

HILLSBORO
PRIMARY SCHOOL
Student / Discipline Handbook
2011-2012



Hillsboro R-3 School District

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HILLSBORO R-III PHILOSOPHY

Our educational philosophy is based on the premise that everyone can learn. Learning by each individual is a continuous life long process leading to new knowledge and personal growth. We further believe that each person has self worth and therefore should be treated with dignity and respect. We believe our district's primary purpose is to provide a comprehensive learning environment that prepares every student to be a successful contributor to an ever-changing world.

HILLSBORO R-III MISSION STATEMENT (AD)

Our school and community will educate and inspire our students through exceptional learning opportunities.

HILLSBORO R-III VISION STATEMENT

Our first priority is student achievement. To accomplish this, we envision:

- *A true partnership including parents, students, staff, the Board of Education, and community resources.*
- *A well-equipped, qualified staff that puts students first, exhibits strong leadership, a passion for learning, and a commitment to success for every student.*
- *A curriculum based on research and best practices that allows students to demonstrate knowledge through a variety of activities.*
- *Exceptional facilities providing safe and developmentally appropriate environments that allow for short and long-term growth.*

HILLSBORO PRIMARY CODE OF CONDUCT (JG-R)

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 my actions have consequences.
5. I will not blame others for the consequences of my actions.
6. I will accept the consequences that result from my actions.

HILLSBORO PRIMARY OPERATIONS

ARRIVAL AND DISMISSAL (JEDB)

Hillsboro Primary School hours are from 8:55 AM until 3:35 PM. Students should not arrive before 8:30 AM, as there will be no adult supervision before that time. In case of emergency, permission for early arrivals must be obtained from the principal. A fee-based childcare program is offered through the YMCA. Contact the YMCA at (636) 931-9622 for further information regarding the before/after school childcare program. Students will not be permitted to leave campus without approval.

Buses begin delivering students at 8:30 AM. Students are expected to be in their classrooms, ready to learn at 8:55 AM. Morning work and breakfast is from 8:30 AM to 8:55 AM. Response to Intervention (RTI) begins at 9:00 AM. Students that arrive to school at 8:55 AM or after miss morning work and time to organize for the day.

Children will only be released to parents and/or those authorized by parents or guardian in writing. In certain cases you may be required to show ID. Children will only be released through the office and not the classroom, playground, lunchroom, or other places. A sign out sheet must be completed in the office.

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

Students will not be released to parents during the last 35 minutes of school (between 3:00 P.M. and 3:35 P.M.) unless there is a family emergency. Students who need to leave for doctor appointments etc. need to do so by 3:00 P.M. and will be counted absent for that part of the day.

School is dismissed at 3:35 P.M. each day. Students, who are picked up by parents, will be released at 3:30 P.M. Students will report to the cafeteria from their classes. Staff members will release students to parents with rider cards or blue slips (issued by the office). Without a rider card or blue slip, a student **will not** be released.

ATTENDANCE (JED)

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

Steps to follow when absent:

1. Parent/guardian should telephone the school and inform the **office** of the absence before 9:00A.M. Please call 789-0050.
2. Students should present written verification of medical excuses to the office upon arrival back at school.
3. Inquire about make-up assignments. Assignments that are not made up will be reflected negatively in the student's grade.

School hours are from 8:55 AM to 3:35 PM. Students that arrive after 8:55 AM are tardy. Students picked up before 3:35 PM will be counted as early pick up/absent. Any student that has chronic late arrivals and/or early pick ups may not be eligible for perfect attendance. When buses run during inclement weather, your child will be counted absent if not in attendance.

Missouri Law requires that children have regular attendance. Exceptions are allowed for "homebound students" and "home-school" students. It is our responsibility under the law to monitor attendance and report poor attendance to Family Services or Juvenile Services. The school will provide parents with attendance reports each quarter with your child's report card. In some cases parents of children with poor attendance will be asked to provide the school with documentation to verify the reason for poor attendance. If a teacher or an administrator has reason to believe that a student is truant, notification will be sent to the home after 4 absences. Further notification will be sent home after 8 days of absence. After 10 days of absence, a parent meeting will be scheduled and a referral may be made to the Juvenile Office at the discretion of the administrator. If absenteeism continues, a referral may be made to the Division of Family Services (DFS) for investigation.

BUILDING SECURITY (EBC, JG-R)

All outside doors to the Primary School will be locked at the start of the academic day. The office will admit all parents and visitors through the front doors of the building utilizing a camera and buzzer system. To gain entrance to the school, press the buzzer by the door. Listen for the tone indicating the door is unlocked, pull the door handle on the right, and proceed to the office for a visitors pass.

BUS CONDUCT (JFCC)

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

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

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

For the safety of all children being transported, infractions of the above will be brought to the attention of parents. Students who continually abuse bus rules will be denied bus transportation.

BUS ROUTES AND OPERATION POLICIES (JFCC)

Bus routes and stops are planned and established by the school's transportation committee. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies.

Parents who wish to make requests for change in routes or stops should contact the bus supervisor at 789-0000ext. 8001. Students and parents are encouraged to notify the school immediately of any safety hazards observed during bus operation.

