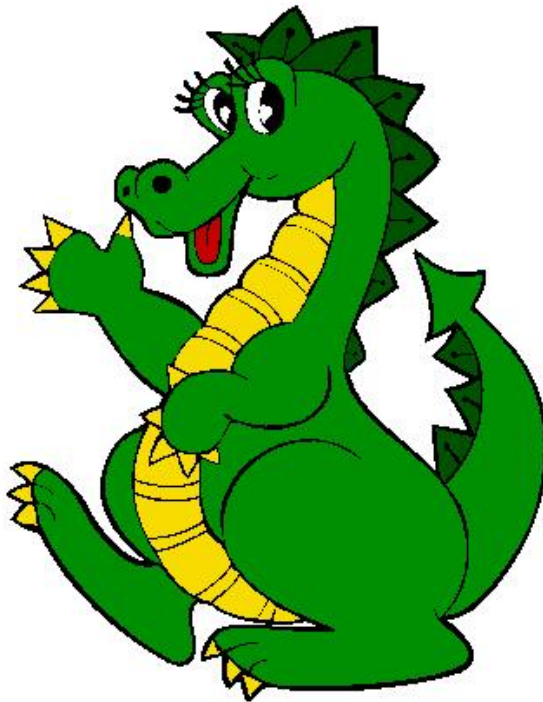


HILLSBORO JUNIOR HIGH SCHOOL

Student Handbook 2010 – 2011



Principal: Mr. Mark Fenske Dean of Students: Mrs. Jean Hobson

**909 Rountree Street
Hillsboro, Illinois 62049**

217-532-3742

Our Website: www.hillsboroschools.net

This School Agenda belongs to:

Name _____

**Hillsboro Community Unit School District #3
2010-2011 School Calendar**

August 16, 2010	Beginning of School - Teachers Workshop
August 17, 2010	First Day of Student Attendance-Teacher Inservice-Early Dismissal-11:45 a.m. from High School
August 18, 2010	Old Settlers Celebration – Early Dismissal – 2:20 p.m. from High School
August 19 - 20, 2010	Old Settlers Celebration – No School
August 31, 2010	End of First Month – 9 Days for Attendance Register
September 6, 2010	Labor Day - No School
September 30, 2010	End of Second Month - 21 Days for Attendance Register
October 6, 2010	Early Dismissal 2:20 p.m. from High School – Parent/Teacher Conference 4-7:30 p.m.
October 7, 2010	Early Dismissal 2:20 p.m. from High School – Parent/Teacher Conference 4-7:30 p.m.
October 8, 2010	No School due to Parent/Teacher Conference
October 11, 2010	Columbus Day - No School
October 20, 2010	End First Quarter - 42 Days Attendance Register
October 29, 2010	End Third Month - 19 Days Attendance Register School Improvement Planning - Early Dismissal - 11:45 a.m. from High School
November 11, 2010	Veterans Day – Celebrated - No School
November 24, 2010	Thanksgiving Vacation Begins - Early Dismissal - 2:20 p.m. from High School
November 29, 2010	School Resumes
November 30, 2010	End Fourth Month - 19 Days Attendance Register
December 20, 2010	First Day of Final Exams at High School –Bus Reversal
December 21, 2010	Christmas Vacation Begins – School Improvement Planning – Early Dismissal - 11:55 p.m. from High School. End Fifth Month - 15 Days Attendance Register - End of Second Quarter – 41 Days for Attendance Register - End of First Semester – 83 Days Attendance Register
January 3, 2011	Teachers Workshop – No School
January 4, 2011	School Resumes
January 17, 2011	M. L. King's Birthday - No School
January 30, 2011	End of Sixth Month - 19 Days for Attendance Register
February 11, 2011	School Improvement Planning – Early Dismissal – 11:45 a.m. from High School
February 21, 2011	President's Day - No School
February 28, 2011	End Seventh Month - 19 Days Attendance Register
March 7, 2011	Casmir Pulaski Day - Student Attendance - State Permission Granted
March 11, 2011	School Improvement Planning-Early Dismissal – 11:45 a.m. from High School End of Third Quarter - 47 Days Attendance Register
March 25, 2011	Teacher’s Institute – No School
March 31, 2011	End Eighth Month – 22 Days Attendance Register
April 8, 2011	School Improvement Planning - Early Dismissal - 11:45 a.m. from High School
April 20, 2011	Spring Vacation Begins – Early Dismissal – 2:20 p.m. from High School
April 26, 2011	School Resumes
April 29, 2011	End of Ninth Month – 18 Days Attendance Register
May 25, 2011	First Day of Final Exams at High School – Bus Reversal **
May 26, 2011	Last Day Student Attendance - School Improvement Planning - Early Dismissal - 11:55 a.m. from High School – End Tenth Month - 19 Days Attendance Register - End Fourth Quarter – 50 Days Attendance Register - End Second Semester – 97 Days Attendance Register – 180 Days School Year
May 27, 2011	Teacher's Workshop - End School Year **

