

HILLSBORO JUNIOR HIGH SCHOOL STUDENT HANDBOOK



2011-2012

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This agenda belongs to: _____

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HILLSBORO JUNIOR HIGH STUDENT HANDBOOK

This Student Handbook is designed to serve as a guide for you while you are enrolled at Hillsboro Junior High School. The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

A school is a community which needs the cooperation of all those involved in order to make the school a pleasant and productive place in which to be. It is our belief that an effective learning environment is based on mutual respect and regard shared by all who are involved in the education of students: the students themselves, the families, the faculty, the administration, and the community.

CODE OF CONDUCT (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 there are consequences to my actions.
- I will not blame others for the consequences that result from my actions.
- I will accept the consequences that result from my actions.

RESPONSIBILITIES (JGR)

1. Quality of Work: All students are expected to complete assigned lessons including homework and missed assignments.
2. School Rules: All students are expected to conform to school rules and regulations and accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility.
3. Relation to Others: Students are expected to practice good citizenship, particularly by respecting the rights, privileges and property of others.
4. Attendance: Students are expected to be regular and punctual in attendance.

ACADEMIC RESPONSIBILITIES OF THE STUDENT (JGR)

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

ADVISORY TIME

Students will attend an Advisory period each day after 2nd hour. Students and staff will use Advisory for announcements, academic interventions, service learning, team building, and character education. It will provide an opportunity for the student to build relationships with a group of peers and an advisor. The Advisory time will be a key part of our academic day with many academic and positive school opportunities being provided during this time.

ARTICLES PROHIBITED IN SCHOOL(JGR)

Problems arise each year because students bring articles, which are hazardous to the safety of others or interfere in some way with school procedure. Guns, water pistols, skateboards, wheeled shoes, firecrackers, water balloons, electronic devices, etc., brought to school as playthings, are undesirable and will be impounded and returned to the parent at his/her request. Alcohol, tobacco in any form, snuff, and all other controlled substances are banned from school property.

ASSEMBLIES AND FIELD TRIPS(IICA-AF1,2)

At all times, the student's behavior should be refined and courteous. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program. Students are to follow the directions of the teacher in charge. All school rules apply at assemblies or on field trips.

ATTENDANCE(JED)

Students are expected to be in school except in cases of emergency for reasons as explained below.

1. Personal illness - The school may require a certificate of a doctor if it is deemed advisable.
2. Illness in the family - All schoolwork should be kept current.
3. Quarantine in the home - The absence rising from this condition is limited to the length of quarantine as fixed by the proper health official.
4. Death of a relative.
5. Observance of a religious holiday - Any students of any religion shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
6. ANY OTHER ABSENCE MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE.

Steps to follow when absent:

1. Have parent or guardian phone the school and inform the office of your absence before 9:00 a.m. of the day of absence. Telephone number is: (636)789-0000 Ext. 2002
2. Students should present medical excuses to the main office upon return to school.
3. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade.
4. If absence is due to travel or some other reason, parents or guardian should notify the school prior to the absence.

BACKPACKS, LARGE BOOK BAGS, AND LARGE PURSES.

Student's are strongly encouraged not to use large backpacks or bags to transport their books to their classes. These bags are unhealthy for adolescents to carry as well as presents a hazard to other students in the hallways. Backpacks are to be stored in the students' assigned locker during the school day. Students should visit their locker in between classes to get books or carry a small bag or purse. Recommended bags are the draw string bags.

BELL SCHEDULE

7:10	Drop Off
7:17	Warning Bell
7:21-8:07	1 st Period
8:11-8:57	2 nd Period
9:01-9:30	(ACADEMIC LAB)
9:34-10:20	3 rd Period
10:24-11:10	4 th Period
11:14-12:25	5 th Period
	11:10-11:35 A Lunch
	12:00-12:25 B Lunch
12:29-1:15	6 th Period
1:19-2:05	7 th Period

CAFETERIA AND LUNCH (EF)

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition in which you would like to live. Students will go through the cafeteria line and pay for their choices of food. Students are to remain in the cafeteria until the teacher on duty dismisses them. At no time are students allowed to take food and drink outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch period. Students not having their I.D. card must purchase lunch with cash or purchase a new ID. If the student does not have the money with them for an ID it may be charged to their student account and student will proceed to the end of the line.

CELL PHONES(JG-R)

Cell phones have become a convenient method of communication, but are often disruptive to the educational process. Students are allowed to carry cell phones while at school, but the cell phone must be set to silent or off. The use of cell phones to make calls, send text messages, or take photos/video is prohibited during the school day. This includes classrooms, cafeteria, restrooms, hallways, etc. Please see the discipline code for consequences of having cell phones out or on during the school day.

DETENTION(JGB-AP1)

Detention is a form of discipline used to correct students who violate school regulations. A student will be required to bring ample study materials upon entering detention study hall. Detention will be held at 6:30 to 7:17am before school. Teachers and/or administration may ask students to arrive in the morning prior to regular school hours for detention purposes and parents will be notified of the teacher's action.

DIRECTORY INFORMATION (JGR)

According to federal law, parents and students are notified that “Directory Information” will be released as deemed necessary by school officials. The following items are Directory Information: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and to provide written notice to the school that they choose to not have this information released. Unless prior written notice is received, the school district may disclose any of those items designated as directory information without prior written consent.

