

Hillsboro
Intermediate

2011-12

Student Handbook



THIS PLANNER BELONGS TO:

Name _____

Address _____

City _____ **Zip** _____

Telephone _____ **Teacher** _____

PARENT SIGNATURE

**HILLSBORO INTERMEDIATE SCHOOL
Student Handbook 2010-2011**

**Mr. Scott Readnour, Principal
Dr. Kimberly Tooley, Assistant Principal
Mrs. Amy Hodge, Counselor
Mrs. Katie Reiter, Counselor
10478 Highway 21
Hillsboro, MO 63050
(636) 789-0030**

**HILLSBORO INTERMEDIATE
CODE OF CONDUCT (JGR)**

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 others for the consequences of my action.

I will accept the consequences that result from my actions.

Table of Contents

Arrival and Dismissal	8	Perfect Attendance	10
Assignment of Extra Duty	20	Personal Items	13
Attendance	10	Physical Education	11
Band – 6 th grade	12	Policy for Administering Medication	7
Bus Conduct	9	Prohibited Items	28
Bus Misconduct	24	Public Display of Affection	29
Bus Transportation	8	Referral to Law Enforcement	23
Cafeteria Procedures	7	Referral to Other Agencies	23
Charges and Fines	13	Report Cards	12
Cheating and Forgery	24	School Sales	13
Checking out of School	10	Special Education Students	18
Citizenship Award Form	14	Special Services	7
Code of Conduct	4	Student Awards	12
Computer Misuse	25	Student Conference	23
Confiscation	20	Student Discipline	16
Consequences of Misbehavior	20	Student Rights	17
Deprivation of Privileges	21	Student Searches	17
Detention	20	Suspensions	18
Discipline	12	Tardiness	10
Discipline Pyramid	20	Telephone and Address Changes	6
Disorderly Conduct/Disruptive Behavior	25	Temporary Removal from Class	23
Disrespect/Insubordination	25	Theft	29
Dressing and Grooming	10	Threats	29
Drugs/Supplement Abuse	25	Tobacco Use or Possession	29
Due Process	18	Truancy	29
Early Dismissal	6	Unauthorized Absence	30
Electronic Devices	26	Vandalism	30
Emergency Dismissal	9	Verbal Reprimand	23
Emergency Drills	10	Visitors at School	6
Emergency Procedures	31	Weapons	30
Expulsion	21	Withdrawal from School	10
Failure to Serve Detention	26		
False Fire Alarm	27		
Field Trips	13		
Fighting/Assault	27		
Grounds for Suspension	18		
Guideline for Curriculum Exemptions	13		
Hall Passes	10		
Harassment	27		
Headlice	7		
Health Services	6		
Homework	13		
Honor Roll	12		
Immunizations	7		
Improper Dress	28		
In-School Suspension (ISS)	21		
Inappropriate Language/Profanity	28		
Library	11		
Lost and Found	13		
Lying	28		
Music Education	12		
Obscene Materials	28		
Out of School Suspension (OSS)	22		
Parent Conferences	6		
Parent Involvement	23		
Parent-Teacher Conferences	6		

HILLSBORO INTERMEDIATE PHILOSOPHY AND OBJECTIVES

I. STATEMENT OF PHILOSOPHY

Our philosophy is based on the premise that all children can learn. We believe our primary purpose is to provide a comprehensive educational program to help all students - regardless of race, color, creed, or physical or intellectual condition. To achieve their potential in a democratic society, they must be intellectually, emotionally, socially, and physically fit as possible. It is our responsibility, therefore, to encourage and aid all students in their development in these areas as they prepare to enter Junior High School.

II. OBJECTIVES

1. To maintain an instructional program, this will provide all students with skills essential to the maximum development of their potential and of their own interests, abilities, and potentialities.
2. To cultivate intellectual curiosity, an enthusiasm for study and achievement and an awareness of the enjoyment that results from learning.
3. To make use of the students' abilities and their abilities to do reflective, critical thinking.
4. To prepare the students for happy living by the development of appreciation of art, music and literature and by the development of skills in certain hobbies and recreational activities.
5. To help students develop a sense of responsibility both to themselves and to society.
6. To cultivate pride in both individual and group accomplishments.
7. To recognize effort, achievement, character, service, leadership, and citizenship in both individual and group activities.
8. To promote respect for lawful authority and the property of others as well as respect for the dignity and worth of each individual.
9. To promote an understanding of different ethnic and minority cultures in a social order.
10. To assist students in the recognition and practice of appropriate social behavior.
11. To maintain a working environment in which these objectives can be achieved efficiently and effectively.

