

**HILLSBORO
SENIOR HIGH SCHOOL**

DISCIPLINE HANDBOOK



2009-2010

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**HILLSBORO R-3 SCHOOLS HIGH SCHOOL
DISCIPLINE CODE**

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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 that constitutes a "serious violation" of the district's discipline policy" JGF will be documented in the student's discipline record. This code includes, but is not necessarily limited to, acts of students on school, parking lots, school buses, or at a school activity whether on or off school property.

SECTION I

PURPOSE

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

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

PHILOSOPHY

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

CODE OF CONDUCT

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

CONSEQUENCES OF FAILURE TO OBEY STANDARDS OF CONDUCT

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

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

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

SECTION II

STUDENT RIGHTS

STUDENTS' RIGHTS INCLUDE:

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

STUDENT SEARCHES

The School District has the right to conduct reasonable searches of students (i.e., purse, wallet, pockets, etc.) lockers, and school property in order to protect students, staff and visitors and in order to maintain order and discipline in the schools. These searches are authorized whenever a

reasonable belief exists that the student to be searched possesses illegal, unauthorized or inappropriate material, which would interfere with the maintenance of school discipline or order.

Whenever a reasonable belief exists that a personal search of a student or his or her belongings is needed and the student refuses to comply with such request, the consequences for non-compliance of this request are:

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

AUTHORITY TO SUSPEND

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

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

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

GROUNDS FOR SUSPENSION

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

DUE PROCESS

All students have procedural due process rights in the event they are suspended from school: (1) The pupil shall be given oral or written notice of the charges against him; (2) if the pupil denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; (3) the pupil shall be given an opportunity to present his version of the incident; and (4) in the event of a suspension for more than ten days, where the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools the pupil's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable. (RS Mo. 167.171)

SPECIAL EDUCATION STUDENTS

Special Education students are expected to adhere to the same rules as other students. A special education student shall not receive disciplinary suspensions because of their disability. The flexibility of administrator discretion especially applies in judging appropriate consequences for these students' misbehavior.

If a special education student is suspended for an extended period of time, they will be accorded all the rights due them. During the period of suspension, an Individual Educational Program (IEP) review conference may meet to formulate amendments to the original IEP if needed.

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

PHILOSOPHY

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

RESPONSIBILITY

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:

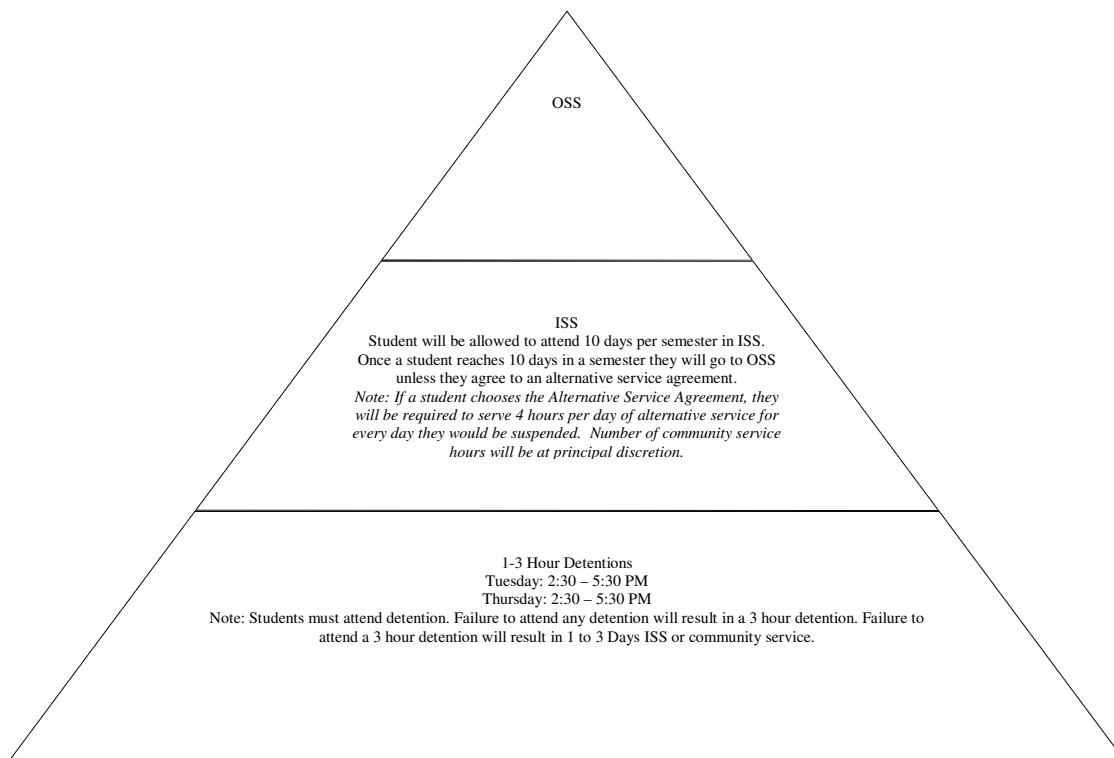
- (1) Respect for self -- Self-admiration is the foundation of all other respect. One cannot respect others without first having self-respect.
- (2) Respect for staff -- The high school institution requires the labor of many different types of employees (cafeteria staff, bus drivers, maintenance personnel,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

