

HILLSBORO PRIMARY SCHOOL
Student Handbook
2025-2026



Mrs. Shannon Murray, Principal

Mrs. Melissa Clute, Counselor

Mr. Terry Maness, Counselor

101 Leon Hall Pkwy
Hillsboro, MO 63050
(636) 789-0050

Hillsboro R-III School District Philosophy

Educating the youth of the Hillsboro community is paramount to the overall success of our community, now and into the future. We recognize the significant responsibility of this endeavor and accept it with pride.

Hillsboro R-III School District Mission Statement

To inspire a growth mindset in all learners by providing relevant, educational learning experiences designed to promote academic achievement, healthy relationships, and success in life.

Hillsboro R-III School District Vision Statement

The Hillsboro R-3 School District will provide a safe, nurturing environment where all students have access to opportunities for success. We will encourage, challenge, support, and inspire students to acquire the essential skills needed to become capable, productive, and compassionate members of society.

Hillsboro R-III School District Motto

"Together, we educate and inspire the learners of today and the leaders of tomorrow."

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Section I: Operations

PARENT-TEACHER COMMUNICATION (IK)

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

PARENT CONFERENCES (IK)

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

TELEPHONE, ADDRESS CHANGES (JECA)

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

VISITORS AT SCHOOL (KK)

Parents, patrons, and volunteers are welcome in our school. Visitors are not allowed to roam the building without a prior appointment being made with school personnel. All exterior doors are locked during the school day. **All visitors must enter and exit through the main entrance by the office, sign in and out and wear a visitor's pass while inside the building.** Generally visitors are not allowed to spend the day with a friend or relative. Students from other schools should obtain permission in advance before planning to visit Hillsboro Primary School. Visitors wanting to meet with individual teachers must make an appointment with the teacher(s) prior to arrival.

EARLY DISMISSAL (JEBD)

School will dismiss two (2) hours early in accordance with the school calendar. On these dates, students will be dismissed at 1:43 pm. Lunch will be served on these days. 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 not less than 24 hours in advance.

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

Illness

Students should be fever free (temperature less than 100 degrees) for 24 hours with symptoms improving and without fever reducing medication before returning to school. Students are not to return for 24 hours following vomiting and/or diarrhea. Students may only be permitted to return within the 24 hour window if providing a doctor's note stating the child is not contagious. 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 (JHCB)

If your child needs to take a prescription medication at school, ask your pharmacist to provide a duplicate bottle for school usage. This duplicate bottle will be stored, along with a signed permission slip from the parent/guardian, in the nurse's office where all medications will be administered. A new medication information sheet and a new medication bottle must accompany any changes from your child's original

prescription. All prescription medication will only be given if the prescription label is on the medication bottle or box.

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, or the district website under health services.

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.

IMMUNIZATION (JHCB)

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

HEAD LICE (JHCC-API)

In keeping with the Hillsboro R3 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school wide head lice screening. However, if multiple cases are reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give

information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.

4. If a student is infected with live head lice, the student will need to be treated prior to returning to school.
5. When a student who had a lice head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will be reinstructed concerning treatment. The student will be excluded from school until the next school day to allow for additional treatment. This process will continue until the student is free of live head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The district will provide educational information regarding the identification, treatment and prevention of head lice for staff, students, parents and the community.

TOILET TRAINING

Children are required to be toilet trained prior to the start of the school year. Should your child have an accident, they will be provided a change of clothes and an opportunity to clean themselves. If your child is unable to clean themselves properly, they will need to be picked up and taken home for guardians to assist with adequate cleaning. After your child is cleaned up, they may return to school. Assistance will only be provided if the child has a medical diagnosis that impacts their ability to care for themselves. In the event that a child with a medical diagnosis requires assistance, two adults will be present to provide required assistance.

CAFETERIA PROCEDURES (EF)

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

Breakfast and lunch are available daily for purchase. If students decide to get an additional drink, they may do so for an additional fee. School lunch and breakfast deposits may be made via Infinite Campus through the parent portal. If a check is submitted to the office there is a minimum check amount of \$3.00.

Applications for the free or reduced lunch program are available in the office and online. 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.

