

**HILLSBORO
SENIOR HIGH SCHOOL
LEARNING CENTER**

STUDENT HANDBOOK



2011-2012

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**HILLSBORO LEARNING CENTER
STUDENT HANDBOOK
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HILLSBORO LEARNING CENTER STUDENT HANDBOOK

This Student Handbook is designed to serve as a guide for you while you are enrolled at Hillsboro Learning Center. The policies and procedures contained in this handbook are the result 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 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

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.

RESPONSIBILITIES

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. Relationships with 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.
5. Students must remain on the school grounds during the entire day unless permission to leave has been granted by the office staff.

ACADEMIC RESPONSIBILITIES OF THE STUDENT

- 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.

SCHOOL RECORDS

School records are maintained in the Guidance Office in the 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.

DIRECTORY INFORMATION

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 or 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 not to 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.

DISTRIBUTION OF STUDENT PUBLICATIONS

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which are the following: 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 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 non-curricular nature is outlined in R-3 Board of Education Policy IGDBA.

PARENT-TEACHER CONFERENCES

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

CAMPUS INFORMATION/SECURITY

Hillsboro Learning Center is a closed campus. To ensure the safety of students and staff, everyone should cooperate to make the school safe. The school employs a full-time security officer who enforces school policies: students are expected to fully cooperate with the security personnel whenever on campus. The security guard is also the school's truant officer. Persons having business with the school should report to the school office and secure a nametag. Persons picking up students after school should remain in their vehicles.

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 visitor pass. Students are not allowed to bring guests to school; this includes young children. Persons should not be in the hallways without a visitor/guest badge; others will be considered as trespassers.

AFTER SCHOOL

Students are reminded that they are to leave the building after school unless they are remaining to participate in a school activity supervised by a teacher/coach.

BEFORE SCHOOL

Students will not be allowed to enter the building until 7:30 a.m.

CAFETERIA

Hillsboro Learning Center has a closed-campus lunch period in which all students must remain on campus. Hot lunches, sandwiches, and snacks are available in the cafeteria. Food deliveries from restaurants will not be permitted. Students can deposit lunch money (\$5.00 minimum) in the office.

CAMPUS PARKING PERMITS

All student vehicles using the leaning center lot must have a parking sticker.

Parking stickers cost \$35 and must be purchased from an administrator. He/she will affix the sticker to the front driver's side window. Students will lose parking privileges if using or allowing use of another's permit. A parking space will be assigned for each sticker by an administrator. Stickers are valid only for the vehicle for which it was purchased.

Additional permits for multiple cars in a family may be purchased after notification to the office by a parent/guardian of the need for an additional vehicle to have a parking permit. The additional sticker may be purchased for \$5.00 per vehicle. If a vehicle with a sticker is traded or sold, a new sticker must be purchased. The old one should be returned.

Under extraordinary circumstances a student may obtain a one-day temporary permit if he or she has a note from a parent or a parent calls to confirm the need and circumstances. The security officer will furnish the temporary permit.

The consequences for students with non-stickered cars are the following: (1) Warning during the first ten days of school, (2) prohibition from parking on the parking lot and/or detention assignment, (3) a \$3.00 fine for parking with no sticker, (4) towing of the vehicle from the school. **Excessive tardies (12th and subsequent) will result in the revoking of the driving privilege.** Any student furnishing another student with a parking sticker under false pretenses will be subject to the school Discipline Code concerning cheating and forgery. A student may also forfeit his or her parking sticker for such dishonest conduct.

Eligible students should pick up a Parking and Driving Policy booklet from the office.

CARDS, CELL PHONES, GAMES, GAMBLING AND ELECTRONIC DEVICES

Bringing or playing cards at school is prohibited (This includes “Magic” cards as well). Do not bring playing cards. Electronic games and all unnecessary articles are to be left at home. Gambling, games of chance, and using cell phones and other electronic devices without approval of administration during school hours are against the rules and any equipment will be confiscated.

CHECK CASHING

Due to the large amount of money needed for check cashing, we cannot provide this service. Checks may be written for lunch tickets in the exact amount and students may bring checks for exact amount of other school needs. No personal check cashing will be done by the office.

FIELD TRIPS

Students are encouraged to attend field trips with their classes. Such trips provided by the school are a privilege. Denial of attendance on such trips may be made by classroom teachers/administration if a student is failing a class or has received excessive discipline.

HALLWAYS

Beverages are not to be brought into the building from outside.

Signs that are posted in the hallways must be pre-approved in the main office, posted only in designated areas (not taped to drywall), and taken down immediately after the event.

LEAVING SCHOOL—CLOSED CAMPUS

Students are not to leave the campus at any time without permission from the office staff. If students know in advance that they need to leave school early, they should bring a written excuse from home stating the time and reason. The note must be signed by a principal before school. Students must sign out in the office prior to leaving the building.

LIBRARY MEDIA CENTER (LMC) SERVICES

The mission of the Hillsboro High School LMC is to enrich and support the learning experiences of the students, faculty, and staff by providing a wide variety of resources, instruction, and services. The library is open from 7:00 a.m. to 3:00 p.m. daily except for special events. A calendar with extended times will be posted in the LMC.

Students are encouraged to utilize the LMC for classroom and personal reading and research. A library orientation session explaining materials, services, and policies is presented in detail to all freshmen. A brochure outlining LMC information is provided to all freshman and new students in our district. Additional brochures are available as needed.