Hillsboro Community Unit School District #3

Hillsboro Junior High School

PARENT ACKNOWLEDGMENT FORM* 2010 – 2011 School Year

Student's Name _____

I/We, as Parents/Guardians of the above named student, have received & reviewed the Hillsboro Junior High School Student Handbook as found in the junior high school "Agenda Book".

Parent/Guardian Signature

Date

***This form must be signed & returned to the junior high school within 5 days of its receipt, or the student named above will be excluded from school activities until this form is signed & returned.**

Hillsboro Junior High Student Internet Access Policy

This district is pleased to offer its students supervised access to the internet. The internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world.

What Computers and the Information Superhighway CAN Do

- They can help children learn skills using information resources and technology such as problem-solving, fact-gathering, analysis, and writing on computers—skills that employers will seek from future workers (today's young people). They can also help young people learn computer programming and other skills.
- They can open up new worlds of rich learning experiences to children through schools, libraries, and home.
- Children can work on a school project with other children in countries thousands of miles away—or gather information from and try out their ideas with renowned scientists, authors, or business leaders.
- They can increase access to children. Children in poor or rural school districts can use online services to visit museums, cities, and wildlife preserves they would not otherwise get to see. Children with disabilities can participate more fully in learning, in art programs, and in socializing.
- By the year 2011, an estimated 60 percent of new jobs in America will require technological skills and computer know-how.

Families should be aware that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate, or offensive to some people. In addition, it is possible to purchase certain goods and services (with a credit card) via the internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the District's intent is to make internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even with the technical methods or systems we use to regulate students' internet access, these methods do not guarantee compliance with the District's acceptable use policy. The System Administrator will be responsible for the effective and secure management of the Internet computer by utilizing Novell Border Manager safety software as part of the safety strategies that notwithstanding, the District believes that the benefits to students of access to the internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Code of Behavior -- All students are to abide by the following etiquette rules of Internet usage:

- Students will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school.
- The deliberate searching, accessing, processing or printing of inappropriate or obscene material is prohibited.
- No printing of information without the approval of a teacher.
- Students will be made aware of the copyright issue and the need to acknowledge sources of information
- I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
- This school will not provide identifying data, such as full name, address or other information that describes the personal situation or location of students.
- Teachers might show student's work (project) on the internet (using their 1st name only).
- Written permission from parents or guardians will be obtained before photographs are published.
- Chat sessions, instant messaging, and personal e-mail are not considered educational and are prohibited.
- Hardware and software should not be destroyed, modified or abused in any way.
- Printing will only be allowed with prior teacher permission.

If students are deemed by the System Administrator or any of the staff to have violated any of the conditions of use, their rights will be withdrawn and disciplinary action may be taken. The Hillsboro School District reserves the right to modify the Acceptable Use Policy at any time. It is the responsibility of the user to check for policy changes. An online version will be made available to all users on the Hillsboro School District's Home Page (www.hillsboroschools.net).

In order to enhance my child's education my son/daughter has permission to access the internet at school.

(Child's name -- printed)

(expected graduation year)

(Parent/guardian signature & date)

HJHS POLICIES AND PROCEDURES

The faculty and staff wish to welcome you to Hillsboro Junior High School. We strive for excellence in all areas of education and encourage you as students to work and take advantage of the opportunities that YOUR school and community have to offer you.

On entering junior high you will have an opportunity for more FREEDOM. With this new freedom comes the serious RESPONSIBILITY of SELF-DISCIPLINE. You are more accountable now than in the past for your behavior.

REMEMBER, THIS IS YOUR SCHOOL!! Be proud and maintain excellence.

