

**HILLSBORO ELEMENTARY SCHOOL  
Discipline Handbook 2009-2010**

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**THIS PLANNER BELONGS TO:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

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

**Telephone** \_\_\_\_\_ **Teacher** \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature**

## **SECTION III CODE OF BEHAVIOR (3-4)**

### **PHILOSOPHY**

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

### **RESPONSIBILITY**

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

### **RESPECT**

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

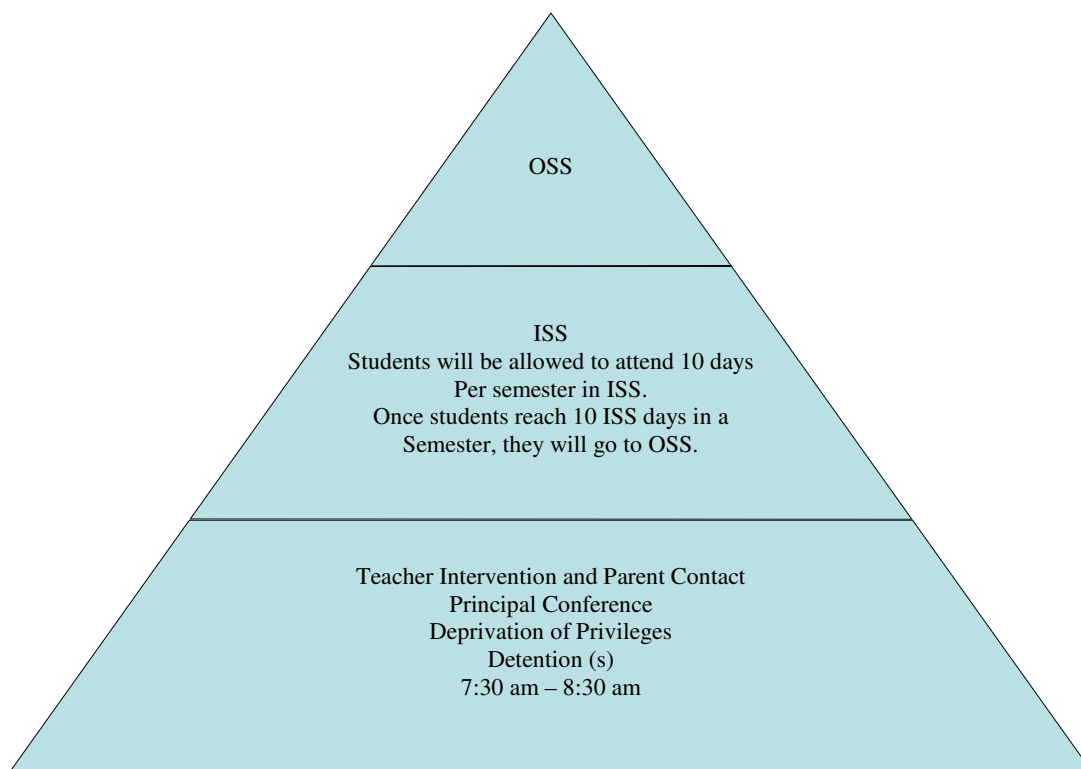
- Respect for self – Self-admiration is the foundation of all other respect. One cannot respect others without first having self-respect.
- Respect for staff – The Elementary School requires the labor of many different types of employees (cafeteria staff, bus drivers, maintenance personnel, teachers,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

### **CONSEQUENCES OF MISBEHAVIOR**

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

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

## **GENERAL SCHOOL CONDUCT STANDARDS AND CONSEQUENCES DISCIPLINE PYRAMID AND DESCRIPTION**



**ASSIGNMENT OF EXTRA DUTY**

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

**CONFISCATION**

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

**DETENTION**

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

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

PROCEDURES

- (1) The detention hour/hours is considered an extension of the school day.
- (2) The detention hour/hours will be assigned in advance to allow time to arrange for transportation.
- (3) The detention hour/hours must be taken on the date assigned. Detentions may be reassigned at principal’s discretion.

