

**HILLSBORO ELEMENTARY SCHOOL  
Student Handbook 2011-2012**

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13 Hawk Drive  
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**THIS PLANNER BELONGS TO:**

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

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

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

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

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

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# **HILLSBORO ELEMENTARY CODE OF CONDUCT (JG-R)**

**I will not lie, cheat or steal, nor will I tolerate anyone who does.**

**I will treat everyone with dignity and respect.**

**I will leave every situation better than I found it.**

**I realize that my actions have consequences.**

**I will not blame other for the consequences of my actions.**

**I will accept the consequences that result from my actions.**

## **HILLSBORO ELEMENTARY LEARNING AND WORKING TOGETHER (JG-R)**

### **AS A HILLSBORO STUDENT, IT IS MY RESPONSIBILITY:**

- to attend school every day and to be on time to all classes
- to come to school prepared with books, paper, pencil, and materials and assignments as directed by teachers
- to obey and respect direction by all staff members
- to maintain a positive attitude toward learning and believe in my ability to succeed
- to respect myself and the rights and property of others

### **THE STAFF AT HILLSBORO ACCEPTS THE RESPONSIBILITY:**

- to provide a learning environment designed to meet the needs of each student
- to provide a safe environment
- to develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student
- to assist parents in helping their children develop self control, respect, and confidence to participate in school and society as a responsible citizen

### **AS THE PARENT OF A HILLSBORO STUDENT, IT IS MY RESPONSIBILITY:**

- to send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed
- to check my child's work and planner on a daily basis
- to support my child's needs
- to communicate with my child's teacher when I am concerned about my child's work or health.

### **ARRIVAL AND DISMISSAL (JEDB)**

Students should not arrive before 8:22 AM as there will be no adult supervision before that time. In the Case of emergency, permission should be obtained from the office for early arrivals. There is an early morning latchkey program at the Primary School. Students will not be permitted to leave campus without approval.

Buses begin delivering students at 8:22 AM. Students are expected to be in their classrooms, ready to learn at 8:45 AM. Morning work and breakfast is from 8:22 AM – 8:45 AM. Students that arrive to school at 8:45 AM or after miss morning work and time to organize for the day.

Students will not be released to parents during the last 25 minutes of school unless there is a family emergency, or medical reason. Those students that are released during this time will be counted as early pick-up/absent. The last part of the school day is just as important as any other time during the school day.

Parents of riders will be issued a number to hang in their car. At dismissal time, students, who do not ride the school bus, will be released at the same time as those who do, to wait in the Computer Lab. Parents that pick up their child after school are asked to line up in their car by the Junior High. The Elementary parking lot is full of buses and lining up in front of the administration office blocks traffic. AFTER buses are dismissed from the Elementary, parents will be asked to drive to the front entrance. As you pull around to the front of school, staff will bring your child out front. There, Elementary staff will help your child identify your car by your assigned number.

Parents that walk up to get their child are asked to report to the front lobby and Elementary staff will bring your child to you AFTER verifying you parent pick up number. If you do not bring your parent pick up number, please go to the school office for a pass. Please note: Buses are not able to move to allow you to get your car out of a parking spot. Do not park close to the school building if you need to leave the parking lot before buses are dismissed. You will need your assigned number to sign out your child.

Children will only be released to parents and/or those authorized by parents or guardians in writing. In most cases, you will be required to show ID. Prior to 3:25 PM, children will only be released through the office and not the classroom, playground, lunchroom, or other places. A sign out sheet must be completed in the office.

Children who are under court-awarded shared custody agreement will be released only to persons who have physical custody of the child at that time. Please be sure to furnish the school with relevant parts of a custody agreement. The school cannot take sides in family matters, and the school must abide by legal agreements and court orders. If we cannot decide who has physical custody at the time, we may need to contact law enforcement to help solve the problem.

### **ATTENDANCE (JED)**

Attendance is one of the most important key factors in student success. All students are expected to be in school except in cases of emergency for the following reasons: personal illness, illness in the family, quarantine in the home, death of a relative, observance of a religious holiday. Any other absence must be excused by the school office prior to the absence. All absences will be considered unexcused unless documentation has been provided by doctor, dentist/orthodontist, hospital, court, or funeral. In addition, if a student is sent home from school by the nurse; that day will be considered excused.