So that the objectives of Hillsboro Intermediate School may continue to be relevant to the needs of the students and their own community, these objectives shall be subjected to an ongoing process of evaluation and modification. (Revised 2002)

HILLSBORO INTERMEDIATE LEARNING AND WORKING TOGETHER

As a Hillsboro student, it is my responsibility:

- ...to attend school every day and be on time to all classes.
- ...to come to school prepared with books, paper, pencil and any other materials and assignments as directed by teachers.
- ...to obey the directions of 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 of Hillsboro accepts the responsibility:

- ...to provide a quality instructional program in an integrated setting for each student.
- ...to provide an orderly classroom and safe school 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-discipline, self-respect, and self-confidence to participate in school as a responsible member.

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 homework on a regular basis.
- ...to provide my child with suitable study conditions at home- desk or table, lights, books, and supplies.
- ...to communicate with my child's teachers when I am concerned about my child's work or health.

HILLSBORO INTERMEDIATE OPERATIONS

PARENT-TEACHER COMMUNICATION (IK)

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

PARENT CONFERENCES (IK)

Communication between home and the school is an essential part of student success. 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.

TELEPHONE, ADDRESS CHANGES (JECA)

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

SCHOOL VISITORS (KK)

Parents, patrons, and volunteers are welcome in our school. All exterior doors are locked during the school day. You must enter and exit through the main entrance by the office. Please sign in and pick up a visitor's pass. Generally visitors are not allowed to spend the day with a friend or relative. Students from other schools should obtain permission in advance before planning to visit Hillsboro Intermediate School.

EARLY DISMISSAL (JEBD)

It is important that you make arrangements for your children so 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 scheduled for teacher's meetings and/or teacher in-service will be planned in the school calendar.

HEALTH SERVICES INFORMATION (JHC-AP1, 2, EBB, EBBA)

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.

If your child has any type of infection, they must have been on antibiotics for at least 24 hours before returning to school. In some cases, a note from your child's physician will be needed for them to return to school. Please keep the school nurse informed of any health related issues regarding your student.

Do not send your child to school if they have had a fever of 100 or above within the last 24 hours. If they complain of feeling ill, please check their temperature before sending them to school.

Do not send your child to school if they have had diarrhea or vomiting in the last 24 hours.

IMMUNIZATION (JHCB)

Missouri State Law requires any child attending school to be properly immunized against Diphtheria-Tetanus-Pertussis (DPT), Polio, Measles-Mumps-Rubella (MMR) and Hepatitis B. An adequate immunization record, or a physician's exempt form is required. Documentation should include the month and year of each immunization. If immunizations are not up to date, the child will not be allowed to attend school.

POLICY FOR ADMINISTERING MEDICINES TO STUDENTS (JHCB)

Giving medication to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternate schedule. Whenever possible, medication should be taken at home rather than at school. All medications MUST be brought to the nurse's office before school where it will be stored along with a signed permission slip from the parent/guardian. Prescription medicine will not be given unless it is in a container with the pharmacy label intact including the child's name and directions on how to dispense. Any changes from the original prescription must be accompanied by a new permission slip, a note from the physician or a new pharmacy label on the medication bottle.

The nurse's office does not keep stock medicines of any type. Parents/guardians must provide medication that would be needed at school.

HEADLICE (JHCC-API)

The Hillsboro R-3 School District enforces a NO NIT POLICY. All students are checked at the beginning of the school year and as needed throughout the year. If a student is found to have head lice or nits, he/she will be sent home from school. All siblings and classmates will also be checked. The student with head lice will not be allowed to ride the bus or return to the classroom until being cleared by the school nurse. If you discover head lice on your child, please contact the school nurse. This is important so that the classroom can be checked and the spread of lice controlled.