DISCIPLINE (JG, JGD-R)

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

DISTRIBUTION OF STUDENT PUBLICATIONS (IGDBA)

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which are obscene to minors, libelous, indecent or vulgar, advertise any product or service not permitted to minors by law, constitute insulting or fighting words which injure or harass other people (threats of violence, defamation of character or of a person's race, religion, or ethnic origin), or material which would result in a material or substantial disruption of the proper and orderly operation and discipline of the school or activities.

Anyone wishing to distribute a student publication of a non curricular nature must apply 24 hours in advance to the principal and include the following: name and phone number of distributor, dates and times of display or distribution, location of distribution, the age of students to whom the distribution is intended. There is an appeal process for material denied distribution. Further detailed guidelines regarding student distribution of publications of a non curricular nature is outlined in the R-3 Board of Education Policy IGDBA and may be review in the library, principal's office, or in the superintendent's office.

ELIGIBILITY FOR ATHLETICS (IICA)

The following standards are requirements for participation on one of the junior high athletic teams. The Missouri State High School Activities Association establishes these standards. Additional local standards may be required.

1. You must be a good school citizen by demonstrating good conduct in school and out of school.
2. You must be enrolled in at least six classes.
3. You must have been promoted to a higher grade at the end of the previous year. You cannot fail more than one class the during previous semester.
4. You must enter school the first eleven days of the semester.
5. You cannot participate for any non-school teams in the same sport the same season you represent a school team.
6. You must pass a physical examination before you can try-out or participate.
7. You must have proof of medical insurance.

ELIGIBILITY FOR DANCES(IICA-AF1,2, IICC)

There will be incentive dances during the school year. These dances are a reward to students who have shown appropriate and proper school and bus behavior. Any student receiving detentions for anything other than tardies or homework, and students who have be assigned ISS for inappropriate behavior during the same quarter as the dance will not be permitted to attend. Any student who receives OSS for any reason will not be allowed to attend any dances for the semester during which they were suspended and may or may not be able to attend any dances in the subsequent semester, pending a review by the principal.

FIRE DRILLS AND DISASTER DRILLS(EBC)

Fire and disaster drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of a fire.
2. Walk. No talking. Move quickly and quietly to the designated area.
3. Be listening for instructions from teachers, administrators, and/or emergency personnel.

GETTING ALONG IN SCHOOL

One of the important questions we ask ourselves in Junior High School is, "How do I get acquainted and make new friends?" Here are a few suggestions we hope you will find helpful.

- Be friendly - If you want people to like you, you must like them. Talk to people about their interests, and they will ask you about yours.
- Be considerate - If you do not like to be bossed or pushed around, you can be sure that others feel the same way. Consider the other person at all times.

- Be sociable - Take advantage of the social activities that the school provides. Join clubs that are organized along the lines of your interests. Participate in school affairs and support your school teams. If you are a follower, make sure you select a good leader.

GRADING AND REPORT CARDS (JO)

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows: Report cards are issued every 9 weeks. Progress reports are issued at mid-quarter. Parents and students may also access grades at any time by using our school’s web-based program called Parent Portal. Please call the office for details about how to register.

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his/her assignments. Make-up work is the complete responsibility of the student.

RECOMMENDED GRADING SCALE

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

GUIDANCE

The Guidance Department is the center of an effective school process. The counselor helps plan and develop the guidance program and the curriculum in relation to the individual needs of the students.

If a student is having difficulty with another student or experiencing frustration in a course, or has a question about the program, he/she should see the guidance counselor for assistance. If an appointment needs to be made with the guidance counselor, a pass should be obtained from the counselor between classes. The counselor is available to assist students and parents, to coordinate programs, and to counsel students when necessary.

HONOR SOCIETY (ICC)

Early in the second semester, a council of five faculty members shall meet to select members for the local chapter of the National Junior Honor Society. To be considered for membership, students must have received a cumulative grade point average of 3.25 (on a 4.0 scale) or higher and participate in an interview.

Those students who meet the minimum GPA requirement will receive an application to be turned in before the faculty council meets. The council will then select members based on outstanding character, scholarship, leadership, service, and citizenship. Students selected will receive a letter with information about the induction ceremony.

HALLS(JG-R)

Students should be in the halls at the beginning and the close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running, shouting, or pushing in the halls is never permitted.

HOMEWORK

What students and parents can do:

1. Reinforce classroom learning by encouraging that homework is done.
2. Cooperate with the school in making homework effective.
3. Provide suitable study conditions, including a quiet place and necessary materials.
4. Help organize study time.
5. Recognize homework as an aid to independence and self-discipline.
6. Regularly check with teacher and use Parent Portal to stay current with the quality of assignments that have been completed.

HOMEWORK HOTLINE(IK)

The following homework hotline numbers may be called to get a student's assignments after 3:30 p.m. each day. Please use the school's numbers 789-0000 or 797-2212 and the following extensions: 7th grade - 2622, 8th grade - 2625, Math - 2720.

Please do not call the office to get assignments unless the student has been absent three or more consecutive days.

HONOR ROLL(IICC)

There will be two honor rolls published at the end of each quarter and semester. The "Principal's Honor Roll" consists of students who maintain all As. The "B Honor Roll" consists of students who have a B average, with no grade below a C. For both honor rolls, a student cannot receive an unsatisfactory conduct resulting in ISS or OSS during that time period.

LEAVING SCHOOL WITH PARENT(JEDB)

It may be necessary for a student to leave early from school due to illness or doctor appointment. A parent/guardian must come to the office and sign the student out.