Steps to follow when absent:

1. Parent/guardian should telephone the school and inform the office of the absence before 9:00 AM. Please call 789-0040.
2. Students should present medical excuses to the office upon arrival back at school.
3. Inquire about make-up assignments. Assignments that are not made up will be reflected in the student's grade.

## **SCHOOL HOURS ARE 8:45 AM TO 3:25 PM**

Students that arrive after 8:45 AM are tardy. Students that are picked up before 3:25 PM will be counted as early pick up/absent. Any student that has chronic late arrivals and/or early picks up may not be eligible for perfect attendance.

When buses run during inclement weather, your child will be counted absent if not in attendance.

Student's attendance is a necessary and a mandatory part of a child's education. Chronic absenteeism/late arrivals will have a detrimental effect on all aspects of education. Class work missed due to an absence is often difficult to make up. Attendance is recorded on an hourly basis. Students who continue to be absent from school due to legitimate reasons should bring written excuses from home giving the date of absence, reason and a parent signature. Four or more absences are considered to be excessive. Parents will be notified by mail when a student misses 4 or more days. Eight or more days will be turned over the K-6 Home School Specialist. Chronic absenteeism/late arrival will result in referral to the K-6 Home School Specialist. If absenteeism/late arrivals continue, a referral will be made to the Division of Family Services for investigation.

## **BUS TRANSPORTATION (JFCC, JG-R)**

Transportation is provided for students to and from school. Riding the bus is a privilege. Improper conduct will result in that privilege being denied. Bus drivers are in charge and are expected to report students who cause disturbances or refuse to cooperate. Such reports will result in the denial of bus transportation, and are subject to the school discipline code.

Students who need to ride a bus other than the regular bus must have a bus pass signed by the principal. The parent must write a note to the school, requesting the pass, stating the reason, bus number, and parent signature. Please note: bus passes will not be issued for any bus that is at capacity. Passes will only be issued for tutoring, family-related reasons (family medical, family out of town, etc.). Two days written notice is required, except for emergency. No bus passes will be issued for visiting a friend for parties or sleepovers. No bus passes will be issued for morning detention.

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

## **CAFETERIA PROCEDURES (EF)**

Proper behavior is expected in the cafeteria at all times. Improper, disruptive, or uncooperative behavior will result in disciplinary action. Rewards are given to classes with appropriate behavior.

1. Students will remain in cafeteria throughout the lunch period.
2. Cafeteria tables should be left clean before leaving the cafeteria. This includes wrappers, milk cartons, etc.
3. If students spill food or drink, they should clean it up. Assistance is available if necessary.
4. Students should remain at their assigned table until dismissed by person on duty. Breakfast is served 8:22 AM – 8:45 AM. Students should report to the classroom before going to the cafeteria for breakfast.

Parents are welcome to eat lunch with their child. Please sign in at the office and get a visitor pass.

We use a computerized lunch program. Money may be sent to the teacher any day of the week. Remember you may pay weekly, monthly, or by semester. All money will be applied to your child's lunch account and deducted when used for breakfast or lunch.

Applications for the free lunch program are available in the office. Students who were on free or reduced lunch last year will have that status held over for the first 30 days of the school year. This is done so that parents have time to reapply for the present school year.

Lunch charges will be made for lunch only in case of emergency. Students should repay charges the following day. Any student with a negative balance exceeding \$10.00 will result in the child eating peanut butter and jelly OR a cheese sandwich, depending on what the cafeteria is serving that day. Report cards will be held each quarter for students with a negative balance in their lunch account.

### **CHARGES AND FINES**

Permanent records and report cards may be held by the school until all fines and charges are cleared. This includes lunch charges and library fines for lost or damaged books.