CONSEQUENCES:

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

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

GENERAL SCHOOL CONDUCT STANDARDS AND CONSEQUENCES DISCIPLINE PYRAMID AND DESCRIPTIONS



DETENTION

The Detention Program is Hillsboro High School's attempt to provide appropriate consequences for school misbehavior. It is meant to be inconvenient for students.

The detentions will be held from 2:30 p.m. to 5:30 p.m. on Tuesday and Thursday. The principal/assistant principals shall determine which days shall and shall not host detentions.

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

PROCEDURES:

- (1) The detention hour/hours is considered an extension of the school day.
- (2) The detention hour/hours will be assigned one week in advance to allow time to arrange for transportation. Transportation will not be provided.
- (3) The detention hour/hours must be taken on the date assigned. Detentions may be reassigned at principal's discretion.
- (4) If assigning teacher approves, then the student may go to tutoring in lieu of detention room.
- (5) Students must attend all assigned detentions. Failure to attend one detention will result in a 3 hour detention. Failure to attend a 3 hour detention will result in 1 to 3 days ISS.

RULES:

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

CONSEQUENCES:

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

Detention Compensation Agreement:

Students may elect to remove their last detention from their record by entering into a Detention Compensation Agreement. This allows a student to delete only one detention of 1-3 hours in return for the student's improved behavior during a consecutive two-week period.

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

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

IN-SCHOOL-SUSPENSION (ISS)

PURPOSE

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

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

GENERAL GUIDELINES:

Students will be allowed a total of 10 Days ISS per semester with a maximum of 20 Days of ISS. (Exceeding this rule results in Out-of-School Suspension or entering into an Alternative Service Agreement. If a student enters into an Alternative Service Agreement, the student will be required to complete four hours of community service with a designated business/organization

for each day an OSS was assigned to the student and will be assigned at Principal discretion. Students will be required to complete service agreement within two weeks or the original OSS will be assigned to the student.)

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

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

PROCEDURE:

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

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

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

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

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

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

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

A STUDENT'S DAY IN ISS WILL BEGIN AT 7:35 A.M AND END AT 3:30 P.M.:

(a) Students are to report directly to ISS at 7:35 a.m. Tardies and absences are reported to appropriate building secretaries.

(b) Students are to remain in ISS for the entire day from 7:35 A.M. to 3:30 P.M.

(c) Students will not be allowed to leave for college, early release work program, or school related courses/events. In addition, a student will not be able to participate in any school sponsored activity while serving ISS.

(d) Students may be required to complete Learning Packets or given additional work from the ISS teacher.