LIBRARY(IIAC, IIAC-R)

Students wishing to use the library will do so during their study hall, before or after school, between classes, or when a teacher arranges for use of the library.

- Students are to report directly to their assigned study hall, then following attendance check, go to the library. Each student must present his/her student identification card in the library.
- Students must have a signed agenda-planner to use the library.
- Regular homework, not requiring the library's facilities should be done in the regular study hall.
- The library will be open during school hours from 7:15 a.m. until 2:40 p.m.

LOCKERS(JG-R)

Lockers are issued to students at the beginning of the year by the office. Lockers are to be kept locked at all times and combinations must not be shared. Every year students have items stolen because of shared combinations or tripped lockers. Each student is responsible for keeping their assigned locker clean, both inside and outside, with any damages charged to the student responsible. The student lockers are part of the school building, and as such are under the supervision and jurisdiction of school officials. Lockers are the property of the school and may be searched by school officials with reasonable cause. Lockers are not to be shared. Violations may result in disciplinary action. Any locker problems should be reported to the office or custodian immediately.

LOST AND FOUND(JG-R)

Articles of clothing and other items that are found will be kept in the alcove by the nurse's office. If items are unclaimed for one month, they will be donated to charity.

MEDICATION(JHCD)

If it becomes necessary for a student to take any form of medication at school, a signed note from the parent must be presented to the nurse. A note from the doctor may be necessary. All medication will be kept in the nurse's office and dispensed through the nurse. Medication must be in the original bottle.

MOTHERS' CLUB

Founded in 1976, Mothers' Club is a non-profit organization for grades K-12. The Mothers' Club sponsors fund raisers and activities throughout the school year.

NURSE'S OFFICE(EBB, EBBA, JHC-API,2)

The school nurse is available during the school day. The nurse's office is located across from the Guidance office in the main hall. A room is available for students who are ill and wish to lie down. A pass from a teacher is necessary. Any accidents should be reported to the nurse.

All students sent to the nurse must have an excuse form signed by the teacher except in a severe emergency. Students will not be admitted without the form. **STUDENTS ARE TO BE EXAMINED BY THE NURSE WHO WILL CALL PARENTS/GUARDIANS IF NECESSARY.** Students are not to call parents from their cell phones.

To be excused to go to the nurse, a student must:

1. Ask the teacher for permission and fill out planner.
2. Report to the nurse's office. The nurse should sign your planner.
3. Return to class with signed planner unless otherwise instructed by the nurse.

PARENT TEACHER CONFERENCES (IK)

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

SCHOOL RECORDS(JO-R, JO-AP)

School records are maintained in the Principal's Office in the junior high school. Access to student records will be made available to appropriate personnel and parents as outlined by the Family Educational Rights and Privacy Act (FERPA). According to FERPA, parents may inspect and review their student's education records upon written request. This review and appeal process is outlined in R-3 Board of Education Policy section JO-R. The same policy addresses parent rights involving concern about corrections in student records believed to be inaccurate, misleading, or a violation of student privacy rights. According to law, the school will provide a transcript of student records to appropriate agencies upon written request by parents or eligible students.

SMOKING AND THE USE OF OTHER TOBACCO PRODUCTS(JFCA, JG-R)

The use and/or possession of tobacco products are prohibited and any student who violates this rule is subject to disciplinary action. The rule applies at school activities, during the day, and on school property before and after school.

TARDINESS (JED-API)

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. Excessive tardiness will result in disciplinary action.

TELEPHONE(IK)

Students are not to use the office phone for personal calls except in EMERGENCY and ONLY DURING PASSING PERIODS. (not during class time). Students are to sign the telephone sheet. When finished with the call, the student should proceed to class. Calls should be no longer than five minutes. In the event a student receives a call, he/she will be called out of class only in an emergency.

TEXTBOOKS(IIAC, IIAC-6)

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

TRANSPORTATION AND BUS REGULATIONS(JFCC)

Riding the bus is a privilege. Improper conduct will result in that privilege being denied. Students who need to ride a bus other than the regular bus must have a bus pass signed by the principal. The student should present a note for approval to the office by 9:30 a.m. requesting the bus pass, stating the reason, bus number, and parent's signature on a piece of paper. Parents may be contacted to verify the pass.

An example of a bus pass request follows:

July 4, 2002

Bob Smith has my permission to ride bus route 6 with Joe Dugan on Tuesday afternoon because of after school child care.

Mrs. Smith
(636) 789-3900

Please note: Bus passes will not be issued for any bus that is at capacity. On buses that have a few spaces, the following will apply:

- Passes will be issued for after school tutoring
- Passes will only be issued when a written request is made at least 2 days in advance for family-related reasons (family medical, family out of town, etc.)
- Passes will be issued for family emergencies

VALUABLE ARTICLES – RADIOS, IPODS, PSPs, CD PLAYERS, AND JEWELRY

Students should not bring valuable articles to school. Every year students have valuable items, such as large amounts of cash, CD players, cell phones, jewelry, etc., taken that can never be recovered. Although we attempt to help the student try and find the item, the school cannot be held liable for lost or stolen items.

VANDALISM AND PROPERTY DAMAGE(JG-R, ECA,JFCB)

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

VISITORS(KK, ECA)

Parents, patrons, and volunteers are welcome in our school. All exterior doors are locked during the school day. You must enter and leave through the main entrance by the office. Please sign in at the office and pick up a visitors pass.