Students wishing to use the computer lab must do so under the supervision of school faculty and/or staff. Computer access is available only after proper permission forms have been signed, LMC debts have been cleared, and username/passwords have been established.

OPAC

The Online Public Access Catalog (OPAC) is an index to all materials catalogued for faculty/staff and student use. Destiny Library (OPAC) is available remotely via the District's homepage and the HHS LMC homepage.

BOOKS

The library maintains a circulating collection of over 24,000 items for student and faculty/staff use. They are divided into the following areas:

Non-fiction:	001-999 Dewey Classification numerical order – 2 week check out
Fiction:	FIC – Alphabetical order by author – 2 week check out
Reference:	REF – Dewey Classification – numerical order – overnight check out
Biography:	B – Alphabetical order by person – 2 week check out
Paperback:	PB – Fiction & non-fiction on small shelves – 2 week check out
Short Story:	SC – Short works of fiction – alphabetical by author – 2 week check out
Special:	SP – Books with limited access – ask at circulation counter – 2 week check out
Professional:	P – Books on educational topics primarily for faculty – 2 week check out
Oversized:	OV – Books too tall for the regular shelving – 2 week check out
Video Recordings	VR –VHS and DVD movies for curricular use
Audio Recordings	SR –cassette and CD recordings of books for curricular use

CIRCULATION

Any student who does not have any overdue books or outstanding fines may check out LMC materials. Most items are checked out for a period of at least two weeks with the date due usually on Wednesday. Reference materials are due the following school day.

MAGAZINES

Back issues of magazines are kept for five years. Back issues of magazines may be checked out for two weeks.

MAGAZINE INDEX

The LMC utilizes the periodic index provided by the Missouri Department of Elementary and Secondary Education (DESE). Currently, we are using INFOTRAC by Gale. Please ask a member of the LMC staff if you need assistance using this resource.

OVERDUE MATERIALS

Students are expected to return library materials on or before the date due. Failure to do so will result in the following rates:

Books	.05 per school day
Reference/Magazine	.25 per school day

When students have overdue books or other overdue materials or fines on materials that were returned after the date due, a notice is delivered during first hour. If you receive a notice and are unclear about the problem, please check with the LMC staff as soon as possible. Students who do not pay fines or return materials will not be allowed to check out additional items. Their computer access may also be denied. This can become a real problem when assignments are due which require LMC research and/or computer lab use.

COMPUTER LAB

The three (3) computer labs in the LMC are scheduled for use by classroom teachers. Lab 1 may also be available for individual student classroom assignment use with an assignment pass signed by the classroom teacher and permission granted by a member of the LMC staff. During some hours, classes are assigned to the lab therefore the computers may not be available for individual student use.

Students must have a computer use agreement on file signed by the student and his parent/guardian before they are granted a username/password. Students may only access the computer with their own personal username/password. No other access is allowed. Please check with a member of the LMC before using a computer for any reason.

Computer lab rules are attached to the computer use agreement form and are posted in each lab. Students must adhere to computer lab rules at all times.

LOST AND FOUND

There is a "lost and found" center located outside the office. Items not claimed within a month will be given away to charitable agencies. To guard against loss, please follow these guidelines: (1) do not bring items of unusual value to school, (2) label your possessions, (3) lock your locker. Students, not the school, are responsible for personal property.

MESSAGES

In case of emergency the office staff will deliver messages from parents only to students. We discourage casual messages and deliveries and will not guarantee their delivery.

SUBSTITUTE TEACHERS

Substitute teachers are an important part of our school system. They are part of the school staff when they are employed on a daily basis. Student conduct in their presence should be as good or better than conduct when the regular teacher is present. Student cooperation, behavior and

consideration reflect on our school and the image people have of us. We wish to have a positive image that we all can share.

TELEPHONES

School telephones are business phones and should not be used by students unless authorized by a staff member. Cell phones are not to be used at any time during the school day.

GRADE REPORTING

Quarterly grade reports are distributed to the parents by mail approximately every nine weeks. Parents should review these reports and confer with teachers, if necessary, or as requested by the school. Teachers may request students to bring back signed report cards or progress reports.

Listed below is the grading system:

A-Excellent 90-100	F-Failing 0-59	The only grade recorded on student transcripts is the semester grade.
B-Superior 80-89	P-Passing	
C-Average 70-79	NC-No Credit	
D- Inferior 60-69	I-Incomplete	
	W-Withdraw	

INCOMPLETE GRADES

Students who receive an Incomplete (I) as a grade due to an emergency situation are expected to complete all work within 10 school days, unless special provisions are made with the principal.

MAKE-UP WORK

Students absent for any reason the day of a test or assignment are expected to make up that work upon return to school. Assignments due upon one day's absence are expected the day of return. Students will have a maximum of 5 school days to make up assignments during absence unless special arrangements are made with the teacher/administrator.

The responsibility for securing and doing missed assignments lies with the student. Some class work may not be made up for obvious reasons (i.e. films, pop tests, etc.). Full credit will be given for work due while on out-of-school suspension.

PERFECT ATTENDANCE

To be eligible for perfect attendance and to receive the perfect attendance award, a student must be in school every day school is in session, and miss no more than six hours total absences for the entire school year. (Attendance is kept hourly). Students on field trips or other school-sponsored trips shall be counted as present in school.