BUS TRANSPORTATION (JFCC)

Students who need to ride a bus other than their regular bus must have a bus pass signed by the principal. The parent must write a note to the school, requesting the pass, stating the reason, and including the bus number and parent signature. Two days written notice is required, except for an emergency. Please note: Bus passes will not be issued for any bus that is at capacity. Passes will only be issued for tutoring, or family-related reasons (family medical, family out of town, etc.). Bus passes will not be issued for parties, sleepovers, scout meetings, etc.

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

CAFETERIA PROCEDURES (JG-R, EF)

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

1. Students will remain in the cafeteria throughout the lunch period.
2. Cafeteria tables should be left clean before leaving the cafeteria. This includes wrappers, milk cartons, etc.
3. If students spill food or drink, they should clean it up. Assistance is available if necessary.
4. Students should remain at their assigned table until dismissed by the person on duty. Breakfast is served from 8:30 AM to 8:55 AM. Students should report to the classroom before going to the cafeteria for breakfast.

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

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

Applications for the free or reduced lunch program may be obtained from the office. The completed form should be returned to the office as soon as possible. Students who were on free or reduced lunch last year will have that status held over for the first 30 days of the school year. This is done so that parents have time to reapply for the present school year.

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

CHARGES AND FINES (JG-R)

The school may hold permanent records and report cards until all fines and charges are cleared. This includes lunch charges and library fines for lost or stolen books. Make checks payable to Hillsboro R-3 Schools.

CHECKING OUT OF SCHOOL (JEDB)

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

DETENTION (JGB)

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

DISASTER (EBC-API)

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

DISASTER DRILLS (EBC)

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

DISCIPLINE (JG, JGF)

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

DRESS AND GROOMING (JFCA-AP)

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

The following are not allowed:

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

In the day-by-day operation of the school, the administration, along with the staff, will be responsible for making the final decisions concerning dress or grooming styles which violate health or safety standards or disrupt or interfere with the educational process. In the event the student is required to change clothing, clothing from the office will be worn and clothes will be given to office as "collateral." Hair styles &/or hair coloring that are found to be disruptive to classroom and school settings are not allowed.

Please remember, we do go outside in cold weather so make sure your child dresses appropriately for the weather conditions. Because we do go outside to the playground, students need to wear closed toed shoes for their safety. Students also must wear appropriate gym type shoes on P.E. days. Girls should wear shorts under their dresses.

EARLY DISMISSAL (JEDB)

School will dismiss three (3) hours early several days during the school year. Information regarding these days will be sent home later. On these dates students will be dismissed at 12:30 P.M. Lunch will be served on these days. Students will be dismissed two hours early the day before Thanksgiving, Christmas vacation, and the last day of school. It is important that you make arrangements for your child so they will know where to go when school is dismissed. If it is necessary to make changes to your child's destination, please write a **note** to your child's teacher indicating the change.

EMERGENCY DISMISSAL (JEDB)

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

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

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

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

EMERGENCY DRILLS (EBC)

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

FIELD TRIPS AND SCHOOL ACTIVITIES (IICA)

Field trips and activities are scheduled to be an extension of the school curriculum. All students must ride the school bus. Adults may be asked to assist on the field trip if extra supervision is necessary. Final decisions concerning adult participation in field trips and activities will be made by the classroom teacher and/or principal. Adults who help on a field trip **may not bring other children**. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. All adults are to be a model for the students. All adults must stay with their assigned group and no one is allowed to smoke or drink alcohol on the field trip. Board Policy states students who have demonstrated personal irresponsibility and inappropriate behavior will not be taken on a field trip.

FIELD TRIP PARENT INVOLVMENT (IICC)

Parent involvement in field trips can be a positive experience for you and your child. Because you will be supervising other children on these trips, the following rules must be followed. Please keep these rules in mind as you volunteer to take part in your child's field trip.

- Parents will be required to supervise a small group of children on the field trip.
- Parents may not bring other small children on the field trip.
- Parents must ride the bus to help supervise students unless there is no room on the bus. If there is no room on the bus, parents may follow in their car.
- Parents may not smoke, use unacceptable language or drink during the field trip. Parents will not be invited on future trips should this occur.
- All students must ride the bus to and from the field trip. Only with a note from a doctor will a student be exempt from riding the bus.
- Parents may sign students out from the field trip after they return to the school.
- A limited number of parents may be needed on some field trips, in these cases; teachers will select parents on a first come basis.
- Parents need to stay with other adults and not go off on their own with small groups of children.
- Parents must follow the directions of the teaching staff and other district personnel.
- Please remember that school sponsored field trips are not family outings. These activities are school sponsored and require the participants to follow all safety rules and district policy.

GUIDELINE FOR CLASSROOM CURRICLUM EXEMPTION (JHDA, IIA)

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

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

The nurse's office works very hard to improve the health of all the students. It is our goal to make sure all students have a safe and healthy place to learn. Please remember, we are working for the total welfare of all the students at Hillsboro Primary.