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

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HILLSBORO R-3 SCHOOLS JUNIOR HIGH DISCIPLINE CODE

STUDENT DISCIPLINE(JG) (Grades 7 and 8)

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

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(JG-R)

- I will not lie, cheat, or steal, nor will I tolerate anyone who does.
- I will treat everyone with dignity and respect.
- I will leave every situation better than I found it.
- I realize that there are consequences to my actions.
- 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-R)

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 in extraordinary circumstances may use the code in a flexible manner in order to maintain an orderly atmosphere conducive to learning.

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

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

SECTION II: STUDENT RIGHTS(JFG)

ALL STUDENTS' RIGHTS INCLUDE: (JFG)

- 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 person, 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 for noncompliance 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)

The Principal of the school is authorized summary suspension of pupils for 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 to it 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 FORSUSPENSION(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: immoral conduct, intoxication or profanity in the buildings or school grounds or at any function under school auspices or malicious defacement or destruction of school property, violent or persistent opposition to authority, persistent disobedience, or causing disorder in school to such a degree as to subvert the discipline thereof.

DUE PROCESS(JGD-AP)

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

SPECIAL EDUCATION STUDENTS(IGBA/JGE)

Special Education students are expected to adhere to the same rules as other students. A special education student shall not receive disciplinary suspensions because of 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 review conference may meet to formulate amendments to the original IEP if needed.

SECTION III: CODE OF BEHAVIOR (7-8)

PHILOSOPHY

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

RESPONSIBILITY(JG)

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

RESPECT(JG)

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

(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 junior high school institution requires the labor of many different types of employees (cafeteria staff, bus drivers, maintenance personnel, teachers, administrators, secretaries, etc.) These employees function more competently when given respect.

(3) Respect for other students -- Both in and out of the classroom, other students have a right to the pursuit of their own education.

(4) Respect for the learning process -- Positive teacher/student interaction, studying, and following directions are all essential to learning.

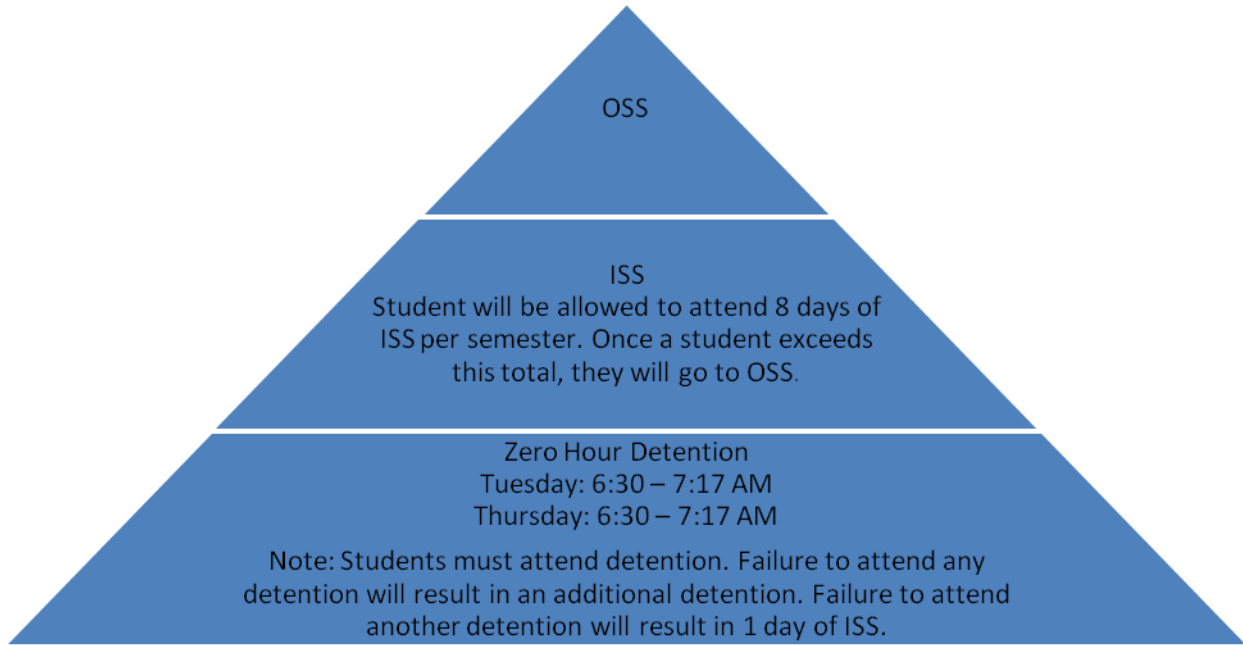
(5) Respect for the institution and buildings -- The school should be considered a monument to those who have been its students and a symbol of prestige to those currently enrolled.

CONSEQUENCES: (JG-R)

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(JG, JGB)

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

CONFISCATION(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 (O HOUR) (JGB-AP1)

The Detention Program is Hillsboro Junior High 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.

The detentions will be held from 6:30 a.m. to 7:17 a.m. The principal 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 is considered an extension of the school day.
- (2) The detention hour will be assigned three days in advance to allow time to arrange for transportation. Transportation will not be provided.
- (3) The detention hour must be taken on the date assigned. If a parent has a previous commitment or extraordinary transportation problems, they should contact the assistant principal prior to the detention hour to reschedule it. The Detention Hour will not be reassigned because of inconvenience to the student; do not ask.