BUILDING HOURS

The buildings are open from 8:00 AM - 4:00 PM. The cafeteria will open at 7:45 AM for breakfast and for those 6th grade students who arrive before 8:00 AM. Office hours of the junior high school are 7:45 AM - 4:00 PM. Students must leave the building immediately after school unless supervised by a teacher or coach.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will

notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

DELIVERED GIFTS

Students are not allowed to have gifts delivered to them here at school. Any delivered gifts brought to the office will not be accepted. PLEASE NOTE, this is a district policy that was implemented in 1999.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. Hillsboro Community School District #3 uses a mass phone messaging system to alert parents and guardians to cancellations. School closings for any reason will be announced by 6 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

ATTENDANCE

Regular attendance is essential for a child's continuing progress in school. Parents are responsible for the regular attendance of their children in school.

ABESENCE

If a student is going to be absent from school, the parent is asked to notify the school office at 532-3742 by 9:00 a.m. on the day of the student's absence. Parents are asked to send a note to the office on the day of the student's return to specify the date(s) and the reason(s) for the absence if no phone call was made to school. Messages may be left on the answering machine before or

after.

Absences due to illness of the student, a serious family illness, or a death in the family will be excused. A doctor's note may be required for absences of more than 5 consecutive days. If a student is to be legally absent for two or more days, an assignment sheet can be obtained from the office.

Other absences (for family vacations, holiday travel, etc.) will be excused, provided the parent gives one week prior notice stating the reason for the absence.

Once the cumulative number of absences totals 15 days, only absences for student illness will be excused, and a doctor's note will be required. Any additional absences that are not excused by a doctor's note or by the administrator, under extraordinary circumstances, will be considered truancy.

SIGN IN/SIGN OUT

Any time a student comes to school after the start of school, the student must report to the office to receive a pass to class.

No child will be permitted to leave school unless he/she has the guardian's written permission. Students must be signed out in the office by a parent or designee. Parents are asked to go to the office when they want to pick up a student.

MAKE UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

TRUANCY

A truant is defined as any student who is absent from school without valid cause for a school day or portion of a school day. Students who are truant may face consequences including internal suspension and/or referral to the Truancy Officer. Hillsboro Jr. High School is governed by the truancy ordinance adopted by Montgomery County. The following fines may be assessed by the Truancy Officer:

1. 1st offense \$25 fine
2. 2nd offense \$50 fine
3. 3rd offense \$100 fine

CHRONIC TRUANCY

Illinois School Code requires the adults who have custody of children between the ages of 7 and 17 years to have those children attend public school in the district wherein they reside during the school term. Any student

who has missed 10% (eighteen) of the previous 180 school days without valid cause shall be considered a chronic truant. Legal action may be pursued if a student is chronically truant.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

For information on home or hospital instruction, contact the school office at 532-3742.

STUDENT ILLNESS

The following guidelines can act as a guide in determining whether or not a student should stay home or go to school. This is not intended as medical advice. Use your common sense and this information as a guide until your doctor can be contacted.

1. Any child with a fever of 100 degrees or higher should not be sent to school and will be sent home.
2. When a child has a fever, do not allow the child to return to school until he has been "free of fever" for 24 hours.
3. A child with a "heavy" cold and a hacking cough should be kept home even though he or she may not have a fever.
4. If a child complains of a sore throat and/or has white spots on the back of the throat, keep him at home and call your doctor.
5. If vomiting occurs, keep your child home until he can keep his food down and is eating normally again.
6. A child with diarrhea should be kept at home.
7. Do not send your child to school with a rash until your doctor has said that it is safe to do so. A rash or itching may be a first sign of illness.

Student Fees and Meals

SCHOOL FEES

School fees and athletic fees are payable at registration. Payment plans are available. Waiver of fees must be requested in writing.

LUNCH

Families may apply for free or reduced lunch/breakfast program. Eligibility will be determined according to criteria established by the federal government. Once application is made, the district office will notify parents and attendance centers whether or not the family is eligible.

Hillsboro Jr. High School has a **closed campus** lunch policy. Students may not leave campus for lunch on their own or with another student's parent. Parents may come to take only their child out to lunch, provided they are not

taken out of class time to do so. Students who bring their lunch must eat in the cafeteria during the designated time. Glass bottles or containers of any kind are prohibited.

Breakfast is served daily beginning at 7:45 a.m.

Transportation

SCHOOL BUS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Health and Safety

REQUIRED HEALTH EXAMINATIONS

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

Entering the sixth grade and/or enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an

appropriate medical professional.