Illness

Students should be fever free (temperature less than 100 degrees) for 24 hours before returning to school. If your child has had vomiting, or diarrhea they must be illness free for 24 hours before returning to school. Students should remain at home for 24 hours after beginning an antibiotic for an infection, including drops for pink eye. For the health of all students and staff, this policy will be strictly enforced.

Prescription Medication

If your child needs to take a prescription medication at school, ask your pharmacist to provide a duplicate bottle for school usage. A new medication information sheet and a new medication bottle must accompany any changes from your child's original prescription.

HEALTH SERVICES INFORMATION CONTINUED

Non-Prescription Medication

The administration of non-prescription medications at school should be restricted to only when necessary. If "over the counter" medication is brought to school, it must be in the original container and a parental permission slip must be completed prior to administration. A copy of the medication policy and medication permission slips may be obtained from the Primary nurse's office.

Medication Administration

The nurse's office does NOT keep stock medication of any type. If your child has a medical condition that requires medication to be given on an as needed basis, the parent must provide the medication and a permission slip will be required.

Any medication not in the original container or labeled with the child's name, will be held by the school nurse for a parent to pick up within one week. After one week it will be destroyed.

Transportation of Medication to and from school

It is strongly recommended that Primary students do not transport their medications on the bus. It is always best for a parent or guardian to bring medications directly to school. The medicine will need to be given to the nurse's office in accordance with the medication policy. The Primary nurse's office will allow parents to bring a one-month supply of prescription medications. Students of this age group frequently misplace and/or forget items.

Notification of an ill or injured child

In case your child becomes ill or injured, it is imperative that the nurse's office has three up to date contact numbers on file. The nurse's office must be able to reach parents, guardians or someone who will be responsible for the child in a timely manner.

Head Lice

The Hillsboro R-3 District enforces a very strict head lice policy. This is a NO NIT POLICY. All students in the Primary building are checked at the beginning of school and periodically throughout the school year. If a student is found to be positive for head lice or nits, the student is sent home from school, and cannot ride the bus until cleared by the nurse. All siblings are checked and if found to be positive will be sent home as well. When a student is found to be nit free by their respective nurse, he/she is given a note to return to class and resume riding the bus. As per policy, the student will then be rechecked within 7-10 days.

We would suggest checking your child's hair frequently throughout the school year. It does not make a difference how clean you are or how frequently you shampoo, head lice can attach to anyone.

The louse is very small, about 1/8 inch long and may range in color from clear to black. The louse does not fly or jump, they are very elusive. When checking your child's hair it is best to look for eggs (nits). Eggs are teardrop shape, about this size (!). The nits look like a teardrop glued on the hair shaft. The nits are firmly attached to the hair and will not brush out of the hair like dandruff or dry skin.

HEALTH SERVICES INFORMATION CONTINUED

If you discover eggs or lice on your child's hair, check with your doctor, pharmacist, or school nurse to find out what treatment measures are needed. The treatment must be thorough to eradicate head lice. Please notify your school nurse if you discover head lice on your child. Do not allow your child to ride the bus until he/she is brought to the respective school nurse and cleared. It is important to notify the school nurse to enable the student's class to be checked. Copies of the head lice policy may be obtained from the nurse's office.

HOMEWORK AND MAKEUP WORK DUE TO ABSENCE (IK)

Homework has a purpose in the education of your child. It is assigned to give individual practice for the mastery of skills. You will see an increase in the amount of homework between kindergarten and second grade. In many cases, by the time students are in second grade, they may have some type of homework each night. If your child has what seems a very large amount of homework, you should check with the teacher to make sure it is really homework, not class work that should have been completed during the regular class day. This could be an indication that the child is not using time effectively during the school day or they are having difficulty with a subject.

Please call the office by 11:00 A.M. to request homework. **Make up work will be ready to be picked up by 2:00 p.m. on the day of an absence.** Please remember that make up work is not the same as being at school. In most cases there is a participation element to schoolwork. **Regular attendance and participation in classroom activity is essential to good learning and mastery of objectives.**

LIBRARY (IIAC, IIAC-R)

Your child will be coming to the library for scheduled classes once a week for thirty minutes. Half of the time will be used for instruction, the other half for checkout. Kindergarten students will be allowed one book at a time. All other children may check out two. These books will be due one week from the date they were checked out. If a student has overdue books, he/she will be given a reminder notice and will not be allowed to check out anything else until the book(s) is returned or a note or phone call from the parent or guardian is received stating why the book is not yet returned. Once you notify the library, your child will be allowed to check out one book at a time until the missing book is paid for or returned.

Checkout for kindergarten students will begin approximately two weeks after school starts. They will visit the library only during the scheduled class time for the first semester. All other students may come anytime by using their library pass. Kindergarten library passes are issued during the second semester.

If you would like to check out books to read to your child, you must fill out a form that is available in the library. You are allowed to check out five books at a time and keep them for two weeks.

We do not charge for overdue books; but we do charge for damages. If an accident does happen, please send a note with the book or call. We have spent time with the children talking about good book care.

Learning to read is a thrilling experience. Foster this attitude by reading to your child and listening to your child read to you! Encourage your child to look at and enjoy books. This is a memorable experience for both parents and children.