(e) Students must complete assigned work, i.e. regular class assignments and/or additional ISS assignments. Assignments are collected and checked for neatness, spelling, complete answers, and quality.

(f) No talking is permitted at anytime during the day, unless to the teacher, and only with his/her permission.

- (g) Sleeping is not allowed. Students are expected to work at a steady pace throughout the day.
- (h) Students may not leave their assigned seats without permission. Restroom breaks are taken as a group with the instructor 3 times each day.
- (i) Students 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.
- (j) Eating will be allowed only during lunchtime. Students may bring their lunch or purchase lunch from school. Lunch is delivered to the ISS room.
- (k) No possession of tobacco, gum, or candy is allowed.

NOTE: FAILURE TO ATTEND THE 1 HOUR AFTER SCHOOL ISS DETENTION WILL RESULT IN 4 HOURS OF ALTERNATIVE SERVICE OR 1 DAY OSS

SUSPENSION FROM SCHOOL (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 responsible to pick up all school work in a timely manner and are encouraged to keep up with their studies during the suspension period. Students are required to make up all work missed during the suspension 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 upon return from suspension or at principal's discretion after the student returns to school.

ALTERNATIVE SERVICE AGREEMENT (ASG)

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

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

ASSEMBLY BEHAVIOR EXPECTATIONS:

The directions of school staff must be followed at all times. Continuous conversation or obscene, rude, loud remarks or noises are inappropriate. Throwing objects at any time is not allowed.

CONSEQUENCES:

(1) First offense: removal from assembly and 1-3 hour detention assigned.

(2) Second offense: suspension from future assemblies for continual or severe violation of assembly rules and 3 hour detention assigned.

BUS MISCONDUCT

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

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

CONSEQUENCES:

(1) First offense: warning or reprimand by bus driver, possible parent involvement.

(2) Second offense: filing of bus conduct report with principal, assignment of 1-3 hour detention, reassignment of seat on bus or cleaning bus. Parent notified.

(3) Third offense: 1-3 days of ISS, and/or suspension from riding the bus as seen appropriate by principal

BEVERAGES

Beverages may be purchased at school or on school grounds. NO beverages are to be brought to school or to school activities unless unopened and with a meal during lunch or a meal brought for an activity. The consequence shall be to dispose of the product.

CAFETERIA/COMMONS BEHAVIOR EXPECTATIONS

The directions of school staff must be followed at all times. Do not break in the lunch line. Students must clean up after themselves. Throwing food and destruction of another's food are unacceptable. Open food/drink must remain in the cafeteria. Loudness and disruptive behavior/horseplay are unacceptable. Students are to remain seated until bell rings.

CONSEQUENCES:

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

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. The teacher shall collect the student's paper immediately and assign a grade of zero for cheating.

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

CONSEQUENCES:

- (1) First offense: the teacher shall collect the student's paper immediately and assign a grade of zero.**
 - (2) Second and subsequent offense: assign zero and 1-3 days of ISS, parents notified**
- Note: Forgery consequences will be at principal's discretion and will range from ISS to OSS depending on severity of case.**

CLASSROOM ACADEMIC PERFORMANCE

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

CONSEQUENCES:

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

CLASSROOM BEHAVIOR

Students are expected to follow all classroom rules of each individual teacher. Each classroom should have written and posted rules and the consequences for these misbehaviors. Classroom rules will be approved by the principal and will be enforced. Teachers will be responsible for managing their own classrooms and will need to use their discretion to best fit each situation. The following are general guidelines that will be used:

CONSEQUENCES:

- (1) First offense: student/teacher conference**
- (2) Second offense: detention assigned**

(3) Third and subsequent offense: 1 - 3 days ISS

COMPUTER MISUSE

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 computer agreement for further details.