GUIDANCE SERVICES

We are professional educators dedicated to providing personal, academic, and post-secondary guidance to the Hillsboro High School community. Students are encouraged to utilize the guidance services provided. Available services include the following:

- academic advisement on course selection
- peer helping/ conflict mediation

- career and college planning and exploration
- college application and financial aid assistance
- ACT and SAT test preparation
- vocational and technical school guidance
- short-term student counseling assistance
- referrals to outside counseling help.

Students are assigned a counselor by class or graduation year, and that counselor will follow those students through school. Students may make an appointment whenever they seek to talk with a counselor by signing up in the office.

SIX-YEAR PLANS

Students will work with counselors in completing a Six-Year Plan. This is a tentative outline of prospective courses and plans to assure the student meets graduation requirements and post-secondary goals.

SCHEDULE CHANGES

The office will handle all schedule changes.

Schedule Change Reasons

Schedule changes after the first week of the semester will be made for the following reasons only.

The Student

- already completed the class
- was missing a required class for graduation
- needs a subject level change due to inappropriate placement.

Schedule changes will not be made because the student

- does not like a teacher
- does not like classmates
- wants to change lunch shifts.

TUTORING INTERVENTION

Students who are struggling academically in their academic core classes can attend FREE tutoring after school. Tutoring sessions are held five days a week from 2:20 – 3:20. Students do not have to sign up for tutoring, but they should inform the instructor of their plans to attend ahead of time. Students attending tutoring can ride the second-round bus if no other transportation is available. In this situation parents must inform the front office with a signed note giving their student permission to ride the late bus. This note must be turned in before school, and the tutor instructor must sign the bus pass.

EARLY GRADUATION FOR SENIORS

Seniors who desire to graduate early to attend college, vocational-technical school, or join the Armed Forces should contact counselors or principals for procedures. This should be brought to the counselor's attention before enrolling for their senior year.

WITHDRAWAL FROM SCHOOL

If a student must withdraw from school (moving, transferring, or dropping out) he or she is expected to do so properly. Before a student can withdraw from school, a parent or guardian must come in person with the student to the office to sign appropriate paperwork, return books, and pay fines. Failure to return all books or fulfill debt obligations will result in holding transfer records.

COUNSELING

Hillsboro High School offers counseling services through an outside agency to provide a comfortable environment where clients learn resources to help themselves feel happier and stronger. Hillsboro administration/counselors reserve the right to mandate counseling for students in violation of the school policy.

GRADUATION REQUIREMENTS
Hillsboro Senior High

Subject	General Diploma	College Prep Diploma
English	4	4**
Math	3	4
Science	3	4***
Social Studies	3	3
P.E.	1.5	1.5
Practical Arts	1.5*	1.5* +
Fine Arts	1	1
Health	.5	.5
Personal Finance	.5	.5
Foreign Language		2
Electives	6	3
Total	24	25

* Class of 2010-2012 -Keyboarding is required but may be taken in 7th or 8th grade.

+ Class of 2013 and beyond – For students earning the College Prep Diploma, Micro-Computer Applications is required. For Students earning the General Diploma, keyboarding is required and may be taken in 7th or 8th grade.

** Must take two of the following four courses: Advanced Composition, Advanced Critical Writing, Advanced Placement Literature, Advanced Placement English

*** Chemistry must be one of the four.

**SIX-YEAR PLAN
COURSE SELECTIONS**

Freshman Year

1. English 1A/1B
2. Math_____
3. Physical Science
4. American Studies
5. Boys/Girls Required P.E.
6. _____
7. _____

Sophomore Year

1. English 2A/2B or Am./Br. Novels
2. World History
3. Biology I or Applied Bio/Chem I
4. Math_____
5. _____
6. _____
7. _____

Junior Year

1. English 3A/3B or_____
2. Civics/Geography
3. Science_____
4. Math_____
5. _____
6. _____
7. _____

Senior Year

1. English 4A/4B or_____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

POST-SECONDARY PLANS

- ___ Four Year College ___ Two Year College or Technical School
 ___ Military ___ Workforce

GRADUATION CHECKLIST

	9	10	11	12	
English (4)					
Math (3) / (4)					
Science (3) / (4)					
Social Studies (3)					
PE (1.5)					
Practical Arts (1.5)					
Fine Arts (1)					
Health (.5)					
Personal Finance (.5)					
*Foreign Language / (2)					
Electives (6) / (3)					
Total Required	6	11.5	16.5	24	Minimum required for graduation

*required for College Prep Diploma

Tests Needed:

- Constitution Tests
 Passed? * United States _____
 * Missouri _____

Optional Exams:

- P.S.A.T. (11th grade) _____
 A.C.T. (11th or 12 grade)____ (required for College Prep)

CAREER PATHWAYS

Hillsboro High School encourages students to create their schedules using suggested career paths.

What are career paths?

Career paths are clusters of occupations/careers that are grouped because many of the people in them share similar interests and strengths. All paths include a variety of occupations that require different levels of education and training. Selecting a career path provides students with an area of FOCUS, along with flexibility and a variety of ideas to pursue.

Are career paths designed for me?

By selecting a career path, students can prepare for the future, regardless of their interests, abilities, talents, or desired level of education. All paths have equal dignity.

How can career paths help me?

Deciding on a career path can help students prepare for your future. The intent is not for students to decide on a specific occupation for the rest of their lives, but to select a career path into which they can begin directing their energies, activities, and part-time employment. It can also help guide their participation in workplace readiness programs like school-to-work, internship, or cooperative education.