LIBRARY CONTINUED

If you have a spare hour or two a week, please volunteer in the library. We always need parents to help shelve books. Please make sure you visit our library's web page at www.hillsboro.k12.mo.us/ps/library for more ideas and links to educational activities for children and parents.

LOST AND FOUND (JG)

All clothing found on campus, regardless of its value, is placed in the lost and found near the office. Money, jewelry, or any other small articles of value will have to be requested in the office. Students may claim them after proper identification is made.

PARENT-TEACHER COMMUNICATION (IK)

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

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

PARENT CONFERENCES (IK)

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

PARTIES (IICA)

The three approved parties each year are Halloween, Christmas, and Valentine's Day. Party times will be set depending on the date of the party and activities in other buildings. Information will be sent home prior to each party.

PERFECT ATTENDANCE (JED)

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

PERSONAL ITEMS (JG)

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

PHYSICAL EDUCATION (ADF, IGD-JA)

Physical Education classes generally meet 2 or more times a week. Each student is expected to participate in all activities unless a note has been sent for medical reasons. In order for students to participate safely, they must wear tennis shoes with non-marking soles during P.E. Clothing should be suitable for exercise and play. If your daughter prefers to wear a skirt or dress, please remind her to wear shorts underneath.

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

POSITIVE BEHAVIOR SUPPORT (JG)

Our school has three clearly defined behavior expectations: Be Safe, Be Respectful, and Be Responsible. Specific expectations for each area of our school are defined on the Behavior Matrix. These behavior expectations will be taught and modeled at the start of each school year and reinforced throughout the year. Appropriate behaviors will be acknowledged. Behavioral errors will be corrected proactively. Please reference the Primary Discipline Handbook for specific discipline code. By defining, teaching, and recognizing positive behavior, Hillsboro Primary will create a predictable learning environment of cooperation, academic excellence, respect and safety.

Hawk Pride Incentive Program

Hawk Pride is a school wide good behavior incentive program. Students can earn tickets for demonstrating excellent behavior in the school setting. Primary School personnel and bus drivers will award Hawk Pride Tickets daily to students who demonstrate behavior expectations referenced in the PBS Behavior Matrix. Students will have opportunity to purchase an incentive prize from the traveling Hawk Pride store using their Hawk Pride tickets.

Hawk Pride Ticket Prizes

10 Tickets

- Purchase item from Hawk Pride Store
- 10 Minutes of extra classroom computer time

20 tickets

- Community service helper
- Read on library couch

30 tickets

- Extra recess
- Dance party

40 tickets

- Lunch with staff of your choice
- Wacky N' Wild Experience

POSITIVE BEHAVIOR SUPPORT CONTINUED

Quarterly Office Discipline Referral Incentive Program

Students that do not have any discipline referrals for a quarter will qualify to attend a quarterly incentive assembly. Students will have the opportunity to earn this prize for each quarter.

Students that do not have any referrals for the entire school year will qualify to attend an end of the year field trip.

Attendance Flag Program

The purpose of this program is to encourage your students to be at school. Each grade level will have the opportunity to earn the attendance flag. At the end of the week, an attendance summary of ALL classrooms will be printed. From this, the top 3 classes- in each grade level (with the highest attendance of students IN school) will receive a flag. This flag will be put on display in the hallway at the beginning of the week and stay until the following week.

Hawks' Nest Cafeteria Incentive Program

Classes will be rewarded for demonstrating excellent behavior in the cafeteria. Behavior expectations specific to the cafeteria are referenced in the Behavior Matrix. The overall behavior of the class will be monitored using a three-cup system. Each cafeteria table will have a green, yellow, and red cup. Classes demonstrating appropriate behavior will have the green cup displayed. Classes that received a reminder of behavior expectations will have a yellow cup displayed. Classes that are given multiple reminders of the behavior expectations will have a red cup displayed. At the conclusion of each lunch period, classes with Green cups will be allowed to move their class hawk up one position of the Hawk's Nest. Once a class reaches 20, the class will be treated to fine dining at their next lunch period. That class will be greeted with a mini celebration of table coverings and a special treat (ex. Dessert, ice cream).

Golden Awards

Golden Plunger Award- The Golden Plunger will be awarded weekly (by the custodians) to the cleanest classroom in each hallway.

Golden Spatula Award- The Golden Spatula will be awarded weekly (by the cafeteria staff) to the most polite class. One spatula per grade level will be awarded on each side of the cafeteria.

RECESS PARTICIPATION (ADF)

Classroom teachers may schedule up to 30 minutes for recess each day. A classroom schedule may change from day to day. All students are expected to participate in recess unless a statement from a physician is presented. In the case of illness, please send a note to the teacher that states the condition under which your child cannot participate in recess.

REPORT CARDS AND STUDENT PROGRESS (KK-AP, KB)

A "Report Card" will be sent home with each student after the end of each quarter of school. It must be signed and returned to school within five (5) days. Each report card has specific information about the progress and behavior of your child. Student progress is closely monitored by the staff and progress reports and/or phone calls will be made to keep you informed of your child's achievement. In some cases weekly or daily reports will be sent to keep you informed of special information or student progress. Our goal is to keep you informed and involved to prevent surprises and problems. Report cards will be held if fees for lunch and lost library materials are not paid.