SPECIAL SERVICES (IGBA)

COUNSELING - A guidance counselor is available to help students and parents.

GIFTED CLASSES - The GATE program is available to students in grades 4-6 who have met all achievement test, intelligence test, and recommendation criteria.

OTHER SPECIAL SERVICES - Through the Hillsboro R-3 District services are provided for the students with the following needs: Educable mentally handicapping conditions, learning disabilities, remedial reading and speech and/or language problems.

CAFETERIA PROCEDURES (EF)

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

1. Students will remain in the 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 ask the teacher on duty to assist in clean up.
4. Students should remain seated at their assigned table until dismissed by person on duty.
5. Students that cause messes will be expected to help clean up.

CAFETERIA PROCEDURES (Continued)

Breakfast is served from 8:25 - 8:40. Regular price is \$1.30. Students on reduced breakfast pay \$.30. Students on free lunch will receive free breakfast. Students should go directly to the cafeteria from the bus for breakfast and not to their classroom. Lunch prices are \$1.80 per tray. Reduced lunch price is \$.40. Additional drinks are \$.30 and \$.35. Adult lunches are priced at \$2.70.

We have a computer system for all cafeterias, K-12. In an effort to process deposits more quickly, we ask that you deposit lunch money in a minimum increment of \$9.00 per week. Please consider depositing lunch money on a monthly basis. This might assist you in writing fewer checks.

Applications for the free or reduced 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 to allow parents time to reapply for the present school year.

Lunch charges will be given for lunch in the case of an emergency. Students should repay the charge the following day. Report cards will be held each quarter for students with a negative balance in their lunch account.

ARRIVAL AND DISMISSAL (JEDB)

School begins at 8:40 and is dismissed at approximately 3:25. Buses begin delivering students at 8:20 a.m. Children should not arrive before 8:20 a.m. as there will be no adult supervision until that time. If in the case of emergency students arrive earlier they should sit by the office until their teacher arrives. Students will not be permitted to leave campus without approval.

At dismissal time, students who do not ride school busses will be released at the same time as those who do. Students not riding the bus home from school must have a permission note from parents. **Parents who pick up their students regularly from school should do so at NORMAL DISMISSAL TIME. ALL CAR TRAFFIC SHOULD BE IN FRONT OF THE BUILDING.**

Students should make all arrangements to go home with friends prior to coming to school. Telephone use will be denied to make such arrangements during school.

BUS TRANSPORTATION (JFCC)

Transportation is provided for students to and from school. Bus drivers are in charge and are expected to report students who cause disturbances or refuse to cooperate. Such reports will result in disciplinary action, which may include loss of the privilege of riding the bus.

Students are not allowed to ride another bus without prior approval from the office and only in an emergency situation. No bus passes will be issued for visiting a friend for parties or sleepovers. No bus passes will be issued for morning detention. Students must have a note from their parents if they are to ride a different bus. The note should be shown to the teacher and taken to the office where a bus pass will be issued. Due to overcrowded conditions on some bus passes cannot be issued. Please check in advance.

BUS CONDUCT (JFCC)

The following rules have been established in order to insure the safety of all students who ride busses:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated and facing front when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Infractions of the above rules will be brought to the attention of parents. Continual abuse of bus privileges will result in the denial of bus transportation.

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

EMERGENCY DISMISSAL (JEBD)

If the need arises to call of classes in case of an emergency due to inclement weather, etc., the following radio/TV 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
NEWS 30	CHANNEL 30	ST. LOUIS

Parents should be sure to inform the school and/or classroom teacher detailing individual emergency procedures the school would need including the following:

1. Destination for student if different than home
2. Work phone numbers
3. Emergency phone numbers

Should school be dismissed early and it becomes evident no one is home to care for the student that child will be brought back to school.

If a parent requests that their child remain at school for the parent to pick up, they must sign a statement to that effect. With no written statement the student will be sent home on the bus.

Some phone calls can be made on an individual basis to alert a parent of early dismissal. However, this cannot be done except on a very limited necessity basis. If feasible, secondary students will be dismissed first and elementary students later.

EMERGENCY DRILLS (EBC)

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

DISASTER (EBC-AP1)

In the event of a disaster situation, the Hillsboro R-3 School District has developed a master plan to provide for the evacuation and care of all children. During such time official statements will be made public to help parents locate and pick up their students.