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, not following the Detention hour rules will result in the assignment of an additional Detention hour.**
- (2) **Tardiness to Detention hour will result in the assignment of an additional Detention hour.**
- (3) **Missing a Detention hour will result in the assignment of two Detention hours. Missing another Detention hour the remainder of the school year will result in In-School Suspension (ISS).**

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

PURPOSE

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

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

GENERAL GUIDELINES:

Students will be allowed a total of 8 ISS days per semester. (Exceeding this rule results in Out-of-School Suspension.) Students are assigned 1 to 3 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.

PROCEDURE:

1. The building principal will contact the ISS instructor 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.)
2. The ISS instructor will contact teachers in order to send assignments to ISS for the number of days the student is assigned.
3. Students will participate in any individual/group activity that the ISS teacher may assign.
4. 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.)
5. Days spent in ISS will not be counted against the student regarding the attendance policy.
6. Students in ISS are restricted from extracurricular activities on the days assigned to ISS.
7. An ISS contract signed by the student and parents must be returned on the first scheduled day in ISS. Failure to return the contract may result in an extension of ISS.

A STUDENT'S DAY IN ISS:

- (a) Students are to report directly to ISS before 7:21 a.m. Tardies and absences are reported to appropriate building secretaries.
- (b) Students may be required to complete Learning Packets or given additional work from the ISS teacher.
- (c) 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.
- (d) No talking is permitted at anytime during the day, unless to the teacher, and only with his/her permission.
- (e) Sleeping is not allowed. Students are expected to work at a steady pace throughout the day.
- (f) Students may not leave their assigned seats without permission. Restroom breaks are taken as a group with the instructor 3 times each day.
- (g) 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.
- (h) Eating will be allowed only during lunchtime. Students may bring their lunch or purchase lunch from school.
- (i) No possession of tobacco, gum, or candy is allowed.

SUSPENSION FROM SCHOOL (OSS) (JGD-AP)

The principal has the authority to temporarily suspend any student for misbehavior or for other sufficient reason. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body, may upon recommendation of the principal, be suspended for a longer period of time by the Board of Education.

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

SUSPENSION FROM SCHOOL (OSS)-CONT

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.

ASSEMBLY BEHAVIOR EXPECTATIONS: (IICA-AF1,2)

Follow directions of school staff 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 Detention.**
- (2) Second offense: loss of privilege to attend future assemblies and 2 Detentions.**

BUS MISCONDUCT (JFCC, JG-R)

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

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

CONSEQUENCES:

- (1) First offense: warning or reprimand by bus driver, possible parent involvement.**
- (2) Second offense: filing of bus conduct report with principal, assignment of 1 Detention, reassignment of seat on bus or cleaning bus. Parent notified.**
- (3) Third offense and subsequent: recommendation by Director of Transportation director to Principal or 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 BEHAVIOR EXPECTATIONS (EF)

Follow directions of school staff 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 must remain in the cafeteria. Loudness and disruptive behavior/horseplay are unacceptable. Students without ID cards will be asked to go get a new ID and will eat at the end of the line. The student ID with photo, is mandatory to protect students from having another student purchase items on their lunch account.

CONSEQUENCES:

- (1) First offense: verbal warning given to student, student cleans mess if appropriate**
- (2) Second offense: student moved to assigned seat for 1-5 days**
- (3) Third offense: 1-3 Detentions and/or student moved to assigned seat for an extended period of time**

CELL PHONES

(see ELECTRONIC DEVICES)

CHEATING AND FORGERY (JG-R)

CHEATING is taking a student's or teacher's work or material and dishonestly presenting that work or material as theirs or using it without the other person's permission or knowledge. Cheating also includes dishonestly supplying another student with materials represented as his own or materials that are the property of a teacher. The teacher shall collect the student's paper immediately and 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: grade of zero, parents notified**
- (2) Second offense: 1-3 Detentions, grade of zero, parents notified**
- (3) Third offense/severe case: 1-10 days of ISS/OSS, grade of zero, parents notified**

CLASSROOM ACADEMIC PERFORMANCE (JG-R)

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. Failure to turn homework in will result in a mandatory tutoring assignment until the assigned work is completed and/or Zero Hour Homework Lab on

an assigned date. Although these are not considered a detention, students will complete homework with an after-school tutoring teacher or before-school tutoring teacher.

CONSEQUENCES:

- (1) Making no effort in class will result in the parent being contacted by the teacher after a number of assignments have been missed, causing that student to possess a failing grade.**
- (2) Future missing assignments after parent has been notified will result in mandatory tutoring, zero hour homework lab, detention(s) and/or ISS until work is sufficiently caught up.**

CLASSROOM BEHAVIOR (JG-R, AC)

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

CONSEQUENCES:

- (1) First offense: student/teacher conference**
- (2) Second offense: student/teacher conference and parent contacted**
- (3) Third offense: detention assigned**
- (4) Fourth offense: 1-3 days ISS**

COMPUTER MISUSE (EHB, JGR, 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 use agreement for further details.

DRESS AND GROOMING (JFCA-AP)

Hillsboro Junior High students should come to school dressed neatly in clothes appropriate for the weather. Parents are asked to use good taste and dress students in a manner that does not affect the safety and welfare of the student and is not disruptive or offensive. Parents will be contacted if adjustments should be made in their child's clothing.