SCHOOL RECORDS (JO-AF)

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

SCHOOL VISITORS (KK)

Parents, patrons, and volunteers are welcome in our school. **You must enter and leave through the main entrance by the office. Please sign in at the office and pick up a visitor's pass.** Please remember that when you visit the school and classroom, you are subject to all school rules. When visiting a classroom during the school day, try to remember this is not the best time for a teacher conference. Please schedule conferences when there are no other children or adults present. In addition, please try to arrange conferences several days in advance. Visitors and volunteers are very welcome at Hillsboro Primary. Please come, observe how the school works, and the wonderful skills the students are learning.

SCHOOL SALES (IGDF)

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

STUDENT RECOGNITION (JO)

Student recognition is very important to us. In addition to classroom recognition, we will be implementing the following school wide programs. With these different programs we are trying to reinforce student achievement, behavior and attendance.

- Perfect attendance for each month of school starting with September
- Perfect attendance for each semester
- Perfect attendance for the year
- Summer Reading Program
- 100, 500, 1000, 2000 Number Clubs
- 25, 50, 75, 100 Book Clubs
- Star Student Program, Weekly and Monthly
- Student of the Week
- Positive Behavior Support Awards
- Birthdays
- Six Flags Reading, Pizza Hut Book It

TARDINESS (JED-API)

Class begins promptly at 8:55 AM. It is very important for students to be on time. Late arrival disrupts class and causes loss of instructional time. Students arriving late must report to the office before going to class. Parents must sign their child in at the office. Chronic late arrivals will be referred to our K-6 Home School Specialist. Please note, chronic late arrival/early pick up may result in loss of eligibility for perfect attendance.

TELEPHONE AND ADDRESS CHANGES (JO)

It is very important that every student maintain an up-to-date address and telephone number in the school office. In the case of an emergency, time is of the essence and it is imperative to contact you, the parent or guardian. Please notify the school office (789-0050) if you change your address, residence, telephone number, or baby sitter during the school year.

TEXTBOOKS (IIA)

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

VANDALISM (JFCB, JG-R, ECA, JFCB)

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

VOLUNTEERS (IICC)

All volunteers at Hillsboro Primary will receive a Volunteer Handbook. It is our goal to make volunteer time as rewarding and useful as possible. Because you will be representing Hillsboro Primary, we require that you follow the guidelines listed below.

1. Remember, all volunteer activities are scheduled through your child's teacher. There may be other opportunities to volunteer through the Parent Teacher Group.
2. When you arrive to volunteer, you must sign in and out through the office. If it is the end of the day and you want to take your child, you must come to the office to sign your child out.
3. Honor your time commitment to volunteering. If you cannot come in, please let the teacher or office know.
4. What you see and hear at school cannot be discussed with others. Each student has the right to privacy and it must be respected. Achievement and behavior can be a very emotional issue. They are also very private and personal issues.
5. Do not discuss personal concerns with a classroom teacher during your volunteer time. Please make an appointment to meet with your child's teacher.
6. Remember to never grab or hit students. The use of inappropriate language will never be allowed. Smoking or drinking is prohibited in all buildings or school grounds.
7. Because of new State and Federal laws, it may be necessary to do a background check in order for you to volunteer. This may depend on the number of days and hours you volunteer per week.
8. Please remember, when you volunteer you, are here to help all children not just your own. Enjoy yourself as a volunteer at Hillsboro Primary. Helping others is very rewarding and is a great help to the school, the teacher, and the students.

As a parent volunteer at Hillsboro Primary you agree to follow the guidelines for parent involvement listed above. You understand that a student's right to privacy and a parent's right to privacy must be respected. You will refrain from discussing those things that happen at school with others. You will honor my schedule and commitment. You will try to be an appropriate model for children in my dress, language, and behavior. You will abide by the no smoking and drinking policy. You will also not discuss problems with those who are not directly involved with the situation.

WITHDRAWALS (JED)

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

STUDENT DISCIPLINE K-12 (JG)

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

SECTION I OVERALL OF K-12 DISCIPLINE (JG-R)

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.

*Refer to School Board Policy

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 may increase or decrease the consequences at their discretion and in extraordinary circumstances and may use principal's discretion in a flexible order to maintain an orderly atmosphere conducive to learning.

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

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

SECTION II STUDENT RIGHTS

All students have the right...