What if I change my mind?

A career path choice is not a permanent commitment. As students have new experiences, they will learn new things about themselves and may change career paths. Those who decide on a new career path should discuss it with their counselor and adjust future selections in accordance with the new career direction.

What career paths are available?

Arts and Communications

Occupations in this path are related to the humanities and the performing, visual, literary, and media arts. These may include architecture, interior design, creative writing, fashion design, film, fine arts, graphic design and production, journalism, languages, radio, television, advertising, and public relations.

Business, Management, and Technology

Occupations in this path are related to the business environment. These may include entrepreneurship, sales, marketing, computer/information systems, finance accounting, personnel, economics, and management.

Health Services

Occupations in this path are related to the promotion of health and the treatment of disease. These may include research, prevention, treatment, and related technologies.

Human Services

Occupations in this path are related to economic, political, and social systems. These may include education, government, law and law enforcement, leisure and recreation, military, religion, childcare, social services, and personal service.

Industrial and Engineering Technology

Occupations in this path are related to the technologies necessary to design, develop, install, and maintain physical systems. These may include engineering, manufacturing, construction, service, and related technologies.

Natural Resources

Occupations in this path are related to agriculture, the environment, and natural resources. These may include agriculture sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture, and wildlife.

HEALTH SERVICES

A school nurse is available to aid and assist students regarding health-related matters from 8:00 A.M. to 2:30 P.M.

MEDICATION

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 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 a parent to pick up; after one week the medication will be destroyed.

Medication sent from home must

- 1) be in the original prescription container
- 2) be only one week supply (no more)
- 3) be in the student's name
- 4) have directions on container (amount/time)
- 5) show the number of days for prescription.

The nurse will not dispense aspirin or any non-prescription drug without parent permission.

IMMUNIZATIONS

Missouri State Law (RSNO 167.181) requires proof of immunization of all public school children. It is unlawful for any student to attend school unless the student has immunizations for (or exempted) polio, measles, rubella, and diphtheria. Proof of this immunization must be provided by parents in order for a student to attend school. The school nurse is responsible for record keeping concerning immunizations.

LEAVING SCHOOL SICK

If a student needs to leave school during the regular school day because of illness or injury, **he or she must first report to the school nurse**. If the nurse determines that the student should be sent home, the parents will be called and informed of the decision. Students should not use classroom phones or cell phones to call parents in the event of an illness; instead report to the nurse. Transportation home may only be arranged by parents/guardians. If the nurse is not present, the student should report to the main office immediately.

HEAD LICE POLICY

Any student who is found to have head lice or nits will be excluded from school until proper treatment has been administered and all nits have been removed. Hillsboro School District adheres to a NO NIT POLICY.

If a student is found to have head lice or nits, a parent will be notified immediately and the parent will be required to make arrangements for the student to be transported home. A student returning to school after having been sent home for head lice must be accompanied by an adult

or parent. At that time, the student will be checked by the school nurse; if the student is nit free he/she will be allowed to return to class.

Any child who is found to have head lice or nits must receive the proper treatment and have all nits removed within three days. Failure to comply with the three-day rule will result in a referral to At Risk Services or Division of Family Services for review.

STUDENT ACTIVITIES

Student Council

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are student representatives and have direct access to the school administration. Elections are usually held in the spring for the following school year.

National Honor Society

The National Honor Society requires that students be evaluated on the following four qualifications: Scholarship, Leadership, Service, and Character. The Hillsboro High School Honor Society organization, known as the Hinahos Chapter, requires that an accumulative grade point average of 3.500 of its members. The selection of members shall be by a majority vote of a faculty council appointed annually by the principal. Students in the sophomore, junior, and senior classes are eligible.

FCCLA (Family, Career, and Community Leaders of America)

FCCLA is open to any student who has had at least one semester of a Family and Consumer Science course in either Junior High or High School. The aim of FCCLA is to improve personal, family, community, and job/career life. This organization is involved with the Safe Halloween project, student body activities, the Hillsboro Food Pantry, and a fundraiser. Elections for officers are held in the spring.

Class Officers

Each class will elect officers (president, vice-president, secretary, and treasurer) at the beginning of the fall semester. Officer candidates must have a 2.00 GPA for the previous semester and must not have had any disciplinary suspensions during the previous school year.

Speech Club

The Speech Club is open to all students who enjoy speaking and acting. The club activity supports the speech team, which competes interscholastically. Speech Club has a fall pizza party, a fall overnight tournament, a fundraiser, and a spring awards banquet.

Drama Club

Membership in Drama Club is open to all high school students. Monthly meetings, trips to see plays, and state and national conventions are among the activities of this group. The Drama Club is the major sponsor of the annual fall play and the spring musical.

International Thespian Society

Members of the Drama Club have the opportunity to earn membership into this international honors organization. Thespians recognize outstanding high school actors and technicians. Thespian points are earned by participation in drama activities.

Spanish and French Clubs

The Spanish and French Clubs are dedicated to furthering students' understanding of the Spanish and French languages and cultures. It is available to all students in Spanish and French and those who have completed three successful years.

Academic Competition

Students may compete on academic teams in conference, district, and state competition. The teams usually practices after school.