RULES

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

## **DEPRIVATION OF PRIVILEGES**

Extracurricular activities re: special privileges offered to enhance the student's overall learning experience. Field trips, attendance at assemblies and other special events are privileges, not rights. Any or all of these privileges may be revoked.

## **EXPULSION**

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

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

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

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

### GENERAL GUIDELINES

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

### PROCEDURE

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

### A STUDENT'S DAY IN ISS

- (1) Students are to report directly to ISS before 8:50 a.m. Tardies and absences are reported to appropriate building secretaries.
- (2) Students may be required to complete Learning Packets or given additional work from the building principal.
- (3) Students must complete assigned work, i.e. regular class assignments and/or additional ISS assignments. Assignments are collected and checked for neatness, spelling, complete answers, and quality.
- (4) No talking is permitted at anytime during the day, unless to the teacher, and only with his/her permission.
- (5) Sleeping is not allowed. Students are expected to work at a steady pace throughout the day.
- (6) Students may not leave their assigned seats without permission. Restroom breaks are taken.
- (7) Students that are absent from ISS must make up that day in ISS. If the student is truant from ISS, the day is made up and an extra day is assigned.
- (8) Eating will be allowed only during lunchtime. Students may bring their lunch or purchase lunch from school. Lunch is delivered to the ISS room.
- (9) No possession of tobacco, gum, or candy is allowed.

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

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

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

#### **PARENT INVOLVMENT**

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

#### **REFERRAL TO OTHER AGENCIES**

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

#### **REFERRAL TO LAW ENFORCEMENT**

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

#### **RESTITUTION**

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

#### **STUDENT CONFERENCE**

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

#### **TEMPORARY REMOVAL FROM CLASS**

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

#### **VERBAL REPRIMAND**

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

## **SECTION IV OFFENSES AND CONSEQUENCES**

## **BUS MISCONDUCT** see Board Policy JFCC

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

### CONSEQUENCES

- (1) First offense: Verbal warning or reprimand by bus driver, possible parent involvement.
- (2) Second offense: Filing of bus conduct report, conference with principal. Reassignment of seat on bus.
- (3) Third offense: Detention (s) assigned and/or suspension from riding the bus.

## **CAFETERIA VIOLATIONS**

Violations include, but are not limited to throwing food, destroying food, loud and disruptive behavior, butting in lunch line, scuffling on steps or in lunch line and not following the requests of cafeteria workers.

### CONSEQUENCES

- (1) First Offense: Verbal reprimand; assigned seats at lunch.
- (2) Subsequent offenses: Assigned seat, deprivation of privileges, parent conference, possible detention

## **CHEATING AND FORGERY**

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

### CONSEQUENCES

- (1) First offense: Conference with teacher, notice to parents, student may retake test or assignment.
- (2) Second offense: Conference with principal, notice to parents, deprivation of privileges to retake test or assignment.

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

### CONSEQUENCES

- (1) First offense: Parental involvement
- (2) Second offense: Deprivation of privileges, parental involvement, possible detention

## **COMPUTER MISUSE**

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

### CONSEQUENCES

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

## **DISORDERLY CONDUCT / DISRUPTIVE BEHAVIOR**

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

### CONSEQUENCES

- (1) First offense: Conference with principal
- (2) Second offense: Parental involvement, deprivation of privileges, detention
- (3) Subsequent offense: Range from detention – suspension

## **DISRESPECT / INSUBORDINATION**

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

### CONSEQUENCES

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

## **DRUGS/SUPPLEMENTS**

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

## **DRUG/SUPPLEMENT ABUSE**

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

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

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

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

## **POSSESSION AND/OR USE OF DRUGS OR DRUG PARAPHERNALIA:**

### CONSEQUENCES

- (1) First offense: Parental involvement, referral to authorities, possible suspension
- (2) Second offense: Suspension for 10 days and recommendation to Superintendent for an additional 20 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.
- (3) Third offense: 45 day suspension, notification to authorities and participate in state-certified drug/alcohol counseling.