### **CHECKING OUT OF SCHOOL (JEDB)**

For the safety of all students, parents are required to come to the office when taking a student out of school. No student will be released from school except to a parent or guardian. If someone else is to pick up a student, he or she must have a note from the parent stating this fact. For each child's protection, students will be released through the office. In cases when there is a custodial parent, a copy of the custody papers should be on file in the office and the permanent record will be marked accordingly. Students will not be released the last thirty minutes of school unless it is a family emergency or a doctor's appointment.

### **DETENTION (JGB-AP1)**

Detention is a form of discipline used to correct students who violate school regulations. A student will be required to bring ample study materials upon entering detention. Detention will be before school. Parents will be notified if a detention is issued.

### **DISASTER (EBC)**

In the event of a disaster situation the Hillsboro R-3 School District has developed the master plan to provide for evacuation and care of all children. During such times official statements will be made public to help parents locate and pick up their children. Upon arrival to school, please check in at the office. Do not go directly to the classroom. Students will be checked out through the office.

### **DISASTER DRILLS (EBC)**

Fire and disaster drills are held at regular intervals throughout the school year.

### **DISCIPLINE (JG, JGD-R)**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Our discipline code lists misbehaviors as well as consequences. Severe and/or chronic misbehavior will result in suspension. When suspension is involved, students are expected to complete all school work. Credit will be given, if the work is completed within the given time frame.

### **DRESS (JFCA-AP)**

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

1. Students dress should be neat, clean, proper fitting, and reasonably simple.
2. Undershirts, cut shirts, tank tops, muscle shirts, crop-tops, spaghetti straps, pajamas, and midriffs are not acceptable for school. A student should be able to raise their hands without their stomach being exposed.

3. Clothing with obscene, vulgar or suggestive languages as well as advertising for drugs or alcohol will not be permitted.
4. Shorts may be worn provided that the length and fit are in good taste. "Biker" shorts or tights alone are not acceptable. Students should be able to participate in P.E. and recess without being exposed.
5. The dress length for girls should be in good taste and appropriate for school. No short skirts or shorts. Again, students should be able to participate in P.E. and recess without being exposed. As a general guideline, skirts should be fingertip length with arm fully extended at the side, and shorts should have approximately a 3-inch inseam.
6. On a daily basis, students are playing in the gym or on the playground. For safety reasons, the following shoes are not appropriate for school: shoes with wheels, flip flops, heels, slippers, etc.
7. Face painting and hair coloring are not appropriate at school. Distracting hairstyles are also not allowed at school. In our experience, these generally cause a disruption to the educational environment.
8. Hats are not to be worn in school by students.

### **EARLY DISMISSAL (JEDB)**

School will be dismissed three hours early several days during the school year. On these days, students will be released at 12:25 PM. Students will be released two hours early the day before Thanksgiving break, Christmas break, and the last day of school. It is important that you make arrangements for your child so that they will know where to go when school is dismissed earlier than normal. If it is necessary to make a change in your child's destination, please write a note to your child's teacher explaining the change. Early dismissal for teacher meetings will be planned in the school calendar.

### **EMERGENCY DISMISSAL**

If the need arises to call off classes in case of emergency due to inclement weather, etc. the following radio stations will be notified,

KJFF	AM	1400	Festus
KSDK	TV	Channel 5	St. Louis
KMOV	TV	Channel 4	St. Louis
KTVI	TV	Channel 2	St. Louis

The school utilizes a telephone calling system called School Reach. This system will call the number you have designated on your enrollment form and let you know if school is dismissing early. Although this is a great system, please do not depend on this as your only means of communication.

Parents should be sure to inform the school and/or classroom teacher detailing individual emergency procedures. The school will need: Destination if different than home, work phone numbers, and emergency numbers. Should school be dismissed early and it becomes evident no one is home to care for the students, that child may be brought back to the bus garage until parents pick up. If a parent requests that their child remain at school for parent pick up, they must sign a statement to that effect. With no written statement, the student will be sent home on the bus.

### **EMERGENCY DRILLS (EBC)**

Throughout the year emergency drills will be conducted to prepare students in case of a tornado, fire, etc. These drills should be taken seriously and cooperation is a must.