Dance Court Eligibility

Student Council sponsors Homecoming; Honor Society sponsors the Sweetheart Dance; the Junior class sponsors the Junior-Senior Prom. The eligibility for these three major dances is the same: (1) Candidates must have a 2.0 GPA for the previous semester and must not have had any disciplinary out-of-school suspensions during the school year. (2) A student will not be eligible for court if he or she has received 3 or more days of in-school suspension for the current semester or received an out-of-school suspension at anytime throughout the year. (3) Candidates on the Homecoming Court shall not be allowed to be on the Sweetheart Court in the same year. (4) Candidates on the Sweetheart Court shall not be allowed on the Homecoming Court the next year. (5) Candidates for Junior-Senior Prom may not have served as king or queen for any court during the current year. (6) If anyone would like to decline his or her candidacy in order to be eligible for another court, that person has that choice.

Note: Students attending school dances must be under 22 years old and/or a high school student.

ADDITIONAL ORGANIZATIONS AND INTERSCHOLASTIC TEAMS SUCH AS

Band	Choir	FBLA	
Cheerleaders	Pom Poms	Yearbook	
Cross Country	Football	Girls Volleyball	Girls Softball
Boys and Girls Soccer	Wrestling	Golf	
Boys and Girls Track	Boys Baseball	Boys and Girls Basketball	

Hillsboro High School is a member of the Missouri State High School Activities Association. Student sports eligibility requires students to have passed 3.0 academic credits the semester prior to playing the sport. School citizenship may also determine a student's eligibility.

SECTION III LEARNING CENTER PROGRAM DESCRIPTIONS

INCENTIVES

The Hillsboro Learning Center will implement an incentive program to improve student attendance, reward academic and personal progress, encourage the development of personal and social responsibility in individual students. The program will be designed to include appropriate rewards to meet the needs of the students. One of the programs utilized allows the students to earn “Hawk Bucks” for attendance, academic improvement, and acts showing personal and/or social responsibility. The students can also lose “Hawk Bucks” for disciplinary reasons, absenteeism, or tardies.

LEARNING LABS

The Hillsboro Learning Center incorporates learning labs within the traditional curriculum. Learning labs are given to those students in need of credit recovery. Learning labs will only be given when traditional courses are regularly attended and adequate progress is made. Learning lab must be completed with a grade of 75% or above in order to receive credit.

OFF-SITE EXPERIENCES

The Hillsboro Learning Center offers various Off-Site Experiences throughout the school year. These experiences might include visits to area points of interest, service projects in and around the community, and exploration of continuing education opportunities. Student involvement in Off-Site Experiences is an essential part of the curriculum.

WORLD OF WORK

Students in the Hillsboro Learning Center will be given the opportunity to earn credit through supervised work experience combined with a World of Work Learning Lab. Guidelines for this program are outlined and must be followed for the students to continue enrollment in the World of Work Program.

HILLSBORO R-3 SCHOOLS HIGH SCHOOL DISCIPLINE CODE

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STUDENT DISCIPLINE K-12

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

SECTION I

PURPOSE

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

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

PHILOSOPHY

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

CODE OF CONDUCT

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

CONSEQUENCES OF FAILURE TO OBEY STANDARDS OF CONDUCT

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

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

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

SECTION II

STUDENT RIGHTS

STUDENTS' RIGHTS INCLUDE THE FOLLOWING:

- The opportunity for a free education in the most appropriate learning environment.
- The opportunity for freedom of speech and of the press.
- To be secure in his/her persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or are dangerous or detrimental to the educational process.
- To expect that the school will be a safe place with no fear of bodily harm.
- To expect an appropriate environment conducive to learning.
- To expect not to 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 injure his rights.

STUDENT SEARCHES

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

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

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

A minimum three-day OUT OF SCHOOL suspension will result. Suspected substances or objects considered dangerous or illegal may result in extending the suspension up to 180 days. Pursuant to this right, school officials may seize illegal, unauthorized or inappropriate materials located on school property.

SUSPENSION

AUTHORITY TO SUSPEND

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

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

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

GROUNDS FOR SUSPENSION

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

DUE PROCESS

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

SPECIAL EDUCATION STUDENTS

Special education students are expected to adhere to the same rules as other students. A special education student shall not receive disciplinary suspensions because of his or her 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, he or she will be accorded all the rights due to that student. During the period of suspension, an Individual Educational Program (IEP) review conference may meet to formulate amendments to the original IEP if needed.