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

STUDENT SEARCHES (JFG)

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

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

SUSPENSION (JGB)

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

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

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

GROUND FOR SUSPENSION (JGD, JG-AP)

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

DUE PROCESS (JGD)

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

SPECIAL EDUCATION STUDENTS (JGE)

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

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

SECTION III CODE OF BEHAVIOR (K-2)

PHILOSOPHY (JG)

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:

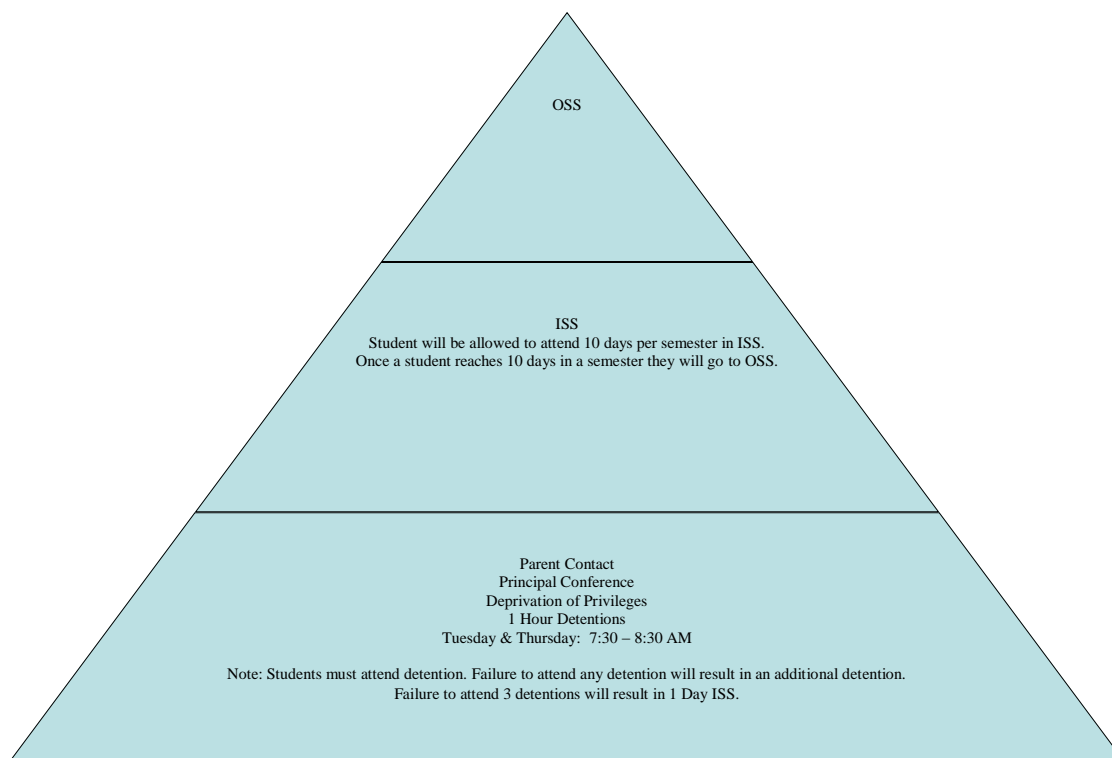
- Respect for self -- Self-admiration is the foundation of all other respect. One cannot respect others without first having self-respect.
- Respect for staff -- The Primary School requires the labor of many different types of employees (cafeteria staff, bus drivers, maintenance personnel, teachers,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

CONSEQUENCES OF MISBEHAVIOR (JG)

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

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

GENERAL SCHOOL CONDUCT STANDARDS AND CONSEQUENCES DISCIPLINE PYRAMID AND DESCRIPTIONS



ASSIGNMENT OF EXTRA DUTY (JG, JG-B)

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

CONFISCATION (JG-R)

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

DETENTION (JGB)

The Detention Program is Hillsboro Primary School's attempt to provide appropriate consequences for school misbehavior. It consists of students arriving to school before regular school hours so that they can concentrate more on schoolwork. It is meant to be inconvenient for students.

The detentions will be held from 7:30 a.m. to 8:30 a.m. on Tuesday and Thursday. The principal/assistant principals shall determine which days shall and shall not host detentions.

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

PROCEDURES:

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

RULES:

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

CONSEQUENCES:

- (1) As a minimum, not following the Detention hour rules will result in the assignment of an extra detention.
- (2) Tardiness to Detention hour 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 an additional detention. Missing three detentions will result in 1 day ISS.

DEPRIVATION OF PRIVILEGES (JG)

Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at assemblies and other special events are privileges, not rights. Any or all of these privileges may be revoked. Actions taken and results are recorded in the administrative log

EXPULSION (JGD)

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

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

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

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

GENERAL GUIDELINES:

- Students will be allowed a total of 10 Days ISS per semester with a maximum of 20 Days of ISS.
- Students are assigned 1 to 5 days of ISS by the building principal. 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 teachers in order to send assignments to ISS for the number of days the student is assigned.
- (2) Students will be expected to participate in any individual/group activity that the building principal may assign.
- (3) Upon completion of ISS, it is the responsibility of the student to see that assignments are returned to the teacher for grading. (Any tests taken in ISS are closely monitored and hand delivered by the building principal to the teacher involved.)
- (3) Days spent in ISS will not be counted against the student regarding the attendance policy.
- (4) Students in ISS are restricted from extracurricular activities on the days assigned to ISS.
- (6) Any student failing to obey ISS rules will be suspended from school for the remainder of the ISS time or for more days as the principal determines.