### **FIELD TRIPS, TRACK AND FIELD DAY, ASSEMBLIES (HICA-AF1,2)**

These are privileges earned by the student. That privilege may be removed if, in the judgment of the teacher and/or the Principal, the student's behavior warrants such actions. All school rules apply on field trips and school events.

## **GUIDELINE FOR CLASSROOM CURRICULUM EXEMPTIONS**

Parents may request that their student be exempt from selected parts of a class or course's curriculum under certain conditions. Parents may deem some instructional materials or activities to be inappropriate for their student. If so, your teacher will provide you with an alternate assignment request for which may allow students to have an alternative assignment. Parents need to discuss such concerns with their teacher. Hillsboro Elementary will follow board policy under these conditions.

### **HALL PASSES (JG)**

When it is absolutely necessary for a student to be out of class, the student must carry a hall pass unless he/she is with a teacher.

### **HEAD LICE (JHCC-API)**

Head lice are small insects about 3/8" long. They do not fly or jump but they do move very quickly in the hair. It is difficult to see the louse; therefore, when you check, look for their eggs. Eggs (nits) are tear drops in shape, about this size (‘), and vary in color from yellowish brown to white. These eggs are firmly attached to the hair near the scalp. They will not brush off the hair like dandruff.

We would suggest that you check your child's head at least once every week all year. It does not matter how clean you are or how often you shampoo, lice can get on anyone. Regular shampoo does not kill lice; they will still cling to the hair. If you find the eggs or lice on your child's hair, please check with your doctor, pharmacist, or school nurse to find out how to treat them, besides using the special shampoo, there are other measures of treatment that must be followed. Lice can live for a while on clothing, bed linens, carpets, and upholstery. Your family and home must be treated before your child can return to school.

Please notify your school nurse if you have found a case of head lice. We need to know so we can check your child's class. This is essential if we are going to prevent the spread at school. Our school adopted a "NO NIT POLICY" as recommended by the Health Department. This means that all nit or eggs must be out of the child's hair before they will be permitted to return to school.

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

If your child becomes ill or injured, it is imperative that the nurse's office has three (3) legitimate contact numbers on file. The nurse's office must be able to reach parent(s), guardian(s), or someone who will be responsible for the child and can pick them up in a timely manner. Please note, if a child is ill, he/she will be sent to the school nurse. The nurse will contact the parents if the child needs to go home. The teachers are not able to call themselves because they are teaching.

### **HOMEWORK**

Homework is assigned at the discretion of the classroom teacher and is due at the time specified by the teacher. At Hillsboro Elementary, homework is not a choice. Students who do not complete their homework in a timely manner may be deprived of privileges or assigned a detention. Generally, students should have no more than a half an hour of homework per evening. If your child has what seems to be a very large amount of homework, you should check with the teacher to make sure it is really homework, and not class work that should have been completed during the regular school day. This could be an indication that the child is not using time effectively during the school day or they are having difficulty with a subject.

### **LIBRARY (II AC-R)**

- Students will come to the library once a week with their classroom.
- They are allowed to borrow two books from the library which they may keep for 2 weeks.
- They may return their books and get different books with a pass from their teacher.

- They may also check out one magazine when they come with their class and keep it for one day.
- Students will be held responsible for the items they check out from the library. If books or magazines are lost or returned damaged, students will have to pay a fine.
- There are no fines for late books or magazines, but students will need to return the late items or pay for them to have library privileges.
- Students will need to have a signed technology agreement form on file to use the internet.
- Please see our library website for more information on the library media center.

### **LOST AND FOUND (JG-R)**

All clothing, lunch boxes, back packs, etc. are placed in the Lost and Found bin located in the front lobby. Money, watches, jewelry, or articles of value are returned to the office. At the end of each month, left over items may be donated to charity. It is the responsibility of the child to pick items up before the items are donated to charity.

### **MEDICINES ADMINISTERED TO STUDENTS (JHC)**

Giving medicine during school hours is discouraged and restricted to necessary medication that cannot be given at home. Whenever possible, medication should be taken at home. Medication which has to be given at school **MUST** be brought to the nurse's office before school and it will be stored in the cabinet or refrigerator.