ATTENDANCE (JED)

Student attendance at school is a necessary and mandatory part of a child's education and is required by state law. Chronic absentees will have a detrimental effect on all aspects of a student's education. Class work missed due to an absence is often difficult to make up. Please attempt to schedule appointments so students may attend school as long as possible.

Students who must be absent from school due to legitimate reasons should inform the school by phone or bring a written excuse from home showing the following: a) Date of absence, b) Reason for absence, and c) Parent signature.

*Phone calls to student's home will be made on the day of absence, if the school has not been notified.

*Four or more absences are considered to be excessive. Parents will be notified by mail when a student has missed five or more days.

*Eight or more absences will be turned over to the At-Risk Staff. If absenteeism continues, a referral may be made to Division of Family Services for investigation.

PERFECT ATTENDANCE (JED)

Students with perfect attendance will be recognized on a quarterly and yearly basis. Attendance is recorded by the hour. Students that have attended school each day and have missed hours totaling less than one full day of absence will be recognized as having Perfect Attendance.

TARDINESS (JED-API)

Classes begin promptly at 8:40 a.m. It is very important for students to be on time. Late arrival disrupts class and causes loss of instructional time. Students arriving late must report to the office before going to class.

CHECKING OUT OF SCHOOL (JEDB)

Parents are requested 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.

WITHDRAWALS (JED)

Notice should be given to the teacher and the office a few days before you plan to withdraw your child from school.

HALL PASSES (JG)

A student should not be out of class unless there is a legitimate reason. When it is necessary to be out of class, the student must display a hall pass unless he/she is with a teacher.

DRESS AND GROOMING (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 student dress.

1. Student dress should be neat, clean, fit properly and reasonably simple.
2. Under shirts, cut shirts (tank tops, muscle shirts) for boys, crop-tops, midriffs and spaghetti straps for girls 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 language as well as advertising for drugs and alcohol will not be permitted.
4. Shorts may be worn provided the length and fit are in good taste. "Biker" shorts alone are not acceptable. Students should be able to participate in recess and PE without being exposed.
5. The dress length for girls must be in good taste and appropriate. No short skirts. Again, girls should be able to move and participate in recess and PE comfortably without exposure.
6. Face painting is not appropriate at school.
7. Clothing that suggests "gang" involvement will not be allowed. No bandanas or "dew rags".
8. Hats are not to be worn in the school building by students.
9. No flip-flops, slippers or pajama pants or tops.
10. Pants should fit properly without "sagging" or fitting too tight and the length should not cover the shoes.

PHYSICAL EDUCATION (ADF, IDG-JA)

Physical Education classes normally meet once per week. Each student is expected to participate in all activities unless a note has been sent for medical reasons. In order for the student to participate safely they must wear tennis shoes with non-marking soles during physical education (preferably tie-on, not slip-ons). 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.: Absence and/or Participation - Hillsboro Intermediate has adopted the suggested policy of the Missouri Department of Elementary and Secondary Education as outlined within the Physical Education Competencies and Key Skills for Missouri Schools. In the event a student is unable to participate in P.E. class, a note (no phone calls, please) should be sent to the physical education 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. An adapted physical education program shall be provided during this time. Most of the time there are activities they are able to do - even if it is walking. If a student is unable to participate in physical activity he or she must complete a writing activity in order to make up for the day(s) that he/she missed. The writing activity must be signed by a parent and sent back to the teacher on the next scheduled class.

***ALL STUDENTS ARE REQUIRED TO TAKE THE PRESIDENTIAL FITNESS TEST.**

***ALL 5TH GRADERS ARE REQUIRED TO TAKE THE M.A.P. PHYS. ED TEST.**

LIBRARY

Teachers will take their students to the library each week for a thirty-minute library class. Fifteen minutes of the library time will be devoted to instruction in library skills and the use of reference materials or reading/study time. Students will check out library materials the remaining fifteen minutes. In addition to the scheduled library time, students may go to the library with a library pass. Students may check out two books for a two-week period and one overnight item, such as magazines, vertical files and reference books. Students are expected to take good care of library materials and return them on time. Fines will be assessed for damaged books and overdue Mark Twain Award Books.