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

PHILOSOPHY

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

RESPONSIBILITY

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

RESPECT

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

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

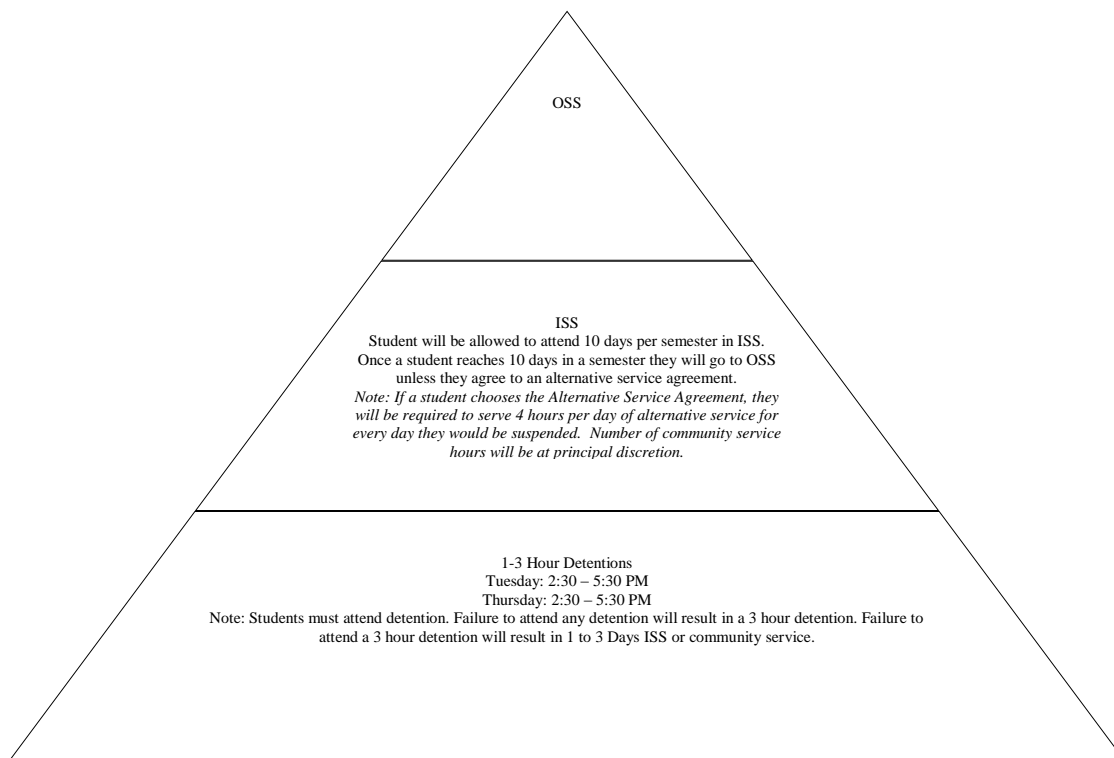
CONSEQUENCES:

An effective discipline program should break patterns of behavior not consistent with school norms. As instances of misbehavior recur, 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.

NOTE: Administrators may alter the consequences at their discretion and in extraordinary circumstances and may use principal's discretion in a flexible manner in order to maintain an orderly atmosphere conducive to learning

GENERAL SCHOOL CONDUCT STANDARDS AND CONSEQUENCES DISCIPLINE PYRAMID AND DESCRIPTIONS



DETENTION

The Detention Program is Hillsboro High School's attempt to provide appropriate consequences for school misbehavior.

The detentions will be held from 2:30 p.m. to 5:30 p.m. on Tuesday and Thursday. The principal/assistant principals shall determine which days shall and shall not host detentions. Lunch detention and morning detention may be arranged by administration for special circumstances.

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

DETENTION PROCEDURES:

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

three-hour detention. Failure to attend a three-hour detention will result in 1 to 3 days ISS.

DETENTION RULES:

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

CONSEQUENCES:

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

Detention Compensation Agreement:

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

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

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

IN-SCHOOL-SUSPENSION (ISS)

PURPOSE

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

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

GENERAL GUIDELINES:

Students will be allowed a total of 10 days ISS per semester with a maximum of 20 Days of ISS. (Exceeding this rule results in Out-of-School Suspension or entering into an Alternative Service Agreement. If a student enters into an Alternative Service Agreement, the student will be required to complete four hours of community service with a designated business/organization for each day an OSS was assigned to the student and will be assigned at Principal discretion. Students will be required to complete service agreement within two weeks or the original OSS will be assigned to the student.)

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

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

PROCEDURE:

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

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

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

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

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

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

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

A STUDENT'S DAY IN ISS WILL BEGIN AT 7:35 A.M.:

- (a) Students are to report directly to ISS at 7:35 a.m. Tardies and absences are reported to appropriate building secretaries.
- (b) Students are to remain in ISS for the entire time assigned.
- (c) Students will not be allowed to leave for college or school related courses/events. In addition, a student will not be able to participate in any school-sponsored activity while serving ISS. Early release students will be allowed to leave at the end of their scheduled day unless they have to remain for an extended hour of ISS.
- (d) Students may be required to complete Learning Packets or given additional work from the

ISS teacher.

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

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

(g) Sleeping is not allowed. Students are expected to work at a steady pace throughout the day.

(h) Students may not leave their assigned seats without permission. Restroom breaks are taken as a group with the instructor 3 times each day.

(i) Students who are absent from ISS must make up that day in ISS. If the student is truant from ISS, the day is made up and an extra day is assigned.

(j) Eating will be allowed only during lunchtime. Students may bring their lunch or purchase lunch from school. Lunch is delivered to the ISS room.

(k) No possession of tobacco, gum, or candy is allowed.

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

SUSPENSION FROM SCHOOL (OSS)

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

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

No student will be allowed to return to school following a period of suspension without a conference between administrators and parent(s) or guardian(s). Other school personnel may attend such conferences. Students are not to be on campus before, during, or after school on the suspension dates, nor attend any school activities at home or away.

Students are responsible to pick up all school work in a timely manner and are encouraged to keep up with their studies during the suspension period. Students are required to make up all work missed during the suspension within a reasonable time frame determined by the teacher/administrator.