Clothing that should not be worn to school includes: pajamas and sleep attire, slippers, tank tops; halters or bare midriff tops; mesh shirts; spaghetti straps; see-through tops or pants; short shorts or skirts; clothing with vulgar slogans or symbols, racial slurs, alcohol, drug or tobacco advertising logos; or clothing determined to have gang significance. Sagging pants or shorts, bandana headgear, hats, sunglasses, chains are not permitted. Inappropriate school attire also includes distracting make-up. (As a general guideline, skirts and shorts should be fingertip length with arm fully extended at the side. In addition, shirts should have sleeves and no holes in pants above the acceptable fingertip length of shorts and skirts.)

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.

CONSEQUENCES:

- (1) First offense: student MUST change clothing or add clothing to cover inappropriate clothes/parent called. Refusal to comply after request to change/cover will result in parent having to bring something to school for student. Discipline for Insubordination may be applicable.**
- (2) Second offense: same as first and (1) Detention.**
- (3) Third offense: parent called and student sent home.**

DRESS CUTS (P.E.) (JG-R, ADF, IGD-JA)

Students in P.E. class will need to dress out daily. This includes changing into a t-shirt, shorts or sweatpants, and tennis shoes. It is recommended that students wear the P.E. uniform that may be purchased through the P.E. Department. The clothing must be different than the ones you wore to school. Physical Education is an academic class and the dress code rules still apply, shorts and shirts must conform to the school dress code or it will be considered a no dress. Dress cuts will be counted on a quarterly basis.

CONSEQUENCES:

- (1) First dress cut: warning to student, 20 points will be deducted**
- (2) Second dress cut: parent notified, 20 points will be deducted**
- (3) Third dress cut: 1 Detention assigned 20 points will be deducted**
- (4) Fourth dress cut: mandatory PE tutoring assigned, 20 points will be deducted**
- (5) Fifth dress cut: ISS or principal discretion**

*Each time a student has a dress cut 20 points will be deducted from his/her grade. (Example: a student having 3 dress cuts for the quarter would have a total of 60 points deducted from their grade.)

DRUGS/SUPPLEMENTS (JG-R, JFCH, JHCD)

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

DRUG/SUPPLEMENT ABUSE

Drug 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.

POSSESSION AND/OR USE OF DRUGS OR DRUG PARAPHERNALIA:

CONSEQUENCES:

- (1) First offense: 30 days of OSS, notification to law enforcement officials, and participation in a drug/alcohol assessment provided by a state-certified drug/alcohol Counselor and follows his or her recommendations.**
- (2) Second offense: 45 days of OSS, notification to law enforcement officials, and the student must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and follow his/her recommendations. The student must also submit to a physical drug test (urine test) within one week of returning to school.**
- (3) Third offense: 180 days of OSS 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: 30 days of OSS, notification to law enforcement officials.**
- (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 device.*

CONSEQUENCES

- (1) First offense: item confiscated, parent must retrieve**
- (2) Second offense: 1 Detention, item confiscated, and parent must retrieve.**
- (3) Third offense: 1-3 days of ISS, item confiscated, and parent must retrieve.**

FALSE ALARM (JG-R)

Is 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.

CONSEQUENCES:

Any false alarm pulled by a student, including calling 911, will result in 5 days OSS.

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: 3 days of OSS and notification to law enforcement officials.**
- (2) Second offense: 5 days of OSS and notification to law enforcement officials.**
- (3) Third offense: 10 days of OSS/possible recommendation to school board for expulsion and notification to law enforcement officials.**

ASSAULT is defined as causing or attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

CONSEQUENCES:

- (1) First offense: Any assault 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.**
- (2) Subsequent offense: 11-180 days out-of-school suspension or expulsion and notification to law enforcement officials.**

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

CONSEQUENCES:

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

HARASSMENT (JFCF, JG-R, AC)

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

CONSEQUENCES:

- (1) First offense: conflict mediation and/or 1-3 days of ISS**
- (2) Second offense: 3-5 days of ISS**
- (3) Third offense: 3 days of OSS**

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

CONSEQUENCES:

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

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**

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

Walk and follow the directions of school staff at all times. Loudness, discourteous, and disruptive behavior/horseplay are unacceptable. A hall pass/planner is required during class.

CONSEQUENCES:

- (1) First offense: written warning on the first offense of general misbehavior.**
- (2) Second offense: 1 Detention for second misbehavior.**
- (3) Third offense: referral principal's office and further detention and/or parental conference on third or further misbehavior.**

IDs / SECURITY IDENTIFICATION CARDS (JG-R)

For security purposes, all junior high school students will be issued a picture identification card. This I.D. card must be in the students possession at all times while on campus and at student activities. Failure to produce the student I.D. card when requested by school personnel will result in appropriate consequences. The I.D. card serves as the students protection when purchasing cafeteria items or checking out library materials. 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.

CONSEQUENCES:

Failure to provide I.D. card when requested will be considered insubordination and shall be referred to the principal.

- (1) First offense: student must purchase new ID, with the \$5 cost being placed on student account or paid for by student.**
- (2) Each subsequent offense: new ID issued, (parent notified), with the \$5 cost being placed on student account or paid for by student.**

LOCKER ASSIGNMENTS (JG-R)

Lockers are issued to each student at the beginning of the year. Lockers are to be kept locked at all times (no tripping locks) and combinations must not be shared. There should also be NO SHARING OF LOCKERS! Each student is responsible for keeping their assigned locker clean both inside and outside with any damages charged to the student responsible. Violations of these rules will result in the following consequences.