MUSIC EDUCATION (IGA)

The general music education classes normally meet once a week. Each student is expected to participate in a variety of musical activities as a part of their music education. Students will receive basic music instruction. This includes singing, music theory, history and instruction on a variety of instruments provided by school.

5th and 6th grade students who wish to perform vocally may audition to be a member of a select chorus. Requirements for membership include vocal skill as well as the ability to keep up with class work in their regular classroom. Those students in band will not be allowed to participate in the select chorus due to scheduling.

6TH GRADE BAND

The band program will begin in 6th grade with the selection process of the instrument monitored by the teacher. The students will learn care and maintenance of their instrument as well as learning notes and rhythms. The students will meet in small groups of like instruments (woodwinds, brass and percussion) during the first semester. During first semester tests will be given to determine the ability of the child with instrumental music. Students and parents will be notified by the instructor at the end of the first semester as to whether they should continue during second semester. Second semester will expand their knowledge culminating in a spring concert.

DISCIPLINE (JG, JGF)

The Discipline Code is included in this student planner and should be reviewed together by parents and students. Misbehaviors as well as consequences are listed. Consequences range from taking away a recess, to out of school suspension and in extreme cases expulsion from school.

REPORT CARDS (KK-AP, KD)

Report cards are issued on the Friday following the last day of the quarter.

GRADE SCALE	A	90 - 100	E	EXCELLENT
	B	80 - 89	S	SATISFACTORY
	C	70 - 79	N	NEEDS IMPROVEMENT
	D	60 - 69	U	UNSATISFACTORY
	F	0 - 59		

HONOR ROLL

Students will be recognized quarterly for outstanding academic achievement based on the following criteria:

Principal's Honor Roll - All "A's" in core subjects

High Honor Roll - "A" average (more A's than B's with no C's)

Honor Roll - "B" average (each C must be balanced with an A and no D's)

*For all Honor Rolls "U's" in special classes will not be acceptable.

STUDENT AWARDS

HARD WORKING HAWKS - Presented monthly to a student from each classroom that has worked diligently to improve and/or maintain high academic achievement.

CITIZENSHIP AWARD - Presented at the end of the school year to students who have completed the requirements detailed in this handbook and have attained all required approvals.

SUPER HAWK AWARD - Presented at the end of the school year to the most outstanding.

HARD-WORKING HAWK - Presented for each classroom as chosen by the teacher of the classroom.

PRESIDENTIAL ACADEMIC EXCELLENCE AWARD - Presented at the end of the school year to all 6th graders who meet the standards in regard to grade average and scores on standardized tests.

PRESIDENTIAL FITNESS AWARD - Presented at the end of the school year to all students meet the national standards in a series of fitness tests.

HOMEWORK

Homework is an important part of the educational process. Many low grades are the result of the lack of self-discipline in completing assignments. Students who do not complete their school work may finish during recess time, morning detention or in In School Suspension.

Homework missed due to absence may be completed in cooperation with the classroom teacher. It is the student's responsibility to make appropriate arrangements for completion. Students who are absent more than one day may request homework be sent home or to the office for pick-up. When requesting homework, materials should be picked up after 1 PM to allow sufficient time for the teacher to compile work.

GUIDELINES FOR CLASSROOM CURRICULUM EXEMPTIONS

Parents may request that their student be exempt from selected parts of a class or a 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 alternative assignment request form which may allow students to have an alternative assignment. Students need to discuss such concerns with their teacher.

FIELD TRIPS (IICA-AF 1,2)

A field trip is a privilege earned by a student. That privilege may be removed if, in the judgment of the teacher and/or principal, the students' behavior or academic effort warrants such action.

TRACK & FIELD DAY, CLASS TOURNAMENTS AND ASSEMBLIES

Track and Field Day, class tournaments and assemblies are privileges that also may be removed if, in the judgment of teacher(s) and/or principal, behavior or academic effort warrants such action.

CHARGES AND FINES

Permanent records, report cards, etc. may be held by the school until all assessed charges have been cleared. This includes textbook fines, library fines and overdue lunch balances.