All medication brought to school must be in the prescription bottle or original container and accompanied by a medication slip including:

1. Student name
2. Medication name
3. Directions/amount and time to be given
4. Number of days to be given
5. Parent's signature, phone and date

Over-the-counter and prescription medicines will be given only if they are brought in the original container. Medicine will not be given unless it is prescribed for the child who is bringing it into school and the container has his or her name on it. Any medication not in the original container with the child's name will be held by the school nurse for parent to pick up in one week. After that it will be destroyed.

\*\*\*The first day medication is to be given; a hand written note with the above information will be accepted. A medication slip will then be sent home and **MUST** be returned the next day or no medication will be given.

Students who have been ill with a temperature of 101 degrees or more must be **temperature free 24 hours before returning to school.**

### **PARENT-TEACHER COMMUNICATION (IK)**

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

Parents are encouraged to sign up for the Infinite Campus Parent Portal. This is a web-based program that will allow parents to view their child's grades and/or missing assignments. Please call the school office to sign up for this program.

## **PARENT CONFERENCES (IK)**

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

## **PERFECT ATTENDANCE (JED)**

Students with perfect attendance will be recognized on quarterly and yearly basis. Attendance is recorded by the hour. Students that have attended each day and accumulate less than 1 day's absence will be recognized as having perfect attendance. Please note, if a student has chronic late arrivals and/or early pick-ups he/she may not be eligible for perfect attendance.

## **PERSONAL ITEMS**

Problems arise each year because students bring articles to school that interfere with school procedure. A student should not bring toys, games, radio, balls, bats, skateboards, etc. to school unless prior approval has been obtained. In any event, the school will not assume responsibility for any such item. Although we attempt to help the student try and find the item, the school cannot be held liable for lost or stolen items. Any student that brings these items to school is subject to the school discipline code.

## **PHYSICAL EDUCATION (ADF, IGD-JA)**

Physical Education classes generally meet once every 3 school days. Each student is expected to participate in all activities unless a note has been sent for medical reasons. In order for students to participate safely, they must wear tennis shoes with non-marking soles during P.E. Clothing should be suitable for exercise and play. If your daughter prefers to wear a skirt or dress, please remind her to wear shorts underneath.

Excuses for P.E. – Hillsboro Elementary has adopted the suggested policy of the Missouri Department of Elementary and Secondary Education. In the event a student is unable to participate in P.E. class, a note (no phone calls) should be sent to the P.E. teacher stating the ailment and those activities the student CAN DO. If they need to be excluded from any activity for more than one week, a written note from a licensed physician explaining the duration and limitation on activities is necessary. A modified physical education program may be provided during this time. Most of the time, there are activities they are able to do – even if it is walking. Alternate assignments may be given, not as a punishment, but rather, an alternate learning experience for the student. In addition, students who are excused from P.E. for medical reasons or parent request will not be allowed to participate in recess, and will be held within the building during recess time.

## **REPORT CARDS (KK-AP, KD)**

The evaluation of a student's achievement is one of the important functions of the teacher. Report cards are issued every 9 weeks. Progress reports will be issued at mid-quarter for any student earning a D or F. Report cards are issued on the Friday following the last day of the quarter. An incomplete is given only in cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. Make-up work is the complete responsibility of the student. Please note, parents that have signed up for the Infinite Campus Parent Portal are able to view their child's grades at any time. Please call the school office to sign up for that program.

### **Grade Scale**

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

**Art, P.E., and Music Grades** – These grades are listed as: + Above Average, S Satisfactory, N Needs Improvement, U Unsatisfactory

### **SCHOOL RECORDS (JO-R, JO-AP)**

School records are maintained in the school office. Access to student records will be made available to appropriate personnel and parents as outlined by the Family Educational Rights and Privacy Act (FERPA). According to FERPA, parents may inspect and review their student's education records upon written request. This review and appeal process is outlined in the 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.

### **SCHOOL VISITORS (KK, ECA)**

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 visitors pass.

Parents: Please make arrangements in advance if you wish to conference with a teacher or wish to spend time in the classroom with your student. Time for volunteers is scheduled with each individual teacher. When visiting a classroom during the school day try to remember that this is not the best time for a teacher conference.