DRESS AND GROOMING

Students are expected to dress reasonably neat and clean while at school. Appropriate and acceptable clothing shall be defined as that which is NOT PROVOCATIVE, REVEALING, (no undergarments or inappropriate body parts showing), SUGGESTIVE, GANG RELATED, OR DISRUPTIVE to the educational process. Skirts, shorts, and shirts should be of a length that covers all body parts. **(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. In addition, shirts should have sleeves and no holes in pants.)**

The following are not allowed:

1. Clothing with vulgar slogans or symbols, racial slurs, advertisements for drugs, tobacco, or alcohol;
2. Hats, bandannas, slippers, pajamas, chains, cut-off shirts, and midriff/tank tops, biker shorts, short shorts, sleeveless shirts, very low and sagging pants, and wheeled tennis shoes.
3. No trench coats
4. No chains will be worn (i.e., chains attached to a wallet or worn as a necklace or attached to pants, etc.)

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

CONSEQUENCES:

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

DRIVING/BICYCLING/PARKING LOT EXPECTATIONS

- (1). No sitting in parked cars or loitering in the parking lot.
- (2). Students shall abide by the parking permit policy.
- (3). Students shall follow directions of staff.

- (4). Careless and reckless driving, to include “burning rubber,” is unacceptable and will not be tolerated.
- (5). Parking lots are OFF LIMITS to students during school except with special permission from the principal.

CONSEQUENCES:

- (1) First offense: written warning**
- (2) Second and subsequent offense: Driving privileges revoked at principal’s discretion, and parent notified.**

DRUGS/SUPPLEMENTS

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

DRUG/SUPPLEMENT ABUSE

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

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

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

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

POSSESSION AND/OR USE OF DRUGS OR DRUG PARAPHERNALIA:

CONSEQUENCES:

- (1) First offense: suspension for ten 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.

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

(3) Third offense: Suspension for 10 days with recommendation to Superintendent for an additional 170 days out-of-school suspension or expulsion and notification to law enforcement officials.

SELLING OR TRANSFERRING DRUGS OR PARAPHERNALIA

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

CONSEQUENCES:

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

(2) Second offense: recommendation to the board for expulsion.

ELECTRONIC DEVICES

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

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

FALSE FIRE ALARM/FALSE EMERGENCY ALARM/EQUIPMENT

CONSEQUENCES:

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

FIGHTING/ASSAULT

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

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

CONSEQUENCES:

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

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

CONSEQUENCES:

Same as fighting

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

CONSEQUENCES:

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

GANGS

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

CONSEQUENCES:

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

HALLWAY BEHAVIOR EXPECTATIONS: INSIDE & OUTSIDE:

Walk and follow the directions of school staff at all times. Loudness, disruptive

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

CONSEQUENCES:

- (1) First offense: written warning on the first offense of general misbehavior.**
- (2) Second and subsequent offense: visit with a principal and discipline will range from detention to suspension.**

HARASSMENT

HARASSMENT (BULLYING) 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:

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

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

CONSEQUENCES:

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

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

CONSEQUENCES:

- (1) First offense: 1-3 days of ISS with restitution**
- (2) Second offense: Out-of-school suspension and restitution**

IDs / SECURITY IDENTIFICATION CARDS

For security purposes, all high school students will be issued a picture identification card. This I.D. card must be with students at all times while on campus and at student activities. It is not

necessary for student to wear I.D. card while in the building. Failure to produce the student I.D. card when requested by school personnel will result in appropriate consequences. The I.D. card will be collected from students transferring to another school or dropping out of school. Students are not to color, put stickers on, or deface the ID in any way. The I.D. card will be used to access lunch accounts. Students will not be able to give their account number. Student will pay either with cash or access account by swiping their ID card. The student will still need to display their ID as they come in for the day. In addition, any temporary ID card will result in the student to be the last to eat lunch.