SCHOOL SALES

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

LOST AND FOUND (JG)

All clothing, lunch boxes, back packs, etc., are placed in the Lost and Found box in the office. Money, jewelry or articles of value are turned into office personnel. Items not picked up by the end of each semester will be donated to Goodwill.

PERSONAL ITEMS

A student should not bring toys, games, radios, cd players, cell phones, cameras, electronic games, MP3 players, laser pointers, computers, balls, bats, skateboards, etc., to school unless prior approval has been obtained. These items are distracting during the school day and costly to replace. Keep them at home. In any event, the school will not assume responsibility for any such item.

OPTIONAL PERFORMANCE CRITERIA: A minimum of 42 points required for this award.

Pts. Earned	Pt. Value	Signature/Date
_____ Principal's Honor Roll (Any quarter)*	9	_____
_____ A Honor Roll (Any quarter)*	7	_____
_____ B Honor Roll (Any quarter)* *Points awarded for highest honor roll achieved only.	5	_____
_____ Educational improvement & effort	5	_____
_____ Peer helping/tutoring	5	_____
_____ Participation in Scouts, 4-H or other youth organizations	7	_____
_____ Chorus or Band Participation	3	_____
_____ Attendance at 95% or above thru 4-30	5	_____
_____ Awarded Hardworking Hawk	3	_____
_____ Awarded Citizen of the Month	3	_____
_____ Recommended & trained to be mediator	5	_____
_____ 600-minute reading achievement	3	_____
_____ Participation in Jump Rope for Heart	3	_____
_____ Extra duty efforts for staff	5	_____
_____ Academic Competition (school finals)	2	_____
_____ Spelling Bee participant (school finals)	2	_____
_____ Geo Bee participant (school finals)	2	_____
_____ Additional volunteer work (min. 8 hours)	10	_____
_____ Additional volunteer work beyond 8 hours (increments of 5 hours)	5	_____

TOTAL POINTS EARNED

I have completed the necessary requirements to be awarded to the Citizenship Award.

Student's signature

I have reviewed my student's efforts to be awarded the Citizenship Award and support him/her based on these efforts and his/her behavior and citizenship at home.

Parent's signature

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

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 (JGR)

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 (JG)

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 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

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 believes, injures his rights.

STUDENT SEARCHES (JFG)

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

STUDENT SEARCHES (Continued)

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-AP)

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 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.

GROUND FORS FOR SUSPENSION (JGD-AP)

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

DUE PROCESS (JGD-AP)

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

SPECIAL EDUCATION STUDENTS (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.

SPECIAL EDUCATION STUDENTS (Continued)

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 CODE OF BEHAVIOR (5-6)

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:

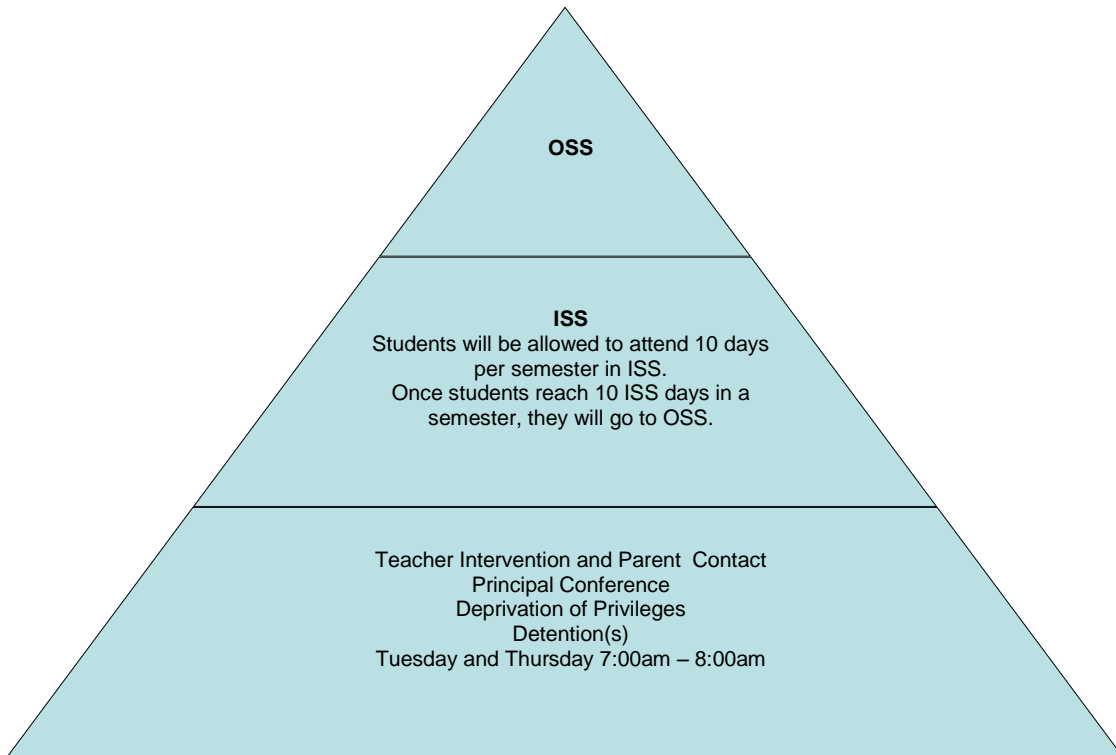
- Respect for self -- Self-admiration is the foundation of all other respect. One cannot respect others without first having self-respect.
- Respect for staff -- The Intermediate School requires the labor of many different types of employees (cafeteria staff, bus drivers, maintenance personnel, teachers, administrators, secretaries, etc.) These employees function more competently when given respect.
- Respect for other students -- Both in and out of the classroom, other students has 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 (JG)