### **SCHOOL SALES (IGDF)**

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

### **SPECIAL PROGRAMS**

**Accelerated Reader** The Hillsboro Elementary School has chosen the Accelerated Reading (AR) program from Renaissance Learning Inc. to complement the reading curriculum. AR is an individual guided reading program. Students take a reading assessment test (STAR) to determine their reading level. The STAR test helps to set the student's reading goals. Parents will receive the results of this test. Teachers will help students set up a reading log that will chart their progress. Each student will have reading goals that they meet each quarter. Students select books on their reading level, read the books, and then take a computerized reading quiz. Children receive recognition for reaching their goals. A list of the AR quizzes that are available at the Elementary School can be accessed from our website.

**Counseling** The Guidance Department is the center of an effective school process. If a student is having a difficult time of experiencing frustration in the classroom, he/she should see the guidance counselor for assistance. A guidance counselor is available to help students and parents.

**Gifted classes** The GATE program is available to students in grades 3-6 who have met all tests, grades and recommendation requirements, and have been found to be academically gifted.

**Other Special Services** The Hillsboro R-3 District provides services for students with remedial reading and speech and/or language problems. Through the district, services are provided for other special handicapping conditions.

**Accelerated Math** Accelerated Math is a program that allows students to work on skill sets. The computer program tracks student progress. The teacher and student work together to set goals. Student work is graded.

**Tutoring** Tutoring is available Tuesday and Wednesday morning and afternoon. Tutoring is designed for those students that need extra help. It is not designed for those students that do not complete homework. Tutoring is offered on a semester basis. Morning Transportation is available for those buses not crowded.

**Art Academy** Art Academy is an after school club that meets once per month. Students work with the Art teacher, creating art projects and exploring concepts.

**Choir** Fourth grade students wanting to be in choir will have an opportunity to try out. Choir practice is before school, twice per week. Transportation is not provided.

**Wellness Activities** Each month, the P.E. teacher plans activities designed for parents and children to stay active. Reservations are required due to limited capacity. This group meets once per month, in the evening.

### **TARDINESS (JED-API)**

Classes begin promptly at 8:45 AM. It is very important for students to be on time. Late arrival disrupts class and causes loss of instruction time. Students arriving late report to the office before going to class. Parents must sign their child in at the office. Chronic late arrivals will be referred to our K-6 Home School Specialist. Please note, chronic late arrival/early pick up may result in a loss of eligibility for perfect attendance.

### **TELEPHONE AND ADDRESS CHANGES (JECA)**

Please notify the school immediately if there is a change in your address, telephone number, baby sitter or person to contact in an emergency. This information is in case your child becomes ill or injured.

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks should be clean and handled carefully. The student's name and school year should be placed on the inside front cover of each book. Each student will be required to pay for lost or damaged books.

### **VANDALISM AND PROPERTY DAMAGE (JGD-R, ECA, JFCB)**

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If a student accidentally damaged something, it should be reported to the office immediately.

### **WITHDRAWALS (JED)**

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

# STUDENT DISCIPLINE K-12

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

## SECTION I

### OVERALL OF K-12 DISCIPLINE (JGA, JGB, JGD, JGE, JGF)

#### 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 83<sup>rd</sup> 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 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 (JGB)

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

Note: Serious violations of the discipline code, specifically truancy, drug or substance abuse, (including tobacco), weapons, fighting, and assault are cumulative throughout the school year and not on a semester-by-semester basis. Serious violations will be reported to law enforcement officials and documented in the student's permanent record.

District personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermissions or recess periods.

## **SECTION II STUDENT RIGHTS (JFG)**

All students have the right...

- To the opportunity for a free education in the most appropriate learning environment.
- To the opportunity for freedom of speech and of the press.
- To be secure in his/her persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or are dangerous or detrimental to the educational process.
- To expect that the school will be a safe place with no fear of bodily harm.
- To expect an appropriate environment conducive to learning
- To not be discriminated against on the basis of sex, race, color, religion, national origin or disability.
- To expect to be fully informed of school rules and regulations.
- To be accorded due process with respect to suspension, expulsion, and decisions, which the student believed, injures his rights.

