
(2). Students shall abide by the parking permit policy.
(3). Students shall follow directions of staff.
(4). Students shall arrive on-time (tardy 12 or more times will result in suspension/removal of driving privilege for semester).
(5). Careless and reckless driving, to include "burning rubber," is unacceptable and will not be tolerated.
(6). Parking lots are OFF LIMITS to students during school day except with special permission from the principal.

CONSEQUENCES:
(1) First offense: written warning.
(2) Second and subsequent offense: driving privileges revoked at principal's discretion, and parent notified.

DRUGS/SUPPLEMENTS (JG-R, JFCH, JHCD)
Administering medication to students is limited to necessary medication that cannot be taken at home. Over-the-counter and prescription medicines will be given only if they are brought in the original container. Students must deposit with the nurse any prescription drug or over-the-counter drug they need to take at school along with a signed permission slip from the parent allowing the nurse to dispense the medication. Such medication will be secured in a cabinet or refrigerator. Any medication not in the original container with the child's name will be held by the nurse for one week for parent to pick up; after one week the medication will be destroyed. Consequences for failure to follow procedure will be determined at Principal's discretion.

DRUG/SUPPLEMENT ABUSE

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

(1). The non-lawfully prescribed use and/or possession of drugs or drug paraphernalia.

(2). Any sale or transfer of drugs/supplements.

Students who possess or consume medications or impermissible dietary supplements in violation of the school policy while on district grounds, on district transportation, or during a district activity may be disciplined up to and including suspension or expulsion. District administrators will notify law enforcement when they believe a crime has occurred. In accordance with policy JHCD, the district will utilize the list of permissible dietary supplements and ingredients identified by the National Collegiate Athletic Association (NCAA).

Drugs include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195,010, RSMO, and in Section 202 (c) of the Controlled Substance Act, U.S.C. 812 (C). The prohibition includes alcohol, drugs, narcotics, intoxicants of any kind, substances purporting to be the same (imitation controlled substances), and / or related paraphernalia. Violations will result in suspension, notification to parents, and notification to legal authorities. Consequences depending upon the offense range from long-term suspension to expulsion. In addition, a student suspended for a drug-related offense will be removed from all school sponsored activities for 30 school days.

<u>POSSESSION AND/OR USE OF DRUGS OR DRUG PARAPHERNALIA:</u>

CONSEQUENCES:

(1) First offense: suspension for ten days and recommendation to Superintendent for an additional 20 days. Notification will be made to law enforcement officials. Student/family must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and follow his/her recommendations.

(2) Second offense: suspension for ten days and recommendation to Superintendent for an additional 35 days. Notification to law enforcement officials. Student/family must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and follow his/her recommendations. Student must also submit to a physical drug test (urine test) within one week of returning to school. This test will be the responsibility of the parent.

(3) Third offense: Suspension for ten days with recommendation to Superintendent for an additional 170 days out-of-school suspension or expulsion and notification to law enforcement officials.

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

CONSEQUENCES:
(1) First offense: suspension for ten days and recommendation to Superintendent for an additional 35 days. Notification will be made to law enforcement officials. Student/family must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and follow his/her recommendations.
(2) Second offense: recommendation to the board for expulsion.

ELECTRONIC DEVICES (JG-R, EHB)
The usage of electronic devices in classrooms is allowed only under the authorization and supervision of administration or faculty. The use of cell phones is allowed during passing periods and lunch, providing they are not a distraction to the educational process. The use of electronic devices in restrooms, locker rooms, or in hallways during class time is prohibited. The district is not responsible for any lost, broken, non-working or stolen electronic device.

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

ELECTRONIC DEVICE MISUSE:
1ST offense: Confiscation (return at the end of the day)
2nd offense: Confiscation (return at the end of the day) and 1 day ISS
3rd offense: Confiscation (return at the end of the day) and 3 days ISS
4th and subsequent offense: Confiscation (return to parent), Principal conference with parent, discipline will range from ISS to OSS
Note: Any and all electronic items confiscated over the course of the school year and not claimed by the owner at the end of the school calendar year will be donated to charitable agencies.