CONSEQUENCES

- (1) First offense: written warning**
- (2) Second offense: 1 Detention**
- (3) Third offense: 2 Detentions**

LOITERING (JG-R)

Loitering is defined as remaining in the building or on school grounds without staff or parental supervision before or after school hours. Students arriving early must wait in the cafeteria. Students waiting for rides after school must wait outside the building or in the front lobby during inclement weather. Students involved in clubs, sports, tutoring, or other school activities must remain under the supervision of the coach, sponsor, staff member, or parent volunteer.

CONSEQUENCES

- (1) First offense: written warning/parent called**
- (2) Second offense: Detention**
- (3) Third offense: 2 Detentions, excessive loitering may result in contacting the appropriate law officials.**

OBSCENE MATERIAL, POSSESSION OR DISTRIBUTION (JG-R)

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

CONSEQUENCES:

- (1) First offense: 1 Detention**
- (2) Second offense: 1-3 days of ISS**
- (3) Third offense/ severe case: 3-10 days of OSS, authorities notified.**

PROFANITY (JG-R , AC)

The use of profane and/or obscene words 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: Detention/parent conference at principal's discretion**
- (2) Second offense: 2-3 Detentions**
- (3) Third offense: 1-3 days of ISS**

PROHIBITED OBJECTS (JG-R)

The following objects should not be brought to school: Wheeled tennis shoes (Heelies), skate boards, or scooters, any object that is a danger to other students, or any object that interferes with the learning environment.

CONSEQUENCES

- (1) First offense: written warning, item confiscated, and parent must retrieve.**
- (2) Second offense: detention, item confiscated, and parent must retrieve.**
- (3) Third offense: 1-3 days of ISS, item confiscated, and parent must retrieve.**

PUBLIC DISPLAY OF AFFECTION (JG-R)

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

CONSEQUENCES:

- (1) First offense: written or verbal warning**
- (2) Second offense: 1 Detention, conference with principal, referral to parents.**
- (3) Third offense: 1-3 days of ISS, conference with principal and parents.**

RESPECT FOR SCHOOL PERSONNEL, PARENTS, AND ADULTS (JG-R , AC)

Students are expected to demonstrate respect for staff at all times. General insubordination is failure to follow a reasonable request (i.e refusing to fill out a HOT sheet), verbal abuse, threats to person or property, and assault. Profanity toward staff such as the use of obscene, vulgar, or disparaging language or gestures is unacceptable conduct.

CONSEQUENCES:

Any insubordination will be referred to the principal. According to the nature of the incident, consequences will range from detention to expulsion. An assault will result in immediate notification of the police. If a student's name is left by a substitute, the classroom teacher and/or principal will determine the consequence.

TARDINESS(JED-AP1)

Tardiness is being late for school or class.

EARLY MORNING TARDY: If student arrives late to school, they must check in with the office. Parental 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.

CONSEQUENCES:

- (1) Second tardy: A warning will be issued on the second early morning tardy in each quarter.**
- (2) Third or more: 1 Detention assignment for each tardy for that quarter.**

CLASS TARDY: a student that is not inside the classroom when the bell begins to ring without permission from a staff member

CONSEQUENCES:

- (1) First tardy: A warning will be issued on the first tardy in each quarter.**
- (2) Second tardy: 1 Detention**
- (3) Third tardy: 1 Detention**
- (4) Fourth tardy or more: 1 day ISS**

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:

1. (a) **Students responsible shall return or replace item(s) stolen.**
- (b) **Parents notified.**
- (c) **Legal authorities notified when appropriate.**
- (d) **1-3 Detentions assigned or, depending upon the severity of the theft, the consequences will range from suspension to recommendation to the superintendent for extended suspension or expulsion.**

TOBACCO USE OR POSSESSION (JFCA, JG-R)

Hillsboro Junior 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, 1 day of ISS.**
- (2) **Second offense: 3 days of ISS, parent conference.**
- (3) **Third offense: 3 days of OSS**

TRUANCY (JG-R, JED-API, 2)

Truancy is defined as absence without parental and/or school consent.

CONSEQUENCES:

- (1) **First offense: Detention, parent conference, authorities notified.**
- (2) **Second offense: 3 days ISS**
- (3) **Third offense: Principal discretion**

UNAUTHORIZED ABSENCE FROM CLASS: (JED-API)

Is defined as absence from class without teacher, nurse, guidance, or office approval.

CONSEQUENCES:

- (1) **First offense: 2 Detentions for each class period missed, parent notified.**
- (2) **Second offense: Principal discretion**

VANDALISM/PROPERTY DAMAGE (JG-R , JFCB, ECA)

The staff alone cannot accomplish adequate care and maintenance of buildings, textbooks, and equipment. 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 they result from carelessness, negligence, or vandalism. Grades or records may be withheld if legitimate charges or fees are not paid.

Vandalism is defined as destruction or defacing of school, other students', or school employee property. Some examples include: damage to desks, lockers, walls, clothing, etc. The severity of the consequences depends upon the seriousness of the vandalism. Appropriate cases will be referred to legal authorities.

CONSEQUENCES:

1. (a) **Students responsible shall pay for the damages or make restitution by repair of destruction.**
- (b) **Parents notified.**
- (c) **Legal authorities notified when appropriate.**
- (d) **One - three detentions assigned or, depending upon the severity of the damage, the consequences will range from suspension to recommendation to the superintendent for extended suspension or expulsion.**

WEAPONS (JG-R, JFCJ)

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

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in §571.010, RSMo.

CONSEQUENCES:

(1) First offense: One calendar year suspension or expulsion and notification to law enforcement officials.