EYE EXAMINATIONS

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

DENTAL EXAMINATIONS

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the **parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization" Form available in the school office.**

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be

checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

CLASS SCHEDULES

REGULAR SCHEDULE

1	2	3	4	5	6	7	8	9
8:10-8:59	9:02-9:46	9:49-10:33	10:36-11:20	11:23-12:07	12:10-12:54	12:57-1:41	1:44-2:28	2:31-3:13

11:45 DISMISSAL (11:35 for Jr. High)

1	2	3	4	5	6	7	8	9
8:10-8:30	8:33-8:53	8:56-9:16	9:19-9:39	9:42-10:02	10:05-10:25	10:27-10:47	10:50-11:10	11:13-11:35

2:20 DISMISSAL (2:10 for Jr. High)

1	2	3	8	4	5	6	7	9
8:10-8:48	8:51-9:27	9:30-10:08	10:11-10:49	10:52-11:30	11:33-12:11	12:14-12:52	12:55-1:33	1:36-2:20

AGENDA BOOKS

Agenda books are provided to each student for a fee and are to be in the student's possession at all times because they will be used as hall passes. If an agenda book is lost, it must be replaced within 3 days.

BOOKS & SUPPLIES

As always, students are responsible for the care of textbooks from the time they are assigned until they are returned. When they are collected, they should reflect normal use. If they are in any other condition, the student

will be charged accordingly. Books and supplies are to be kept in **LOCKED LOCKERS** when not in use.

ENROLLMENT FORMS

Registration must be completed for all new and returning students. Please keep address, phone and emergency information current for the safety of your child.

INSURANCE (SCHOOL)

Accident insurance is obtainable through the school which helps pay medical expenses for accidents occurring while at school, while enrollee travels to or from school, or while participating at school.

LEAVING SCHOOL

No one is allowed to leave campus without the permission of an authorized adult. The student must sign out in the office. When a student becomes ill, an authorized adult will send the student to the office, where they will be given permission to call parent/guardian.

LOCKERS

Lockers are to be kept locked at all times, and students are responsible to have their locker keys with them. Reimbursement must be made for lost locker keys. Lockers are owned and controlled by the school and are subject to search by authorized personnel.

PHYSICAL ED. REQUIREMENTS

Students must wear a white t-shirts, black or blue shorts (5" inseam with no zippers), socks and a clean pair of tennis shoes. Shirts and shorts will be available for purchase at registration. A combination lock will be given to each student to lock up personnel belongings. We recommend valuables be left at home. Students are expected to dress for p.e. every day unless excused by a note from a physician.

REPORT CARDS / PROGRESS REPORTS

Report cards are distributed one week after the end of every quarter. Progress reports will be distributed near the middle of every quarter. Grades for special education students must comply with all guidelines established in their individual education plan. The special education teacher has the primary responsibility for the implementation of an individual educational plan.

RETENTION POLICY

Retention of students at Hillsboro Junior High is based on a number of factors, including attendance, academic performance, and scores on nationally normed tests.

SELLING OF ITEMS AT SCHOOL

The selling of any item, including fund-raising items, from one student to another, is strictly prohibited without the written permission of the principal.

TELEPHONES

Students may use school telephones with the permission and supervision of a teacher. **Cell phones should remain turned off and out of sight during school hours.**

RULES AND DISCIPLINARY PROCEDURES

General Building Conduct

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the school community. Disciplinary responses may include, but are not limited to, those that follow. Students participating in extra-curricular or athletic activities are subject to all disciplinary rules.

SCHOOL DRESS CODE/STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. If there is any doubt about dress and

appearance, the building principal or Dean of Students will make the final decision. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

DISCIPLINARY CONSEQUENCES

Detention

Detentions will typically be assigned after school. After school detentions will be served from 3:15 to 4:00. Detentions may also be served before school or at lunch time, at the discretion of administration.

Internal Supervision

Internal Supervision is a consequence that is served at the school, in a secluded room away from the rest of the student body. There shall be no talking, no sleeping, no fellow student contact. Those in I.S. will work all day on schoolwork for full credit. There will be 2 bath-room breaks and a lunch break. Failure to follow the rules of I.S. will result in repeating the day of I.S. or external suspension.

External Suspension

From time to time, it may be necessary for a student to be suspended from school and school activities, as outlined in the following sections under "Rules and Disciplinary Procedures". During an external suspension, a parent may request missed schoolwork. The amount of credit, if any, awarded for work completed during a suspension is left to the discretion of the teacher.