A STUDENT'S DAY IN ISS:

- (1) Students are to report directly to ISS before 8:55a.m. Tardies and absences are reported to appropriate building secretaries.
- (2) Students may be required to complete Learning Packets or given additional work from the building principal.
- (3) Students must complete assigned work, i.e. regular class assignments and/or additional ISS assignments. Assignments are collected and checked for neatness, spelling, complete answers, and quality.
- (4) No talking is permitted at anytime during the day, unless to the teacher, and only with his/her permission.
- (5) Sleeping is not allowed. Students are expected to work at a steady pace throughout the day.
- (6) Students may not leave their assigned seats without permission. Restroom breaks are taken.
- (7) Students that are absent from ISS must make up that day in ISS. If the student is truant from ISS, the day is made up and an extra day is assigned.
- (8) Eating will be allowed only during lunchtime. Students may bring their lunch or purchase lunch from school. Lunch is delivered to the ISS room.
- (9) No possession of tobacco, gum, or candy is allowed.

PARENT INVOLVMENT (JGD)

Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, letter, or certified letter. A conference may be conducted with the student, his/her parents, a school administrator and/or teacher as appropriate. Action taken and results of the conference are recorded in the administrative log.

REFERRAL TO OTHER AGENCIES (JGF, JGR)

Students are referred to other agencies as appropriate, i.e. Special School District, Division of Family Services, and drug prevention programs.

REFERRAL TO LAW ENFORCEMENT (JGF, JGR)

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

RESTITUTION (JGR, ECA)

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

SUSPENSION FROM SCHOOL (OSS) (JGD)

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

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

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

Students are encouraged to keep up with their studies during the suspension period. Students may make up all work missed during the suspension within a reasonable time frame determined by the teacher/administrator.

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

STUDENT CONFERENCE (JG)

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

TEMPORARY REMOVAL FROM CLASS (JG)

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

VERBAL REPRIMAND (JG)

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

SECTION IV OFFENSES AND CONSEQUENCES

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: verbal warning or reprimand by bus driver, possible parent involvement.
- (2) Second offense: filing of bus conduct report, conference with principal. Reassignment of seat on bus, cleaning bus, deprivation of privileges and contact parents.
- (3) Third offense and subsequent: recommendation by Director of Transportation to Principal for possible disciplinary action up to and including suspension from the bus.

CAFETERIA VIOLATIONS (JG)

Violations include but are not limited to throwing food, destroying food, loud and disruptive behavior, butting in lunch line, arguing during lunch. Students are also expected to follow the requests of the cafeteria workers.

CONSEQUENCES

- (1) First offense: Verbal reprimand.
- (2) Second offense: Deprivation of privileges, parent contact
- (3) Third offense: Assigned seat at lunch, deprivation of privileges or detention, parent contact.

CHEATING/FORGERY (JG-R)

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

CONSEQUENCES

- (1) First offense: Conference with teacher, notice to parents, student may retake test or assignment, verbal warning
- (2) Second offense: Conference with teacher, notice to parents, student may retake test or assignment, deprivation of privileges
- (3) Third offense: Conference with principal, notice to parents, deprivation of privileges, retake test or assignment.

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

CONSEQUENCES

- (1) First offense: Notice to parents, verbal warning
- (2) Second offense: Deprivation of privileges, parent involvement
- (3) Third offense: Deprivation of privileges/detention, conference with principal.

COMPUTER MISUSE (JG-R, EHB, EHG-AP)

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

CONSEQUENCES

Computer misuse shall be referred to a principal; according to the nature of the incident the consequences shall range from short-term loss of computer privilege to long-term suspension. Student should refer to computer agreement for further details.

DISORDERLY CONDUCT (JG-R, AC)

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

CONSEQUENCES

- (1) First offense: Verbal reprimand, deprivation of privileges
- (2) Second offense: Deprivation of privileges, parent contact
- (3) Third offense: Parent Involvement, deprivation of privileges / detention, conference with Principal

DRESS AND GROOMING (JFCA-AP)

Dress and grooming are normally the responsibility of students and parents; however, students are expected to dress reasonably neat and clean while at school. Appropriate and acceptable clothing shall be defined as that which is NOT PROVOCATIVE, REVEALING, (no undergarments or inappropriate body parts showing), SUGGESTIVE, GANG RELATED, OR DISRUPTIVE to the educational process. Skirts, shorts, and shirts should be of a length that covers all body parts. (As a general guideline, skirts should be fingertip length with arm fully extended at the side, and shorts should have approximately a 3-inch inseam.)

The following are not allowed:

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

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

CONSEQUENCES

- (1) First offense: Student requested to change clothing or add clothing to cover inappropriate clothes and parent called.
- (2) Second offense: Parent called and/or student will be sent home for inappropriate dress.

DRUGS/SUPPLEMENT (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 (JFCH)

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: (JG-R, JFCH, JHCD)

CONSEQUENCES

- (1) First offense: Parent involvement, refer to authorities, possible suspension.
- (2) Second offense: Up to a 30 day suspension, notification to law enforcement officials and participation in an assessment provide by a state-certified drug/alcohol counselor and follow recommendations.
- (3) Third offense: Up to a 45 day suspension, notification to law enforcement officials and participation in an assessment provide by a state-certified drug/alcohol counselor and follow recommendations.