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

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

GENERAL SCHOOL CONDUCT STANDARDS AND CONSEQUENCES DISCIPLINE PYRAMID AND DESCRIPTION



ASSIGNMENT OF EXTRA DUTY

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

CONFISCATION (JG-R)

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

DETENTION (JGB)

The Detention Program is Hillsboro Intermediate 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 schoolwork. It is meant to be inconvenient for students.

The detentions will be held from 7:00a.m. to 8:00a.m. on Tuesday and Thursday. The principal/assistant principals shall determine which days shall and shall not host detentions.

DETENTION (Continued)

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 (JG-R)

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 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-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 educational 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 in 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.

IN-SCHOOL SUSPENSION (Continued)

- (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 8:50a.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 the 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 (JGF, JGR)

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 (KNAF, JG-R)

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

RESTITUTION

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

STUDENT CONFERENCE (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 (EF)

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 or placed at the Quiet Table.
- (2) Subsequent offenses: Placed at Quiet Table and/or 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: The teacher shall collect the student's or teacher's work or materials and assign a grade of zero. A disciplinary report shall be completed and sent to the principal and parents. 1 detention shall also be assigned.
- (2) Second offense: Same as first, plus 3 detentions.
- (3) Third offense: Excessive cheating or repetitive cheating shall result in 3 to 10 days suspension in addition to consequence #1 above.

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

CONSEQUENCES

- (1) First offense: 1 detention
- (2) Second offense: 3 detentions
- (3) Third offense: ISS at discretion of the principal

COMPUTER MISUSE (EHB, JG-R, 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 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: 1 detention to ISS and/or assignment of extra duty.
- (2) Second offense: 2 detentions to OSS

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: 1 detention to ISS
- (2) Second offense: 2 detentions to OSS

DRUGS/SUPPLEMENTS (JGR, JFCH, JHCD)

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

DRUG/SUPPLEMENT ABUSE (JGR, JFCH, JHCD)

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:

- 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 (c) of the Controlled Substance Act, U.S.C. 812 (C). The prohibition includes alcohol, drugs, narcotics, intoxicants of any

DRUG/SUPPLEMENT ABUSE (Continued)

kind, substances purporting to be the same (imitation controlled substances) and / or related paraphernalia. Violations will result in suspension, notification to parents and notification to legal authorities. Consequences depending upon the offense range from long-term suspension to expulsion.

POSSESSION AND/OR USE OF DRUGS OR DRUG PARAPHERNALIA:

CONSEQUENCES

(1) First offense: 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.

(2) Second offense: Suspension for 10 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 (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 devices.