Expulsion

Expulsion from school is only recommended in extreme cases of student misconduct. Only the Board of Education can expel. No services will be offered to students who have been expelled from school.

All disciplinary actions are determined without regard to race, religion, sex, or ethnic origin of the student.

BULLYING

Aggressive or bullying behavior will not be tolerated at school. The school will notify the parent or guardian of any student who uses verbally or physically aggressive behavior, including electronic bullying, at school. School board policy prohibits students using physically, aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Anyone who is being bullied or feels threatened should report this to the principal or assistant principal immediately. Disciplinary consequences will follow that of

Defiance/Disrespect/Insubordination unless the problem is considered more severe.

CAFETERIA RULES

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.

CAFETERIA CONSEQUENCES

Any violation of the posted cafeteria rules as well as misbehavior during lunch recess may result in the following consequences:

- 1st offense - Warning
- 2nd offense - 1 week lunch isolation
- 3rd offense - 2 weeks lunch isolation
- 4th offense - 3 weeks lunch isolation
- 5th + offense - Internal Suspension and lengthy lunch isolation

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

ALCOHOL/DRUGS/DRUG PARAPHENALIA (real or look alike)

Any possession of, or use of, or being under the influence of alcohol or drugs, or being in the possession of drug paraphernalia, or actual/ attempted sale or delivery of

alcohol, drugs, or paraphernalia, at any school function, day or night, at school, or on the bus, will result in suspension, possible police involvement, and possible recommendation for expulsion. Search and seizure by the administration is permissible by law.

ASSAULT OF FELLOW STUDENTS

Each offense will result in external suspension and notification of the victim's parents of their right to file charges with law enforcement authorities.

ASSAULT OF A STAFF MEMBER (PHYSICAL OR VERBAL)

Each offense - Parent contact, notification of police with aggravated assault charges filed against the student, 10 days suspension, and possible recommendation for expulsion.

BUS PROBLEMS

Bus transportation is a privilege and can be denied if the student fails to abide by the rules of conduct set by the School Board. Cooperation is necessary for a safe and pleasurable riding experience. Students who cause problems on the bus may suffer the following consequences:

- 1st offense – Warning/1 detention
 - 2nd offense - parent contact/2 detentions
 - 3rd offense - Bus suspension for up to 3 days/parent contact
 - 4th offense - Bus suspension for up to 10 days/parent conference with principal, superintendent and driver before privileges are restored
 - 5th offense - Possible loss of all bus-riding privileges
- * If a student is suspended from riding the bus, he/she is expected to be in school. **School Bus suspensions will not be an excused absence.**
- ** It should be noted that any extremely dangerous or continuous behavior that endangers the safety of the bus and/or its occupants could result in immediate suspension of all bus-riding privileges.

CANDY/FOOD/GUM

These will not be allowed in the classroom, halls or bus. **Gum is prohibited entirely from the school.** Offenses against their prohibition will be considered insubordination and will be handled as such. (See defiance/insubordination)

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices such as CD players, mp3 players, ipods, video games **should be turned off and stored out of sight at all times.** The security of any such item brought to school is the student's responsibility.

- 1st offense – device will be confiscated and held

by the principal to be picked up by the student at the end of the day

- 2nd + offense – device will be confiscated and held by the principal to be picked up by a parent
- 3rd + offense – Internal Supervision

CHEATING

When a student is caught cheating by a teacher, administrator, other school personnel, or a fellow student, or if a student admits cheating, the following action may take place, depending on the seriousness of the situation:

1. Zero for work / parent contact
2. Zero for work/ parent contact /Internal supervision
3. Teacher / administrator / parent / student conference - zero for work - possible suspension of up to five days

DISRUPTION/DEFIANCE / DISRESPECT / INSUBORDINATION TO STAFF

Any student who practices any of the above infractions may have the following consequences occur:

- 1st & 2nd offense - 1 detention
- 3rd & 4th offense - 2 detentions
- 5th & 6th offense - Internal Suspension
- 7th + offense - External Suspension

DISRUPTION OF THE EDUCATIONAL PROCESS

In extreme cases when a student is disrupting the educational process of the school, the student may receive up to 3 days suspension with a doubling of consequences for every infraction thereafter.

ENDANGERING HEALTH, WELL-BEING, & SAFETY OF OTHERS

Student actions which put other students' safety in jeopardy cannot be tolerated. Students found to be in violation of this article may be subject to the same disciplinary actions as found under "Defiance/Disrespect/Insubordination".