ARRIVAL AND DISMISSAL (JEDB)

Hillsboro Primary School hours are from 8:45 AM until 3:43 PM (9:45 AM until 3:43 PM on Wednesdays). Students should not arrive before 8:20 AM (9:20 AM on Wednesdays), as there will be no adult supervision before that time. 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.

Breakfast will be served from 8:20-8:40 AM each day. The **bell rings at 8:45 AM**. Anyone arriving after 8:45 AM (or after 9:45 AM on Wednesdays) will be counted as tardy. Students that arrive at school after 8:45 AM miss morning work and time to organize for the day.

Students will only be released to parents and/or those authorized by parents or guardians, in writing. **You will be required to show ID**. Children will only be released through the office and not the classroom, playground, lunchroom, or other locations. A sign out sheet must be completed in the office prior to the release of the student.

Children will **only** be released to individuals listed on the household contact list provided by the parent/guardian. School personnel are **not responsible** for interpreting and/or following physical custody agreements.

In order to ensure the safety of all our students, we are requesting your assistance in our dismissal process. We are asking that parents **please refrain from picking up students after 3:00 PM** unless there is a family emergency. During this time of the day, office staff must answer phones and monitor the radio for changes and updates from the transportation department, as well as dispatch students to rider row and buses. This makes for a very hectic environment where calls can be missed, information miscommunicated, and staff and students may become confused. We are very concerned that important information may be lost or miscommunicated and could lead to students getting on the incorrect bus or other potential safety concerns. Students who need to leave for **doctor appointments need to do so by 3:00 PM**. We appreciate your help in keeping students safe.

School is dismissed at 3:43 PM each day. Students being picked up by parents will be released to the parents at 3:38 PM. Staff members will release students to parents with rider cards or blue slips (issued by the office). For the safety of our students, we **will not** release students without a rider card or blue slip. Any parents or guardians who arrive at the office to pick up their student between 3:25-3:45 PM will be asked to wait until the front office staff have had an opportunity to release car riders before having an opportunity to sign out their child.

BUS TRANSPORTATION (JFCC)

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

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

To ensure the safety of all primary students, students will not be released at stops without the presence of an adult.

BUS CONDUCT (JFCC)

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

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.

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

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

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

EMERGENCY DISMISSAL (JEDB)

If the need arises to call of classes in case of an emergency due to inclement weather, etc., the following radio/TV stations and social media outlets will be notified:

Twitter/ twitter.com

Hillsboro R-3 School District / www.hsd3.org

KJFF AM	1400	Festus
KSDK-TV	CHANNEL 5	St. Louis
KMOV-TV	CHANNEL 4	St. Louis
KTVI-TV	CHANNEL 2	St. Louis
NEWS 30	CHANNEL 30	St. Louis

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

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

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

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

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

EMERGENCY DRILLS (EBC)

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

DISASTER (EBC-AP1)

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

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, illness in the family, death of a relative, or 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. Parents/guardians should telephone the school and inform the office of the absence before 8:40 am. Please call 636.789.0050.
2. Students should present 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 in the student's grade.

Parents/Guardians will receive an automated phone call if a child is absent and no call has been received from a parent or guardian verifying the absence.

PERFECT ATTENDANCE/INCENTIVES (JED)

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

TARDINESS (JED-API)

Classes begin promptly at 8:45 a.m. It is very important for students to be on time. Late arrival disrupts class and causes loss of instructional time. Students arriving late must report to the office before going to class. Chronic late arrivals will be referred to our K-6 Home School Specialist.

SIGNING OUT OF SCHOOL (JEDB)

Parents are requested to come to the office when taking a student out of school. No student will be released from school except to a parent or guardian. If someone else is to pick up a student, he or she must have a note from the parent stating this fact. For each child's protection, students will be released through the office. In cases when there is a custodial parent, a copy of the custody papers should be on file in the office and the permanent record will be marked accordingly.

WITHDRAWALS (JED)

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

DRESS AND GROOMING (JFCA-AP)

Basically, the control of student grooming is a parental matter; however, it is essential that some school guidelines exist so the learning atmosphere will not be disrupted by student dress.