ATTENDANCE(JED)

JUNIOR HIGH SCHOOL ATTENDANCE POLICY (JED)

The faculty and administration of Hillsboro Junior High School believe all students are expected to attend school regularly and to be on time for classes in order to get maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance, class failure and the school dropout. Students who have good attendance generally achieve higher grades, enjoy school more, and are more desirable employees after leaving school.

Regular attendance is the responsibility of the students and their parents. The school has the responsibility of providing instruction, informing parents of student absences, and whenever necessary, taking further action against students who do not attend school regularly. An attendance letter alerting parents of absences will be mailed on the fourth and eighth absences as a courtesy.

PARENT CONFERENCE(JED)

A required conference will be held with parents/guardians of students who are absent from school or class(es) ten (10) days in a semester. The conference is mandatory and a student will receive a grade of incomplete until the conference is held and all work is completed and turned in. The conference will be arranged at the time of the tenth (10) absence. The conference needs to be held within one week of notification of the tenth absence. A statement from the family doctor may be accepted in lieu of the conference in unusual cases.

The primary purpose of the conference is to attempt to determine the cause of the student's attendance problems and to bring the resources of the school and/or community to bear upon these problems. Typical action of these conferences might include the following:

1. Recommendations for medical or other kinds of professional assistance to the student or his/her family.
2. Possible changes in the student's instructional program or remedial or make-up work in the case of extended illness.
3. Placing the student on probation for lack of attendance with the requirement that further absences be substantiated by notes from the family doctor if the student is to continue in school.
4. A possible referral of educational neglect to the Division of Youth Services of students who are continuously absent from school through intent or neglect of the parent or caretaker.
5. In the case of students who are under sixteen years of age, assistance may be requested of the juvenile officer and the courts to bring action against parents who violate the compulsory attendance law.

After a student has ten (10) absences in a semester and a conference with parents is conducted, additional absences in that semester may result in referral to the juvenile officer and/or Division of Youth Services.

LEAVING SCHOOL(JED)

Students are required to remain on the school campus for the entire school day. Parent or guardian must sign out student in the office. They are not to leave campus at any time without permission. If students know in advance that they need to leave school early, they should bring a written excuse from home stating time, reason, and person picking student up; the note should be presented before school to an appropriate administrator.

CLEARING ABSENCES(JED)

If a student must be absent from school, the parents or guardian should telephone the school the morning of the day that he/she is absent, between the hours of 7:30 a.m. and 10:00 a.m. When the student returns to school the next day, he/she can go directly to class.

If the parents or guardian do not telephone the school, then the school will telephone the parents or guardian the day the student is absent, whether the parents or guardians are at home or at work.

If an absent student's parents do not telephone the school and the school for some reason cannot reach them by telephone, the student will be required to clear through the office before returning to class.

If a student has an early dismissal, he/she will be called to the office and signed out by the parent/guardian. A student tardy to school should report immediately to the office and sign in.

ABSENCES ON DAYS OF TEST OR ASSIGNMENT(JED)

Student absences falling on the day of a test or the day that an assignment is due shall be treated as follows:

1. Advanced Assignments

Advanced assignments are those, which are assigned at least ten school days in advance. These will be due on the day and time designated regardless of whether or not the student is present. These assignments may be brought to the teacher by parents or delivered by other means. A teacher may reduce a student's grades if advanced assignments are not on time.

2. Known Absence

In the event of a known absence (of at least 3 days), prior notification and arrangements must be made with the office. All homework must be obtained before leaving and must be completed and handed in the second day of the student's return to school.

3. Regular Assignments

Regular assignments are those normally due the next class day or within the next few days. A student shall have additional time, equal to the amount of time he/she was absent, to turn in these assignments. Assignments turned in later than this may have credit reduced or may not be accepted at all by the teacher. It is clearly the student's responsibility to find out what assignments have been missed if absent and make arrangements for turning work in to a teacher.

4. Test and Exam Absences

If a student misses a major test, it shall be made up on the day that the student returns to school if the teacher chooses, or the student may have additional time equal to the time he/she was absent from school to make up the test. Short, unannounced, so-called "pop" tests of fifteen points or less may not be made up if the student is absent. If a student is absent for the quarter or semester exam in a course, permission to make up the exam must be secured from the principal. In this case, absences will be checked very carefully and a doctor's excuse may be required in individual cases to make up the final exams missed.

ABSENCES AND SCHOOL ACTIVITIES

Students who are absent on the day of an activity shall not be considered eligible to participate on that date without having cleared their absence in advance by an administrator. This applies to all activities, including athletics, music, speech, etc.

School-sponsored or sanctioned activities are exempted from and will not count toward their total number of days. Teachers must submit a list of students to be excused from classes to the office at least five days prior to the scheduled event or trip.

ABSENCE DURING SUSPENSION

A student who is suspended from school for a disciplinary problem for any number of days will have that number charged against their total number of days. Students are encouraged to keep up with their studies during the suspension period.

Students may make up homework assignments, tests missed and major projects/reports due during the suspension within a time frame determined by the teacher.

REASONS FOR ABSENCE

It is important that students understand that absences are not to be considered as approved days to skip classes, but rather they are to be used only for:

1. Personal illness
2. Professional appointments that cannot be scheduled outside of the regular school day (legal matters)
3. Attendance at a religious gathering
4. Attendance at a funeral
5. Other serious personal or family problems

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(AC)

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