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

ALTERNATIVE SERVICE AGREEMENT (ASG)

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

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

ASSEMBLY BEHAVIOR EXPECTATIONS:

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

CONSEQUENCES:

- (1) First offense: removal from assembly and one- to three-hour detention assigned.**
- (2) Second offense: suspension from future assemblies for continual or severe violation of assembly rules and three-hour detention assigned.**

BUS MISCONDUCT

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

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

CONSEQUENCES:

- (1) First offense: warning or reprimand by bus driver, possible parent involvement.**
- (2) Second offense: filing of bus conduct report with principal, assignment of 1 detention, reassignment of seat on bus or cleaning bus. Parent notified.**
- (3) Third offense and subsequent: recommendation by Director of Transportation to Principal for possible disciplinary action up to and including suspension from the bus.**

BEVERAGES

Beverages may be purchased at school or on school grounds. NO beverages (except water) are to be brought to school or to school activities unless unopened and with a meal during lunch or a

meal brought for an activity. The consequence shall be to dispose of the product.

CAFETERIA/COMMONS BEHAVIOR EXPECTATIONS

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

CONSEQUENCES:

(1) First offense: written warning on the first offense of general misbehavior.

(2) Second offense: one- to three-hour detention

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

CHEATING AND FORGERY

CHEATING is taking a student's or teacher's work or material and dishonestly presenting that work or material as theirs or using it without the other person's permission or knowledge. Cheating also includes dishonestly supplying another student with materials represented as his own or materials that are the property of a teacher. The teacher shall collect the student's paper immediately and assign a grade of zero for cheating.

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

CONSEQUENCES:

(1) First offense: the teacher shall collect the student's paper immediately and assign a grade of zero.

(2) Second and subsequent offense: assign zero and 1-3 days of ISS, parents notified

Note: Forgery consequences will be at principal's discretion and will range from ISS to OSS depending on severity of case.

CLASSROOM ACADEMIC PERFORMANCE

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

CONSEQUENCES:

(1) Making no effort in class will result in the parent being contacted by the teacher after three assignments have been missed.

(2) Future missing assignments after parent has been notified will result in mandatory tutoring, detention(s) and/or ISS.

CLASSROOM BEHAVIOR

Students are expected to follow all classroom rules of each individual teacher. Each classroom

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

CONSEQUENCES:

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

COMPUTER MISUSE

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

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. Students should refer to computer agreement for further details.

DRESS AND GROOMING

Students are expected to dress reasonably neat and clean while at school. Appropriate and acceptable clothing shall be defined as that which is NOT PROVOCATIVE, REVEALING, (no undergarments or inappropriate body parts showing), SUGGESTIVE, GANG RELATED, OR DISRUPTIVE to the educational process. Skirts, shorts, and shirts should be of a appropriate length. **(As a general guideline, skirts should be fingertip length with arm fully extended at the side, and shorts should have approximately a 3 to 5-inch inseam. In addition, shirts should have sleeves and no holes in pants.)**

The following are **not** allowed:

1. Clothing with vulgar slogans or symbols, racial slurs, advertisements for drugs, tobacco, or alcohol;
2. Hats, bandanas, slippers, chains, cut-off shirts, and midriff/tank tops, biker shorts, short shorts, sleeveless shirts, very low and sagging pants, and wheeled tennis shoes.
3. Trench coats.
4. Chains or spikes will be worn (i.e., chains attached to a wallet or worn as a necklace or attached to pants, etc.)

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

CONSEQUENCES:

- (1) First offense: student requested to change clothing or add clothing to cover**

inappropriate clothes and parent called.

(2) Second offense: parent called and/or student will be sent home for inappropriate dress.

(3) Third offense: suspension at principal's discretion.

DRIVING/BICYCLING/PARKING LOT EXPECTATIONS

(1). No sitting in parked cars or loitering in the parking lot.

(2). Students shall abide by the parking permit policy.

(3). Students shall follow directions of staff.

(4). Students shall arrive on-time (tardy 12 or more times will result in suspension/removal of driving privilege for semester).

(5). Careless and reckless driving, to include "burning rubber," is unacceptable and will not be tolerated.

(6). Parking lots are OFF LIMITS to students during school day except with special permission from the principal.

CONSEQUENCES:

(1) First offense: written warning.

(2) Second and subsequent offense: driving privileges revoked at principal's discretion, and parent notified.

DRUGS/SUPPLEMENTS

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

DRUG/SUPPLEMENT ABUSE

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

(1). The non-lawfully prescribed use and/or possession of drugs or drug paraphernalia.

(2). Any sale or transfer of drugs/supplements.

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

Drugs include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195,010, RSMO, and in Section 202 (c) of the Controlled Substance Act, U.S.C. 812 (C). The prohibition includes alcohol, drugs, narcotics, intoxicants of any kind, substances purporting to be the same (imitation controlled substances),

and / or related paraphernalia. Violations will result in suspension, notification to parents, and notification to legal authorities. Consequences depending upon the offense range from long-term suspension to expulsion. In addition, a student suspended for a drug-related offense will be removed from all school sponsored activities for 30 school days.

POSSESSION AND/OR USE OF DRUGS OR DRUG PARAPHERNALIA:

CONSEQUENCES:

(1) First offense: suspension for ten days and recommendation to Superintendent for an additional 20 days. Notification to law enforcement officials. Student/family must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and follow his/her recommendations.

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

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

SELLING OR TRANSFERRING DRUGS OR PARAPHERNALIA

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

CONSEQUENCES:

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

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

ELECTRONIC DEVICES

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

CONSEQUENCES

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

ELECTRONIC DEVICES: IPODS / CELL PHONES / LAPTOP:

1ST offense: Confiscation (return at the end of the day)

2nd offense: Confiscation (return at the end of the day) and 1 day ISS

3rd offense: Confiscation (return at the end of the day) and 3 days ISS

4th and subsequent offense: Confiscation (return to parent), Principal conference with parent, discipline will range from ISS to OSS

Note: Any and all electronic items confiscated over the course of the school year and not claimed by the owner at the end of the school calendar year will be donated to charitable agencies.