1. Student dress should be neat, clean, fit properly and reasonably simple.
2. Under shirts, cut shirts (muscle shirts), crop-tops, midriffs and spaghetti straps are not acceptable for school. A student should be able to raise their hands without their stomach being exposed.
3. Clothing with obscene, vulgar or suggestive language as well as advertising for drugs, tobacco and alcohol will not be permitted.
4. Shorts may be worn provided the length and fit are in good taste (hem should reach the end of the student's palm. "Biker" shorts alone are not acceptable. Students should be able to participate in recess and PE without being exposed.
5. The dress length for girls must be in good taste and appropriate. No short skirts. Again, girls should be able to move and participate in recess and PE comfortably without exposure.

6. Face painting and/or markings of any kind are not school appropriate and will not be permitted.
7. Clothing that suggests "gang" involvement will not be allowed. No bandanas or "dew rags".
8. Hats are not to be worn in the school building by students.
9. No flip-flops, slippers.
10. Pants should fit properly without "sagging" or fitting too tight and the length should not cover the shoes. When wearing leggings or tight fitting pants the student's shirt should cover their bottom. Holes in pants should not expose undergarments or be as high as the pockets of the pants.

PHYSICAL EDUCATION (ADF, IDG-JA)

Physical Education classes will be held on a four day rotation. Each student is expected to participate in all activities unless a note has been sent for medical reasons. In order for the student to participate safely they must wear tennis shoes with non-marking soles during physical education (preferably tie-on, not slip-ons). Clothing should be suitable for exercise and play. If your daughter prefers to wear a skirt or dress, please have her wear shorts underneath.

Excuses for P.E.: Absence and/or Participation - Hillsboro Primary has adopted the suggested policy of the Missouri Department of Elementary and Secondary Education as outlined within the Physical Education Competencies and Key Skills for Missouri Schools. In the event a student is unable to participate in P.E. class, a note (no phone calls, please) should be sent to the physical education teacher stating the ailment and those activities the student CAN DO. If they need to be excluded from any activity for more than one week, a written note from a licensed physician explaining the duration and limitation on activities is necessary. An adapted physical education program shall be provided during this time. Most of the time there are activities they are able to do - even if it is walking. If a student is unable to participate in physical activity he or she must complete a writing activity in order to make up for the day(s) that he/she missed. The writing activity must be signed by a parent and sent back to the teacher on the next scheduled class. Students excused from physical education classes will not be allowed to participate in recess activities.

LIBRARY

Our library classes operate on a four-day rotation, with each session lasting 45 minutes. To foster essential learning, 30 minutes of each class will be dedicated to instruction in library skills, effective use of reference materials, or dedicated time for reading and quiet study. The final 15 minutes will be for students to check out new library materials. Please note that students must have a signed technology agreement and usage policy agreement form on file to access the internet.

We also encourage students to utilize the library outside of their scheduled class time by obtaining a library pass. Students can borrow up to two books for a period of two weeks. We emphasize the importance of caring for library materials responsibly and returning them on time. While we do not charge late fees, students are expected to return any overdue items to prevent replacement charges. In cases of damage, a fine may be assessed based on the extent of the damage.

MUSIC EDUCATION (IGA)

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

DISCIPLINE (JG, JGF)

The discipline code should be reviewed together by parents and students. Misbehaviors as well as consequences are listed. Consequences range from taking away a recess, to out of school suspension and in extreme cases expulsion from school.

GRADES

In the Hillsboro School District, grades are a reflection of what the student knows or has mastered. There are two elements to grades, formative and summative grades. Formative assessments/grades are those

grades that are used to adjust the instruction of the lessons. With formative grades, they are used to track the students' progress towards mastery. They are not usually counted in the final grade. Summative grades can be tests, but they can also be activities and work that is done in class. Summative grades reflect what the students know. It does not include extra credit, behavior, or effort. Behavior and effort are important to our students' success, but it needs to be communicated separate from the grades for academics.

REPORT CARDS (KK-AP, KD)

Report cards are issued on the Friday following the last day of the quarter. Behavior grades will also be included with the academic report card.