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

CONSEQUENCES:
Any false alarm pulled by a student, including calling 911, will result in 10 days OSS. The student will also have to show evidence of having a training session with a local fire department and/or the 911 authorities concerning the hazards of false alarms.

FIGHTING/ASSAULT (JG-R)
A student shall not harm others or interrupt the educational process by using violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct that disrupts the school.

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

CONSEQUENCES:
(1) First offense: 5 days of OSS and notification to law enforcement officials. A mandatory counseling session with a Student Assistance Program (SAP) will be required before coming back to school.
(2) Second offense: 10 days of OSS and notification to law enforcement officials. A mandatory counseling session with SAP will be required before coming back to school.
(3) Third offense: 10 days of OSS/ recommendation to school board for expulsion and notification to law enforcement officials.

ASSAULT is defined as attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury whether verbally or physically will be considered assault. Assault is considered a one-sided conflict wherein the victim has not retaliated physically except to defend.

CONSEQUENCES:
Same as fighting.

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

CONSEQUENCES:
(1) First offense: recommend for expulsion, notification to law enforcement officials, and documentation in student's discipline record.

GANGS (JG-R)
Gang activities of any sort whether verbal, written, or symbolic will not be tolerated. This includes such items that may be considered gang related: chains, colors, signs, signals, rolled single leg trousers, bandanas, etc.

CONSEQUENCES:
(a) Parents notified.
(b) Legal authorities notified when appropriate.
(c) Principal's discretion. Depending upon the severity, the consequences will range from ISS to OSS with possible recommendation to the superintendent for extended suspension or expulsion.

HALLWAY BEHAVIOR EXPECTATIONS: INSIDE & OUTSIDE (JG-R)

Walk and follow the directions of school staff at all times. Loudness, disruptive behavior/horseplay, and spitting are unacceptable. Students must enter only through the front entrance and will remain in the commons area until release at 7:20 a.m. Students must have their school I.D. on them at all times. No students are allowed in areas which have been designated as unauthorized. In addition, if a student is leaving the building, they must sign out and present ID prior to departing the building.

CONSEQUENCES:

(1) First offense: written warning on the first offense of general misbehavior.

(2) Second and subsequent offense: visit with a principal and discipline will range from detention to suspension.

HARASSMENT (JG-R, JFCF, AC)

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

CONSEQUENCES:

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

HARASSMENT (SEXUAL) includes but is not limited to unwelcome sexual advances, sexually provocative or explicit speech, writing sexually explicit memos, any unwarranted touching (i.e. grabbing, pinching, cornering, or blocking student's movement), pulling clothes, sexually offensive pranks, sexually offensive gestures, and displaying lewd or indecent pictures depicting men or women as sex objects on school premises, including lockers.

CONSEQUENCES:

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

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

CONSEQUENCES:

(1) First offense: 1-3 days of ISS with restitution

(2) Second offense: Out-of-school suspension and restitution

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

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

SEXUAL HARASSMENT includes but is not limited to: unwelcome sexual advances, sexually provocative or explicit speech, writing sexually explicit memos, any unwarranted touching (i.e. grabbing, pinching, cornering, or blocking student's movement), pulling clothes, sexually offensive pranks, sexually offensive gestures, and displaying lewd or indecent pictures depicting men or women as sex objects on school premises, including lockers.

CONSEQUENCES:

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

HAZING AND BULLYING (JFCF, JG-R)

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

Bullying – For purposes of this policy,-bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying- A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's

technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

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

IDs / SECURITY IDENTIFICATION CARDS (JG-R)

For security purposes, all high school students will be issued a picture identification card. This I.D. card must be with students at all times while on campus and at student activities. It is permissible (and encouraged) to take a photo of your I.D. with your phone. It is not necessary for student to wear I.D. card while in the building, however, failure to produce the student I.D. card when requested by school personnel will result in appropriate consequences. Students are not to color, put stickers on, or deface the ID in any way. The I.D. card will be used to access lunch accounts. Students will not be able to give their account number. Student will pay either with cash or access account by swiping their ID card. In addition, failure to produce a student ID card will result in the student being the last to eat lunch.