FALSE FIRE ALARM/FALSE EMERGENCY ALARM/EQUIPMENT

CONSEQUENCES:

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

FIGHTING/ASSAULT

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

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

CONSEQUENCES:

(1) First offense: 5 days of OSS and notification to law enforcement officials. A mandatory counseling session with a Student Assistance Program (SAP) will be required before coming back to school.

(2) Second offense: 10 days of OSS and notification to law enforcement officials. A mandatory counseling session with SAP will be required before coming back to school.

(3) Third offense: 10 days of OSS/ recommendation to school board for expulsion and notification to law enforcement officials.

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

CONSEQUENCES:

Same as fighting.

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

CONSEQUENCES:

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

GANGS

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

CONSEQUENCES:

(a) Parents notified.

(b) Legal authorities notified when appropriate.

(c) Principal's discretion. Depending upon the severity, the consequences will range from ISS to OSS with possible recommendation to the superintendent for extended suspension or expulsion.

HALLWAY BEHAVIOR EXPECTATIONS: INSIDE & OUTSIDE:

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

CONSEQUENCES:

(1) First offense: written warning on the first offense of general misbehavior.

(2) Second and subsequent offense: visit with a principal and discipline will range from detention to suspension.

HARASSMENT

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

CONSEQUENCES:

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

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

CONSEQUENCES:

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

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

CONSEQUENCES:

(1) First offense: 1-3 days of ISS with restitution

(2) Second offense: Out-of-school suspension and restitution

IDs / SECURITY IDENTIFICATION CARDS

For security purposes, all high school students will be issued a picture identification card. This I.D. card must be with students at all times while on campus and at student activities. It is not necessary for student to wear I.D. card while in the building. Failure to produce the student I.D. card when requested by school personnel will result in appropriate consequences. The I.D. card will be collected from students transferring to another school or dropping out of school. Students are not to color, put stickers on, or deface the ID in any way. The I.D. card will be used to access lunch accounts. Students will not be able to give their account number. Student will pay either with cash or access account by swiping their ID card. Students will still need to display their ID as they come in for the day. In addition, failure to produce a student ID card will result in the student being the last to eat lunch.

CONSEQUENCES:

(1) First – Fourth offense: warning and student to receive a temporary stamp. In addition, the student will be required to be the last to eat lunch.

(2) Fifth and subsequent offense: New ID issued, with the cost of the ID will be placed on the student account. The cost to replace an ID card will be \$5.00

INSUBORDINATION

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

CONSEQUENCES:

(1) First offense: 1-3 days ISS and notification to parent.

(2) Second offense: 3-5 days ISS and notification to parent.

(3) Third and subsequent offense: 5 days ISS to OSS and notification to parent.

LOCKER ASSIGNMENTS

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

Each student is responsible for keeping the assigned locker clean both inside and outside.

Violations of these rules will result in the following consequences.

CONSEQUENCES

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

OBSCENE MATERIAL, POSSESSION OR DISTRIBUTION

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

CONSEQUENCES:

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

PROFANITY

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

CONSEQUENCES:

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

WHEN DIRECTED TOWARDS STAFF MEMBER

CONSEQUENCES:

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

PUBLIC DISPLAY OF AFFECTION

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

CONSEQUENCES:

- (1) First offense: Verbal warning.**
- (2) Second offense: Written warning/parent contact.**
- (3) Third offense: one- to three-hour detention, conference with principal, parent notification.**
- (3) Fourth and subsequent offense: 1-3 days of ISS, conference with principal and parents.**

TARDINESS

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

CONSEQUENCES:

-First - Third Tardy: Warning

-Fourth – Sixth Tardy: One-hour Detention

-Seventh – Ninth: Tardy: Two-hour Detention

-Tenth Tardy: Three-hour Detention

-Eleventh and Subsequent Tardy: ISS or Alternative Service Agreement

Note: Failure to attend any detention will result in a three-hour detention.

Driving privileges will be suspended or revoked for the semester after the 12th and subsequent tardy.

THEFT

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

CONSEQUENCES:

(a) Students responsible shall return or replace item(s) stolen.

(b) Parents notified.

(c) Legal authorities will be notified.

(d) Depending upon the severity of the theft, the consequences will range from suspension to recommendation to the superintendent for extended suspension or expulsion.

THREATS

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

CONSEQUENCES:

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

TOBACCO USE OR POSSESSION:

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

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

CONSEQUENCES:

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

UNAUTHORIZED ABSENCE:

An unauthorized absence is leaving class or school without permission or failing to report to a class without permission.

CONSEQUENCES:

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

VANDALISM / PROPERTY DAMAGE

Vandalism/property damage is defined as destruction or defacing of school property, the property of others, 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 is from carelessness, negligence, or vandalism.

CONSEQUENCES:

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

WEAPONS

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

CONSEQUENCES:

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

ATTENDANCE

HIGH SCHOOL ATTENDANCE POLICY

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

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

Absences are to take care of extraordinary circumstances concerning:

- Personal illness
- Professional appointments that could not be scheduled outside of the regular day
- College visits
- Other serious personal or family problems.

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

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

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

SUMMARY

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

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

NON-DISCRIMINATION

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