Academic Grading Scale

A	90-100%		4	Proficient
B	80-89%		3	Nearing Proficiency
C	70-79%		2	Emerging
D	60-69%		1	Basic
F	0-59%		IP	In Progress

Social/Specials/Behavior Grading Scale

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

HOMEWORK and MAKE UP WORK DUE TO ABSENCE (IK)

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

GUIDELINES FOR CLASSROOM CURRICULUM EXEMPTIONS

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

FIELD TRIPS (IICA-AF 1,2)

A field trip is a privilege earned by a student. That privilege may be removed if, in the judgment of the teacher and/or principal, the students' behavior or academic effort warrants such action. Board Policy states students who have demonstrated personal irresponsibility and inappropriate behavior will not be permitted to attend. Field trips and activities are scheduled to be an extension of the school curriculum. All students must ride the school bus to the field trip.. 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 positive model for the students. Volunteers are not permitted to ride the school bus to or from the field trip location. All adults must also stay with their assigned group. No one is allowed to smoke or drink alcohol while on the field trip. Legal guardians may sign their students out from the field trip location.

TRACK & FIELD DAY, CLASS TOURNAMENTS AND ASSEMBLIES

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

PARTIES (IICA)

The three approved parties each year are Fall Festival, Winter Celebration, and Friendship Celebration. 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.

CHARGES AND FINES

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

SCHOOL SALES

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

LOST AND FOUND (JG)

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

PERSONAL ITEMS

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

BULLYING

Bullying is one of the biggest issues with children at this level. Cell phones have added another avenue for students to bully their peers. The staff at the Hillsboro Primary is committed to dealing with this problem. We have programs that work with individual students, both bullies and their victims, and we have small groups to address the issues. During the school year, our counselors give anti-bullying lessons to our students on a regular basis. We will be increasing the frequency of these lessons. We also have school wide programs to address these needs. Students can talk to any staff member if they are being bullied or have witnessed bullying. We strive to make sure our students feel safe and protected.

SECTION II: DISCIPLINE

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.

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.

HAWK READY CODE OF CONDUCT

1. Keep your mind and ears open and ready for learning.
2. Model safe, respectful, and responsible behavior at all times.
3. Always do your best.
2. Aim to make Hillsboro Primary a better place each and every day.

CONSEQUENCES OF FAILURE TO OBEY STANDARDS OF CONDUCT (JG)

An effective discipline code assures that unacceptable student conduct receives appropriate and sure consequences for such misbehavior. Such consequences must be applied consistently and as the conduct becomes more or continuously inappropriate the punishment should become more severe. Excessive misbehavior in different categories of the conduct code may result in severe consequences for the student. Though this discipline code has specific consequences outlined for numbered instances of misbehaviors, severe consequences will be applied immediately to serious misbehaviors. Administrators may increase or decrease the consequences at their discretion and in extraordinary circumstances and may use the 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. 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 III: STUDENT RIGHTS

STUDENT RIGHTS

All students have the right . . .

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

STUDENT SEARCHES (JFG)

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

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

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

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

GROUND FORS SUSPENSION (JGD-AP)

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

DUE PROCESS (JGD-AP)

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

SPECIAL EDUCATION STUDENTS (JGE)

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

PHILOSOPHY

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

RESPONSIBILITY

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

RESPECT

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

- Respect for self -- Self-admiration is the foundation of all other respect. One cannot respect others without first having self-respect.
- Respect for staff -- The 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

ASSIGNMENT OF EXTRA DUTY

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

CONFISCATION (JG-R)

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

DETENTION (JGB)

The Detention Program is Hillsboro Primary School's attempt to provide appropriate consequences for school misbehavior. It may consist of students serving time during lunch and/or recess. It is meant to be nonpreferred and inconvenient for students.

DEPRIVATION OF PRIVILEGES (JG-R)

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. Deprivation of privileges may include but are not limited to recess and lunch detentions.

EXPULSION (JGD)

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

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

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

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

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 ISS by the building principal.
- Students who are uncooperative and/or disrespectful in ISS will be removed and assigned Out-of-School-Suspension.