CONSEQUENCES:
(1) First – Fourth offense: warning and student to receive a temporary stamp. In addition, the student will be required to be the last to eat lunch.
(2) Fifth and subsequent offense: New ID issued, parent notification, and the consequences shall range from principal conference to alternative service and/or $5.00 per ID issued.

INSUBORDINATION (JG-R, AC)

Students shall at all times show respect for school staff and guests. Insubordination is failure to follow a reasonable request or direct order.

CONSEQUENCES:
(1) First offense: 1-3 days ISS / Alternative Service and notification to parent.
(2) Second offense: 3-5 days ISS / Alternative Service and notification to parent.
(3) Third and subsequent offense: 5 days ISS to OSS and notification to parent.

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. Sharing lockers is discouraged! No outside locks unless authorized by administration.

Each student is responsible for keeping the assigned locker clean both inside and outside. Violations of these rules will result in the following consequences.

CONSEQUENCES

(1) First offense: written warning
(2) Second offense: 1 – 2 hour detention
(3) Third and subsequent offense: 1-3 days ISS

OBSCENE MATERIAL, POSSESSION OR DISTRIBUTION (JG-R)

When a student is involved with obscene material, parents will be notified and material will be confiscated.

CONSEQUENCES:

(a) Parents notified.
(b) Legal authorities notified when appropriate.
(c) Depending upon the severity, the consequences will range from ISS to OSS with possible recommendation to the superintendent for extended suspension or expulsion.

PROFANITY (JG-R, AC)

The use of obscene, vulgar, or disparaging language 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: 1-2 hour Detention/parent conference at principal's discretion
(2) Second-subsequent offense: 1-3 days ISS

PROFANITY DIRECTED TOWARDS STAFF MEMBER

CONSEQUENCES:

Any incidents shall be referred to a principal; according to the nature of the incident, the consequences shall range from conflict mediation to OSS and possible referral for counseling and/or a recommendation for extended suspension.

PROHIBITED OBJECTS (JG-R)

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

CONSEQUENCES;

(1&2)First Offense and Second Offense: written warning, and/or detention, and/or ISS. Item confiscated and parent must retrieve.

(3)Third Offense: ISS or OSS, item confiscated, and parent must retrieve.

PUBLIC DISPLAY OF AFFECTION (JG-R)

Students are discouraged from overt public display of affection on school grounds. Close body contact and kissing are examples of inappropriate public behavior.

CONSEQUENCES:

(1) First offense: Verbal warning.

(2) Second offense: Written warning/parent contact.

(3) Third offense: one- to two-hour detention, conference with principal, parent notification.

(3) Fourth and subsequent offense: 1-3 days of ISS, conference with principal and parents.

TARDINESS (JED, AP1)

Late to School: When a student arrives late to school, he or she must check in with the office. Notes or phone calls from students do not automatically excuse the tardiness. A parent confirmation will usually provide an excuse unless such tardiness is chronic.

CONSEQUENCES:

1st – 3rd Late to School: Written Warning

4th- Lunch Detention

5th-8th: One hour Detention

9th – 12th: Late to School: Two-hour Detention

12th and Subsequent Late to School: ISS or Alternative Service Agreement

Note: Failure to attend any detention will result in a two-hour detention.

Driving privileges may be suspended or revoked for the semester after the 12th and subsequent tardy.