### **STUDENT SEARCHES (JFG)**

The School District has the right to conduct reasonable searches of students (i.e., purse, wallet, pockets, etc.) lockers, and school property in order to protect students, staff and visitors and in order to maintain order and discipline in the schools. These searches are authorized whenever a reasonable belief exists that the student to be searched possesses illegal, unauthorized or inappropriate material, which would interfere with the maintenance of school discipline or order.

Whenever a reasonable belief exists that a personal search of a student or his or her belongings is needed and the student refuses to comply with such request for a search the consequences for non/compliance of this request are: A minimum three-day OUT OF SCHOOL suspension will result. Suspected substances or objects considered dangerous or illegal may result in extending the suspension up to 180 days. Pursuant to this right, school officials may seize illegal, unauthorized or inappropriate materials located on school property.

### **SUSPENSION (JGD)**

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

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

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

### **GROUNDS FOR SUSPENSION (JGD)**

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

### **DUE PROCESS (JGD)**

All students have procedural due process rights in the event they are suspended from school: (1) The pupil shall be given oral or written notice of the charges against him; (2) if the pupil denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; (3) the pupil shall be given an opportunity to present his version of the incident; and (4) in the event of a suspension for more than ten days, where the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools the pupil's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

### **SPECIAL EDUCATION STUDENTS (JGE)**

Special Education students are expected to adhere to the same rules as other students. A special education student shall not receive disciplinary suspensions because of their disability. The flexibility of administrator discretion especially applies in judging appropriate consequences for these students' misbehavior. If a special education student is suspended for an extended period of time, they will be accorded all the rights due them. During the period of suspension, an Individual Education Program (IEP) review conference may meet to formulate amendments to the original IEP if needed.

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

### **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.

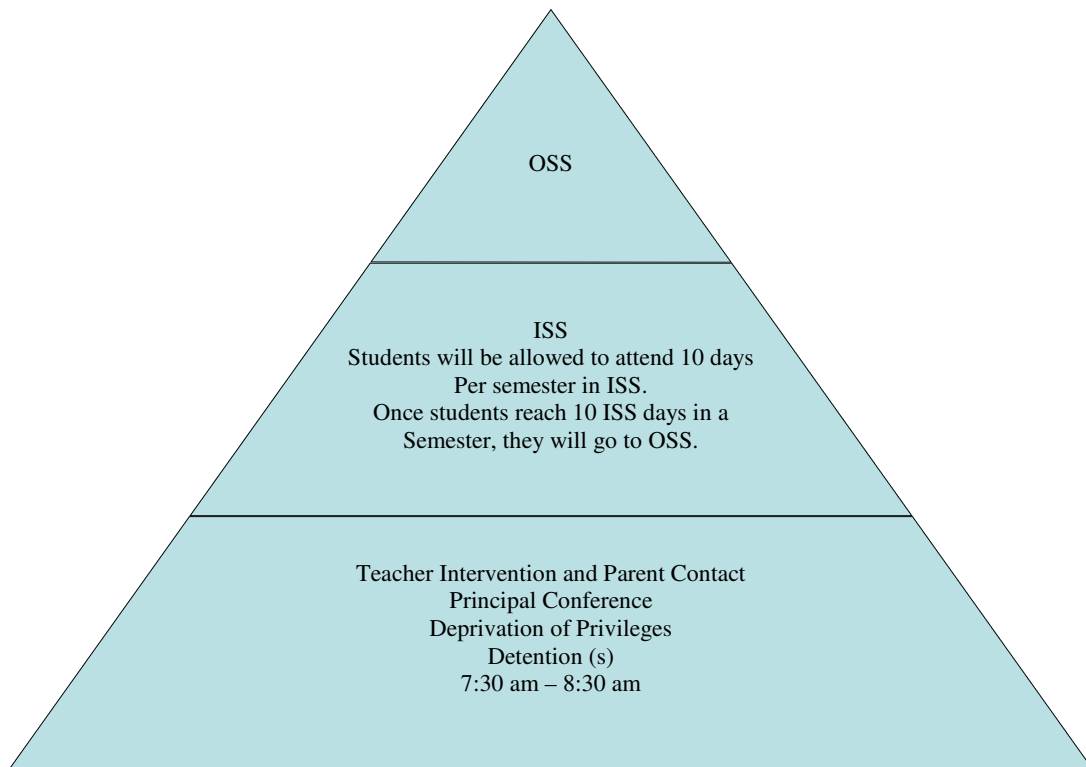
- Respect for the institution and buildings – The school should be considered a monument to the community, alumni and a symbol of prestige to those currently enrolled.