## **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: Parental involvement, referral to authorities, possible suspension
- (2) Second offense: Suspension for 10 days and recommendation to Superintendent for an additional 20 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.
- (3) Third offense: 45 day suspension, notification to authorities and participate in state-certified drug/alcohol counseling.

## **ELECTRONIC DEVICES**

Using displaying, or turning on pagers, phones, personal digital assistants, personal laptops, or any other electronic devices during the regular school day, including instructional class time, and class change time is prohibited. The district is not responsible for any lost, broken or stolen electronic device.

### CONSEQUENCES

- (1) First offense: Confiscation and parent pickup
- (2) Second and subsequent offense: Item confiscated, parent pickup and detention.

### **FALSE FIRE ALARM/FALSE EMERGENCY ALARM/EQUIPMENT**

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

### CONSEQUENCES

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

### **FIGHTING/ASSAULT**

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: Parental involvement, deprivation of privileges, possible detention-suspension
- (2) Second offense: Deprivation of privileges, possible detention-suspension, referral to law enforcement
- (3) Third offense: 1-3 days Out of School Suspension, 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 where in the victim has not retaliated physically except to defend.

### CONSEQUENCES

- (1) First offense: Conference with principal, parental involvement, deprivation of privileges, possible suspension
- (2) Subsequent offenses: 1-180 days Out of School Suspension, or expulsion and notification to authorities.

### **HARASSMENT**

HARASSMENT (BULLYING) is words and/or actions that are hostile or offensive to another individual, which is intimidating in nature. Harassment includes, but is not limited to, references made to a person based

upon a person's age, sex, race, religion, or ethnic origin. This behavior may be physical, verbal, written, or symbolic.

### CONSEQUENCES

- (1) First Offense: Conflict remediation, Parent involvement
- (2) Second Offense: Deprivation of privileges, detention, referral to anger management
- (3) Third Offense: 1-3 days OSS

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

### CONSEQUENCES

- (1) First Offense: Parent involvement
- (2) Second Offense: Deprivation of privileges, detention
- (3) Third Offense: Removal from classroom – suspension, possible report to authorities

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: Parental involvement
- (2) Second Offense: Deprivation of privileges, possible detention
- (3) Third Offense: Suspension, possible report to authorities

### **IMPROPER DRESS**

Students are to dress appropriately and in good taste. Brief clothing with undue exposure of the body is not permitted. Bare feet are not permitted. Safe footwear must be worn at all times. Beer slogans and sayings that are offensive or profane are not permitted.

### CONSEQUENCES

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

### **INAPPROPRIATE LANGUAGE / PROFANITY**

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

### CONSEQUENCES

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

### **LYING**

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

### CONSEQUENCES

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

### **THEFT**

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

### CONSEQUENCES

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

### **THREATS**

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

### CONSEQUENCES

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

### **TRUANCY**

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

### **TOBACCO USE OR POSSESSION**

The use and/or possession of tobacco and/or smokeless tobacco products will not be permitted in school buildings, on school premises, on school transportation, or at school sponsored activities. Smoking paraphernalia, lighter, matches, etc., will be confiscated.

CONSEQUENCES

- (1) First Offense: Confiscation and disposal, parent notified
- (2) Second Offense: Confiscation and disposal, parent notified, deprivation of privileges
- (3) Third Offense: Confiscation and disposal, detention, notification to law enforcement

**VANDALISM / PROPERTY DAMAGE**

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

CONSEQUENCES

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

**WEAPONS**

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

CONSEQUENCES

- (1) First Offense: Confiscation, parent notified, possible suspension, possible notification to law enforcement officials.
- (2) Subsequent Offenses: Confiscation, parent notified, possible suspension, notification to law enforcement officials.