Late to Class: Teachers will keep track of the number of times a student is late to his or her class and refer students for excessive tardiness. A student who is not already in the classroom (not necessarily in seat) when the bell begins to ring is considered tardy for class unless he or she has written permission from a staff member.
1st and 2nd Tardy: Verbal Warning
3rd Tardy: Written Warning and Principal Conference
4th- Lunch Detention
5th-8th: One hour Detention
9th – 12th: Tardy: Two-hour Detention
12th and Subsequent Tardy: ISS or Alternative Service Agreement
Note: Failure to attend any detention will result in a two-hour detention.

THEFT (JG-R)

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

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

THREATS (JG-R, JFCF, AC)

A threat is the use of words and/or actions that are hostile or offensive to another individual, which are intimidating in nature.

CONSEQUENCES:
Any threat 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 (JFCH, JG-R)

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

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

CONSEQUENCES:
(1) First offense: confiscation and disposal, parent notified, 3 days of ISS, notification to law enforcement.
(2) Second offense: confiscation and disposal, parent notified, 5 days of ISS, notification to law enforcement.
(3) Third offense: confiscation and disposal, 5 days of OSS, 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 one-hour detention to alternative service/suspension.

VANDALISM / PROPERTY DAMAGE (JFCB, JG-R, ECA)
Vandalism/property damage is defined as destruction or defacing of school property, the property of others, or school employee property. Adequate care and maintenance of buildings, textbooks, and equipment cannot be accomplished by the staff alone. Students also have a responsibility to care for books and other school property. Students will be charged for costs relating to losses or damages to school property if the result is from carelessness, negligence, or vandalism.

CONSEQUENCES:
(a) Student(s) responsible shall pay for the damages or make restitution by repair of destruction.
(b) Parents notified.
(c) Legal authorities notified when appropriate.
(d) Depending upon the severity of the damage, the consequences will range from ISS to OSS with possible recommendation to the superintendent for extended suspension or expulsion.

WEAPONS (JFCJ, JG-R)
Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or §571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
CONSEQUENCES:
(1) First offense: In-school suspension, 1-180 days of OSS, or expulsion, and possible notification to law enforcement officials.
(2) Subsequent offense: 1-180 days OSS/expulsion, notification to law enforcement officials.

SECTION IV
ATTENDANCE (JED)

HIGH SCHOOL ATTENDANCE POLICY

Absences are not classified as excused or unexcused; however, it is required that a parent call the school when his/her child is absent. Students are allowed a maximum of seven (7) absences from school (or from individual classes, as the case may be) during a semester.

The school will send attendance updates home for students on their quarter and semester grades and progress reports. It is still the parent's responsibility to be aware of the student's attendance. After the seventh (7th) day (8th absence) the student may not be able to earn credit for the course

Absences are to take care of extraordinary circumstances concerning:

Personal illness
Professional appointments that could not be scheduled outside of the regular day
College visits
Other serious personal or family problems.

Absences in excess of seven (7) times in any class during a semester may result in no credit in that class unless the student can justify the extraordinary circumstances by the appeals process. Documentation for each absence must be presented to the office.

Appeals: Students who have missed more than seven (7) days and are in danger of being denied credit for a class or classes will have an N placed beside their grade. Before academic credit is officially removed, students have the right to appeal to the high school attendance appeal committee composed of the principal(s) and teachers. The student and parent(s) must meet at an appointed time with the committee and present verification of the extenuating circumstances of the absences. The committee shall hear the appeal and judge the validity of the circumstances. Appeals to the attendance committee are limited to thirty calendar days after the grade/N have been issued. If credit is denied by the appeals committee, students have the right to an administrative hearing before the Board.

A student who is suspended from school for a disciplinary problem for any number of days will not have the number charged against the total of 7 permitted in the policy. Only upon recommendation by the principal may the student receive approval for an extension, and therefore, credit for classes.

EMERGENCY DISMISSAL (JEDB)

If the need arises to call of classes in case of an emergency due to inclement weather, etc., the following means of communication may be used; INFINITE CAMPUS phone and e-mail message system, Twitter at @DocCSupt as well as 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

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 that 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.