CONSEQUENCES:

- (1) First – Fourth offense: warning and student to receive a temporary stamp. In addition, the student will be required to be the last to eat lunch.**
- (2) Fifth and subsequent offense: New ID issued, with the cost of the ID being placed on the student account. The cost to replace an ID card will be \$5.00**

INSUBORDINATION

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

CONSEQUENCES:

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

LOCKER ASSIGNMENTS

Lockers are issued to each student at the beginning of the year. Lockers are to be kept locked at all times (no tripping locks) and combinations must not be shared. Sharing lockers is discouraged! No outside locks unless authorized by administration.

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

CONSEQUENCES

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

OBSCENE MATERIAL, POSSESSION OR DISTRIBUTION

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

CONSEQUENCES:

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

PROFANITY

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

CONSEQUENCES:

- (1) First offense: 1-3 hour Detention/parent conference at principal's discretion**
- (2) Second-subsequent offense: 1-3 days ISS**

WHEN DIRECTED TOWARDS STAFF MEMBER

CONSEQUENCES:

- (1) First offense: 5 days out-of-school suspension**
- (2) Second offense: 10 days out-of-school suspension**
- (3) Third offense/ severe case: 10 days out-of-school suspension with recommendation to Superintendent for further action.**

PUBLIC DISPLAY OF AFFECTION

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

CONSEQUENCES:

- (1) First offense: written warning/parent contact.**
- (2) Second offense: 1-3 hour Detention, conference with principal, parent notification.**
- (3) Third offense: 1-3 days of ISS, conference with principal and parents.**

TARDINESS

Tardiness is being late for school or class. When a student arrives late to school, they must check in with the office. Notes or phone calls do not automatically excuse the tardiness. A parent coming in with the student to the office will usually provide an excuse unless such tardiness is chronic. A student who is not already in the classroom (not necessarily in seat) when the bell begins to ring is considered tardy for class unless they have permission from a staff member.

CONSEQUENCES:

- (1) First tardy: a written warning will be issued on the first tardy each semester.**
- (2) Second tardy: 1 hour detention assigned.**
- (3) Third-fifth tardy: 2 hour detention assigned.**
- (4) Accumulation of six and subsequent tardies: 1-3 days ISS and driving privileges may be revoked at principal discretion.**

Note: Failure to attend any detention will result in a three hour 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 suspension to recommendation to the superintendent for extended suspension or expulsion.**

THREATS

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

CONSEQUENCES:

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

TOBACCO USE OR POSSESSION:

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

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

CONSEQUENCES:

- (1) First offense: confiscation and disposal, parent notified, 3 days of ISS, notification to law enforcement.**
- (2) Second offense: confiscation and disposal, parent notified, 5 days of ISS days, notification to law enforcement.**
- (3) Third offense: confiscation and disposal, 5 days of OSS, notification to law enforcement.**

UNAUTHORIZED ABSENCE:

Is defined as an unauthorized absence from class or leaving school without permission

CONSEQUENCES:

An unauthorized absence shall be referred to a principal. According to the nature of the incident, the consequences shall range from a 3 hour detention to suspension.

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:

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

WEAPONS

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

CONSEQUENCES:

- (1) First offense: In-school suspension, 1-180 days of OSS, or expulsion, and possible notification to law enforcement officials.**
- (2) Subsequent offense: 1-180 days of OSS or expulsion and notification to law enforcement officials.**

ATTENDANCE

HIGH SCHOOL ATTENDANCE POLICY

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

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

Absences are to take care of extraordinary circumstances concerning:

Personal illness

Professional appointments that could not be scheduled outside of the regular day

College visits

Other serious personal or family problems

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

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

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

SUMMARY

This behavior code is based upon the idea that our school must maintain an orderly atmosphere conducive to learning. This code has outlined certain behavior standards and consequences, which will provide that atmosphere.

Underlying this behavior code is the authorization by the R-3 Board of Education that district personnel responsible for the care and supervision of students shall hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, or any school bus going to or returning from school, and during any school-sponsored activity on or off campus.

NON-DISCRIMINATION

It is the policy of Hillsboro R-3 School District that no person shall, on the basis of race, sex, creed, or color, be subject to discrimination in employment or in admission to any educational program or activity of the R-3 school district.