PROCEDURE

- (1) The building principal will contact teachers in order to send assignments to ISS for the number of days the student is assigned.
- (2) Students will expect to participate in any individual/group activity that the building principal may assign. ie. Community Service.
- (3) Any tests taken in ISS are closely monitored and hand delivered by the building principal to the teacher involved.
- (4) Days spent in ISS will not be counted against the student regarding the attendance policy.
- (5) Students in ISS are restricted from extracurricular activities and events on the days assigned.
- (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 by 8:50 a.m. If a student is tardy or absent it will be reported to appropriate building secretaries.
- (2) Students may be required to complete additional work as assigned by 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 any time 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.
- (9) No possession of gum or candy is allowed.
- (10) Students may participate in community service during the day.

OUT-OF-SCHOOL SUSPENSION (OSS) (JGD-AP)

The principal has the authority to temporarily suspend any student for misbehavior or for other sufficient reasons. 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 completed within the first week or at principal's discretion after the student returns to school.

PARENT INVOLVEMENT (IGBC)

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

REFERRAL TO OTHER AGENCIES (JGF, JGR)

Students are referred to other agencies as appropriate, i.e. counseling services, Division of Family Services, Juvenile Office and drug prevention programs.

REFERRAL TO LAW ENFORCEMENT (KNAF, JG-R)

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

RESTITUTION

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

STUDENT CONFERENCE (JG)

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

TEMPORARY REMOVAL FROM CLASS (JG-R)

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

VERBAL REPRIMAND (JG-R)

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

SECTION V: OFFENSES AND CONSEQUENCES

BUS MISCONDUCT (JFCC)

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

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

CONSEQUENCES

(1) First offense: Verbal Warning, FYI conduct report to principal, and driver call parent

(2) Second offense: Conduct report, conference with driver supervisor and with building principal, possible detention to ISS

(3) Third offense: Disciplinary action up to and including suspension from the bus.

Severe discipline issues may require passing the first steps and the student be referred to the building principal.

CAFETERIA VIOLATIONS (EF)

Violations include, but are not limited to throwing food, destroying food, loud and disruptive behavior, butting in the lunch line, and not following the requests of cafeteria workers. Offenders will be responsible for cleaning up any mess they have made.

CONSEQUENCES

(1) First offense: Verbal reprimand and will be placed in an alternative location, student will clean up mess

(2) Subsequent offenses: Placed in an alternative location and/or detention.

CHEATING AND FORGERY (JG-R)

CHEATING is taking a student's or teacher's work or material and dishonestly presenting that work or material as their own 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 principal, parent contact, deprivation of privileges to retake assignment/assessment.

(2) Second offense/subsequent offenses: Conference with principal, parent contact, deprivation of privileges to ISS at discretion of principal.

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

CONSEQUENCES

(1) First offense: Conference with principal and parent contact.

(2) Second offense/subsequent offenses: Conference with principal, parent contact, detention.

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

Any inappropriate use of a school computer system or intentional tampering with a 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 not to impact instructional purposes to long-term suspension. Students may also receive detention. Students should refer to the computer agreement for further details.

DISORDERLY CONDUCT / DISRUPTIVE BEHAVIOR (JG-R)

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

Disorderly conduct/disruptive behavior shall be referred to a principal; according to the nature of the incident the consequences shall range from principal conference to suspension based on the severity.

DISRESPECT / INSUBORDINATION (JG-R, AC)

Any student who displays a lack of cooperation, discourtesy, or disrespect either by word or actions toward district personnel, visitors to the school, or other students will be considered disrespectful.

CONSEQUENCES

- (1) First offense: Principal conference up to detention and/or ISS
- (2) Second offense: 2 detentions to OSS

DRUGS/SUPPLEMENTS (JGR, JFCH, JHCD)

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

The use, distribution, or sale of non-medicinal inhalants are prohibited on school grounds or at school sponsored activities.

DRUG/SUPPLEMENT ABUSE (JGR, JFCH, JHCD)

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

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

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

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

The following consequences are representative of our district's stance on possession and/or use of drugs or drug paraphernalia. However, the consequences administered will be up to the principal's discretion.

CONSEQUENCES

- (1) First offense: Out of School Suspension for 10 days and recommendation to Superintendent for up to an additional 20 days. Notification to law enforcement officials. Students/family must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and follow his/her recommendations.
- (2) Second offense: Out of School Suspension for 10 days and recommendation to Superintendent for up to an additional 35 days. Notification to law enforcement officials. Students/family must participate in a drug/alcohol assessment provided by a state-certified drug/alcohol counselor and

follow his/her recommendations. Students 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: Out of School Suspension for 10 days with recommendation to Superintendent for up to an additional 170 days out-of-school suspension or expulsion and notification to law enforcement officials.