**CONSEQUENCES OF MISBEHAVIOR (JGB)**

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 (JGB)**

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

**CONFISCATION (JGB)**

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

## **DETENTION (JGB)**

The Detention Program is Hillsboro 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 (JGB)**

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 (JGD)**

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

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

In-School Suspension 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) ( 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 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 (IGBC)**

Parent (s) and/or legal guardian (s) are notified of disciplinary action by telephone, personal contact, letter, or certified letter. A conference may be conducted with 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 (JG-F, JG-R)**

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 (JG-F, JG-R)**

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

**RESTITUTION (JG-R, ECH)**

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

**STUDENT CONFERENCE (JG)**

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

**TEMPORARY REMOVAL FROM CLASS (JG-R)**

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

**VERBAL REPRIMAND (JG-R)**

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

## **SECTION IV OFFENSES AND CONSEQUENCES**

**BUS MISCONDUCT (JFCC)**

All school rules and consequences apply to riding the school’s buses. Safe and orderly bus transportation demands that students at all times show respect for the bus driver and follow instructions and rules of the school bus.

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

CONSEQUENCES

- (1) First offense: Verbal warning, FYI conduct report to principal, and driver call parent
- (2) Second offense: Conduct report, conference with driver supervisor and possibly with building principal.
- (3) Third offense: Recommendation by Director of Transportation to Principal for possible disciplinary action up to and including suspension from the bus.

**Severe discipline issues may require by-passing the first steps and be referred to the building principal.**

**CAFETERIA VIOLATIONS (JG)**

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 (JG-R)**

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

CONSEQUENCES

- (1) First offense: Conference with teacher, notice to parents, student may retake test or assignment.
- (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 (JG-R, EHB, EHG-AP)**

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 (JG-R)**

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

#### CONSEQUENCES

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

### **DISRESPECT / INSUBORDINATION (JG-R, AC)**

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

#### CONSEQUENCES

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

### **DRUGS/SUPPLEMENTS (JG-R, JGCH, JHCD)**

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

### **DRUG/SUPPLEMENT ABUSE (JG-R, JFCH, JHCD)**

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: (JG-R, JGCH, JHCD)**

#### 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 (JG-R, JGCH, JHCD)**

(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 (JG-R, EHB)**

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 (JG-R)**

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

#### CONSEQUENCES

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

### **FIGHTING/ASSAULT (JG-R)**

A student shall not harm others or interrupt the educational process by using violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct that disrupts the school.

FIGHTING is mutual combat in which both parties have contributed to the conflict either verbally or by physical action. 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 (JFCF, JG-R, AC)**

HARASSMENT (BULLYING), as directed by District Policy, is the use of words and/or actions that are hostile or offensive to another individual, which is intimidating in nature. Harassment includes, but is not

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

CONSEQUENCES

- (1) 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 (JFCA-AP)**

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 (JG-R, AC)**

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

CONSEQUENCES

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

**LYING (JG-R)**

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

CONSEQUENCES

- (1) First Offense: Parental involvement
- (2) Second Offense: Parental involvement, deprivation of privileges, possible 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 deprivation of privileges/detention, suspension to recommendation to the superintendent for extended suspension or expulsion.

### **THREATS (JG-R)**

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 (JG-R, JED-AP1,2)**

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

### **TOBACCO USE OR POSSESSION (JG-R, JFCH)**

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 (JG-R, ECA, JFCB)**

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

#### CONSEQUENCES

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

### **WEAPONS (JG-R, JFCJ)**

Possession or use of any instrument or device, other than those defined in 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.