SELLING OR TRANSFERRING DRUGS OR PARAPHERNALIA (JG-R, JFCH, JHCD)

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

CONSEQUENCES

- (1) First offense: Parent involvement, refer to authorities, possible suspension.
- (2) Second offense: Up to a 30 day suspension, notification to law enforcement officials and participation in an assessment provided by a state-certified drug/alcohol counselor and follow recommendations.
- (3) Third offense: Up to a 45 day suspension, notification to law enforcement officials and participation in an assessment provided by a state-certified drug/alcohol counselor and follow recommendations.

ELECTRONIC DEVICES (JG-R, EHB)

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

CONSEQUENCES

- (1) First offense: Confiscation and parent pickup.
- (2) Second and subsequent offense: Item confiscated, parent pickup and 1 to 3 days ISS.

FALSE FIRE ALARM/FALSE EMERGENCY ALARM/EQUIPMENT (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

- (1) First offense: Parent involvement, deprivation of privileges/detention.
- (2) Second offense: Detention – suspension, report to law enforcement.

FIGHTING/ASSAULT (JG-R)

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

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

CONSEQUENCES

- (1) First offense: Parent involvement, detention/deprivation of privileges, possible suspension, conference with Principal
- (2) Second offense: Deprivation of privileges/detention, suspension, referral to law enforcement.
- (3) Third offense: 1-3 days OSS, 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. Failure to stop fighting after a fight has been broken up or continuing to fight when the other person cannot or will not defend him/herself can also be considered assault.

CONSEQUENCES

- (1) First offense: Conference with Principal, parent involvement, possible suspension, deprivation of privileges.
- (2) Second and subsequent offense: 1-180 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: Recommend for expulsion, notification to law enforcement officials, and documentation in student's discipline record.

HARASSMENT (JG-R, JFCF, AC)

HARASSMENT (BULLYING) as directed by District policy the use of words and/or actions that are hostile or offensive to another individual, which is intimidating in nature.

Harassment includes, but is not limited to, references made to a person based upon a person's age, sex, race, religion, or ethnic origin. This behavior may be physical, verbal, written, or symbolic.

CONSEQUENCES

- (1) First offense: Conflict Remediation, Parent Involvement, Conference with Principal
- (2) Second offense: Deprivation of Privileges / Detention / Referral to Anger Management.
- (3) Third offense: 1-3 days OSS.

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: Parent involvement, Conference with Principal
- (2) Second offense: Deprivation of privileges / detention.
- (3) Third offense: Detention – suspension.

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

CONSEQUENCES

- (1) First offense: Parent Involvement, Conference with Principal
- (2) Second offense: Deprivation of Privileges / Detention.
- (3) Third offense: Removal from classroom – suspension, possible report to authorities.

HARASSMENT (THREATS) Threats are any verbal or written statement made to harm an individual's life, physical well being, emotional well-being and/ or personal property. Comments which could be construed as threats will be taken seriously.

CONSEQUENCES

- (1) First offense: Parent Involvement, Conference with Principal
- (2) Second offense: Deprivation of Privileges / Detention.
- (3) Third offense: Suspension, possible report to authorities.

INAPPROPRIATE LANGUAGE (JG-R, AC)

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

CONSEQUENCES

- (1) First offense: Parent involvement.
- (2) Second-subsequent offense: Deprivation of Privileges / Detention.

INSUBORDINATION/DISRESPECT (JG-R, AC)

Insubordination is failure to follow a reasonable request or direct order. Any student who displays a lack of cooperation, discourtesy, or disrespect either by word or actions toward district personnel, visitors to the school or other students will be considered disrespectful.

CONSEQUENCES

- (1) First offense: Verbal reprimand, parent involvement, deprivation of privileges/detention.
- (2) Second and subsequent offense: Conference with Principal, parent involvement, deprivation of privileges/ detention.

LYING (JG-R)

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

CONSEQUENCES

- (1) First offense: Verbal reprimand, deprivation of privileges
- (2) Second offense: Parent involvement, deprivation of privileges
- (3) Third offense: Principal conference, parent involvement, deprivation of privileges

THEFT (JG-R)

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

CONSEQUENCES

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

TRUANCY (JG-R, JED-AP1, JED-AP2)

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

TOBACCO USE OR POSSESSION (JG-R, JF-CH)

Hillsboro R-3 School District 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 Primary 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.
- (2) Second offense: Confiscation and disposal, parent notified, deprivation of privileges.
- (3) Third offense: Confiscation and disposal, detention, notification to law enforcement.

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

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

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 deprivation of privileges / detention, ISS to OSS with possible recommendation to the superintendent for extended suspension or expulsion.

WEAPONS (JG-R & JFCJ)

Possession or use of any instrument or device, other than those defined in 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: Confiscation, parent notified, possible suspension, possible notification to law enforcement officials.
- (2) Subsequent offense: Confiscation, parent notified, suspension-possible expulsion, referral to law enforcement officials.

SUMMARY

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

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

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.