SELLING OR TRANSFERRING DRUGS OR PARAPHERNALIA (JGR, JFCH, JHCD)

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

CONSEQUENCES

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

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

ELECTRONIC DEVICES (JG-R, EHB)

Missouri State Law - SB68 (2025)

The usage of personal electronic devices on campus, including but not limited to classrooms, hallways, lunch, and restrooms, is prohibited during the instructional day.

Students must leave any personal device in their backpack during the school day. Staff will confiscate any personal electronic devices that are visible to them and turn them into the office.

Students who refuse to turn over their device when requested will be considered insubordinate. (Please view consequences for Disrespect/Insubordination, as they are different from Electronic Devices.)

The district is not responsible for any lost, broken, non-working, or stolen electronic device.

CONSEQUENCES

Electronic misuse shall be reported to the office; depending on the nature of the incident, the consequences will include confiscation and may require parent/guardian pickup. Students are expected to follow the district technology usage agreement and adhere to the discipline code.

(1) 1st offense: Warning and reminder by a staff member of the state law.

(2-3) 2nd and 3rd offense: Confiscation by staff, (turned into the office) and returned at the end of the day.

(4) 4th and subsequent offenses: Confiscation by staff, (turned into the office), and a parent/guardian must retrieve the device from the office.

Note: Any electronic devices confiscated during the school year and not claimed by the owner by the end of the school calendar year, will be donated to charitable organizations.

FALSE FIRE ALARM/FALSE EMERGENCY ALARM/EQUIPMENT (JG-R)

This includes: contributing/initiating a false alarm or false emergency, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property. (ie; 911)

CONSEQUENCES

(1) First offense: 1 day OSS and report to authorities.

(2) Second offense: 3 days OSS and report to authorities.

FIGHTING/ASSAULT (JG-R)

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

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

CONSEQUENCES

- (1) First offense: Conference, parent contact, ISS up to 1 days OSS.
- (2) Second offense: Conference, parent contact, 2 days ISS up to 3 days OSS.
- (3) Third offense: Conference, parent contact, up to 5 days OSS.

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

CONSEQUENCES

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

HARASSMENT (JFCF, JG-R, AC)

HARASSMENT: As directed by District policy 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

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

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

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.

HAZING AND BULLYING (JFCF, JG-R)

HAZING: For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

BULLYING – For purposes of this policy, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying- A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

An investigation will be conducted by assistant principal or building designee (may include administration and counselors) within 10 days of the report.

CONSEQUENCES:

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

IMPROPER DRESS (JFCA)

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 parents will be contacted.

INAPPROPRIATE LANGUAGE / PROFANITY (JG-R, AC)

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

CONSEQUENCES

- (1) First offense: Conference, parent contact, up to ISS
- (2) Second offense/subsequent offenses: Conference, parent contact, up to 3 days ISS.

LYING (JG-R)

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

CONSEQUENCES

- (1) First offense: Conference with principal, parent contact
- (2) Second offense: Conference with principal, parent contact, detention
- (3) Third offense: Conference with principal, parent contact, detention up to ISS.

OBSCENE MATERIALS (JG-A)

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

CONSEQUENCES

- (1) First offense: Conference with principal, parent contact, confiscation of material to be picked up by parent.
- (2) Second offense: Conference with principal, parent contact, confiscation of material to be picked up by parent, detention up to ISS.

PROHIBITED ITEMS (JG-R)

The following objects should not be brought to school: electronic cigarettes or similar type device, lighters, energy drinks, wheeled tennis shoes (Heelies), skate boards, or scooters, any object that is a danger to other students, or any object that interferes with the learning environment. (Please refer to tobacco use for electronic cigarettes)

CONSEQUENCES

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

PUBLIC DISPLAY OF AFFECTION (JG-R)

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

CONSEQUENCES

- (1) First offense: Call to parents, principal conference, to detention
- (2) Second offense: Call to parents, principal conference, detention up to ISS
- (3) Third offense: Call to parents, principal conference, ISS to OSS.