CONSEQUENCES

(1) First offense: Confiscation and parent pickup

(2) Second and subsequent offense: Item confiscated, parent pickup and detention.

FAILURE TO SERVE DETENTION (JGB)

CONSEQUENCES

(1) First offense: 1 additional detention

(2) Second offense: 3 additional detentions

(3) Third offense: ISS and 1 additional 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: 3 days OSS and report to authorities.
- (2) Second offense: 5 days OSS and report to authorities.

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: 1-3 days OSS and possible report to authorities.
- (2) Second offense: 3-5 days OSS and possible report to authorities
- (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

- (1) First offense: 1-180 days Out of School Suspension, or expulsion and notification to authorities
- (2) Subsequent offenses: 11-180 days Out of School Suspension, or expulsion and notification to authorities.

HARASSMENT (JFCF, JG-R, AC)

As directed by District policy 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 conflict mediation to OSS 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.

CONSEQUENCES

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 (Continued)

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: Detention to ISS with restitution.
- (2) Second offense: OSS with restitution

IMPROPER DRESS (JFCA)

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: 1 detention assigned
- (2) Second offense: 2-3 detentions
- (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: 1 detention
- (2) Second offense: 3 detentions
- (3) Third offense: ISS

OBSCENE MATERIALS (JG-A)

Possession of vulgar, suggestive, offensive or lewd pictures, written materials or other items that are considered inappropriate and are not allowed at school.

CONSEQUENCES

- (1) First offense: 1 detention and counseling
- (2) Second offense: 1-3 days ISS and counseling
- (3) Third offense: 3-10 days OSS and counseling

PROHIBITED ITEMS (JG-R)

Wheeled tennis shoes, skateboards, scooters are objects that are dangerous and could interfere with the school setting.

CONSEQUENCES

- (1) First offense: Warning and confiscation
- (2) Second offense: 1 detention
- (3) Third offense: 1-3 days ISS

PUBLIC DISPLAY OF AFFECTION (JG-R)

Body contact, kissing and other displays of affection are not allowed on school grounds.

CONSEQUENCES

- (1) First offense: Conference with parents and principal
- (2) Second offense: 1 detention, conference with principal and referral to parents.
- (3) Third offense: 1-3 days ISS, conference with principal and referral to parents.

THEFT (JG-R)

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

CONSEQUENCES

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

THREATS (JG-R, JFCF)

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

CONSEQUENCES

- (1) First offense: Range from detention to suspension and possible notification to authorities.
- (2) Second offense: Suspension and 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 (JFCH, JG-R)

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 days of ISS
- (2) Second offense: Confiscation and disposal, parent notified, 3 days of ISS days
- (3) Third offense: Confiscation and disposal, 3 days of OSS

UNAUTHORIZED ABSENCE (JED-AP1, 2)

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

CONSEQUENCES

- (1) First offense: Range from detention to ISS
- (2) Second and subsequent offense: 3-5 days ISS

VANDALISM / PROPERTY DAMAGE (JPCB, 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 ISS to OSS with possible recommendation to the superintendent for extended suspension or expulsion.

WEAPONS (JFCJ, JG-R)

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

CONSEQUENCES

- (1) First offense: ISS, 1-180 days of OSS, or expulsion, and possible notification to law enforcement officials.
- (3) Subsequent offense: 1-180 days of OSS or expulsion and notification to law enforcement officials.

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.

SECTION V EMERGENCY PROCEDURES

EARTHQUAKE (EBC-API)

In the event of an earthquake, students will remain in their classroom and take a safe position underneath a sturdy object (desk, etc.). Once the shaking has stopped students will evacuate the building following our evacuation procedures.

EVACUATION (EBC-API)

In the case of an event that requires evacuation (fire, bomb threat, etc.) all students will evacuate the building and the North Building will report to the North bleachers on the football field and the South Building will report to the South bleachers on the football field. Each room, located near the door, has evacuation procedures.

LOCK-DOWN (EBC-API)

In the event that lock-down is necessary, students will remain in their classroom with each door shut and locked. If an intruder is present, all students will stay clear of windows and doors until the all clear is given.

TORNADO (EBC-API)

In the event of a tornado, each classroom will report to their designated relocation point and take cover. These procedures are posted in each room.