THEFT (JG-R)

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

CONSEQUENCES

- (1) Students responsible shall return or replace item(s) stolen.
- (2) Parents/guardians notified.
- (3) Legal authorities will be notified.
- (4) Depending upon the severity of the theft, the consequences will range from ISS to OSS, legal authorities notified when appropriate.

THREATS (JG-R, JFCF)

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

CONSEQUENCES

- (1) First Offense: Verbal reprimand, parental involvement, possible deprivation of privileges, possible counseling referral, possible notification to authorities.
- (2) Second Offense: Range from deprivation of privileges to detention, possible ISS, possible counseling referral, possible notification to authorities.
- (3) Subsequent Offenses: Range from detention to suspension, notification to authorities, counseling referral.

TOBACCO USE OR POSSESSION (JFCH, JG-R)

Hillsboro Primary 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 ensure the effective enforcement of the above policy, Hillsboro Primary prohibits the possession or use of tobacco and/or tobacco products, including electronic cigarettes, vapes, 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 OSS
- (2) Second offense: Confiscation and disposal, 5 days of OSS and notification to law enforcement.
- (3) Third offense: Confiscation and disposal, 10 days of OSS, parent conference, notification to law enforcement.

TRUANCY (JG-R, JED-AP1, 2)

If a teacher or an administrator has reason to believe that a student is truant, parent/guardian contact will be made. 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.

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

Vandalism/property damage is defined as destruction or defacing of school, other student's, or school employee property. Adequate care and maintenance of buildings, textbooks, and equipment cannot be accomplished by the staff alone. Students also have a responsibility to care for books and other school property. Students will be charged for costs relating to losses or damages to school property if the result from carelessness, negligence, or vandalism.

CONSEQUENCES

- (1) Student(s) responsible shall pay for the damages or make restitution by repair of destruction.
- (2) Parents/guardians notified.
- (3) Legal authorities notified when appropriate.
- (4) Depending upon the severity of the damage, the consequences will range from ISS to OSS.

WEAPONS (JFCJ, JG-R)

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

CONSEQUENCES

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

SUMMARY

This behavior code is based upon the idea that our school must maintain an orderly atmosphere conducive to learning. This code has outlined certain behavior standards and consequences, which will provide that atmosphere. Underlying this behavior code is the authorization by the R-3 Board of Education that district personnel responsible for the care and supervision of students shall hold every

pupil strictly accountable for any disorderly conduct in school or on any property of the school, or any school bus going to or returning from school, and during any school-sponsored activity on or off campus.

SECTION VI EMERGENCY PROCEDURES

EMERGENCY DRILLS (EBC)

Emergency drills will be conducted throughout the school year to prepare students and staff in the event of a tornado, earthquake, fire, or intruder. Students are expected to take these drills seriously and cooperate fully.

RAPTOR

Hillsboro R-3 School District has implemented the Raptor Emergency Management System. This is a two part system - emergency alert system and visitor management system.

Raptor greatly improves various aspects of emergency alerting procedures and communication during a crisis situation. In addition, the visitor management aspect of the platform will allow faster, more accurate, detailed information regarding visitors who are entering our building. Improved emergency communication (among staff and first responders), and better vetting of visitors will allow us to increase the overall safety of all of our students and staff.

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.

HILLSBORO R-III PUBLIC NOTICE

This Student Handbook does not supersede Hillsboro R-III School Board Policies. Any amendments or revisions to Board of Education Policies will become effective immediately upon adoption by the Board of Education, except as may be specifically provided to the contrary at the time of adoption. Such amendments or revisions, including but not limited to amendments and revisions to the student Code of Conduct, are incorporated by reference into this Handbook, as if fully set forth herein. Additional notice of amendments and revisions will be provided to students and parents when appropriate and practicable. Copies of Board Policies are also available on-line on the school district's website at <http://policy.msbanet.org/hillsboro/>. Finally, it is important for all parents and students to understand that the district has the authority to provide consequences for any and all misconduct that interferes with the good order and discipline of the school, even if such misconduct is not specifically identified in Board Policy, the Student Handbook, or the Code of Conduct.