FAILURE TO SERVE SUPERVISED STUDY OR DO WORK DURING SUPERVISED STUDY

Students are required to serve assigned supervised studies and will be required to do schoolwork during the assigned time. Failure to either serve or work may result in the following:

- 1st offense - Reassignment
- 2nd offense – Reassignment plus 1 detention
- 3rd offense – Reassignment plus 2 detentions
- 4th & 5th offense - Internal Suspension
- 6th + offense - External Suspension

FIGHTING

Fighting, for any reason, cannot and **will not** be tolerated. Anyone involved in a fight will receive a 3 day suspension. Subsequent involvement in fights may result

in longer suspensions and may result in recommendation for expulsion. Police notification may take place, depending upon each individual situation.

PREMEDITATED ATTACKS on anyone may result in a 10 day suspension, loss of school privileges and a recommendation for expulsion, and police notification.

FIRE ALARM (FALSE) / BOMB THREAT

Any student involved in turning in a false fire alarm or a bomb threat will receive up to a 10 day suspension. Police and fire marshal notification will take place, and there may be a recommendation for expulsion.

FIREWORKS/INCENDIARY DEVICES

Fireworks of any kind or any other incendiary device (matches, lighters) are prohibited on the school grounds. Possession or use of any such items may have the following consequences:

- 1st offense - Up to 3 days suspension
- 2nd offense - 5 days suspension
- 3rd offense - 10 days suspension, recommendation for expulsion

GANGS

The display of gang colors, symbols, signs, & signals will be considered a disruption of school purpose, and will not be allowed.

HALLWAY BEHAVIOR

Running, loitering, blocking flow of student traffic, or shouting in the hallways, as well as deliberately littering the halls (or campus) will not be accepted. Violation may result in the following:

- 1st offense – Warning
- 2nd offense- 1 detention
- 3rd & 4th offense - 2 detentions
- 5th & 6th offense – Internal Suspension
- 7th + offense – Suspension

HARASSMENT / INTIMIDATION

Physical, verbal, electronic, and /or sexual harassment may result in severe consequences. Such behavior will be documented and may result in up to 3 days suspension. Incidents of harassment should be reported to the principal or dean of students.

INAPPROPRIATE INTERNET ACCESS

See Hillsboro Unit District Board of Education policy in school office. Infractions will result in loss of computer privileges at school and possibly other disciplinary action.

INDECENCY

Words, phrases, gestures, actions, etc., that are deemed indecent by current norms and standards may result in suspension, the length of which shall be determined on a case-by-case basis

INSTIGATING VIOLATION OF SCHOOL RULES

Students are not to try to persuade others to break any of the rules of HJHS. Discipline for such an action is the same as "HALLWAY BEHAVIOR".

LEAVING CAMPUS (Truancy)

Once students arrive on campus, whether by walking, being brought to school by bus or other vehicles or bicycling, they must remain on campus unless excused. They are not permitted to leave without permission until their day is over.

- Each offense - 2 days of internal suspension.

LOCKERS

Students are allowed to be at their lockers only at designated times. Students are required to lock their lockers with their key, or the combination lock provided. Use of lockers during unauthorized times will result in consequences outlined in "Hallway Behavior

LOSS OF SCHOOL PRIVILEGES

Loss of school privileges (LOSP) results from repeated disciplinary incidents. No passes, assemblies, or participation in extra-curricular activities, dances, or field trips or any group rewards or school-sponsored events are allowed. LOSP will be imposed as follows:

- If at the end of the 1st quarter a student has 5 or more referrals, then he/she will lose school privileges for the 2nd quarter.
- If at the end of the 2nd quarter a student has 10 or more referrals, then he/she will lose school privileges for the 3rd quarter.
- If at the end of the 3rd quarter or at any point during the fourth quarter a student accumulates 15 or more referrals, then he/she will lose school privileges for the remainder of the school year.

LYING / FORGING

Lying to a staff member or forging a pass or note from a parent is considered a serious breach of proper school behavior. Violation may result in:

- 1st offense – 1 detention and parent contact
- 2nd offense - 2 detentions / parent contact
- 3rd offense – internal supervision

NOTES & NOTE WRITING

The writing of notes can have no positive effect on the education of a middle school age student, and therefore is prohibited. Notes that are discovered will be confiscated and a warning given to those responsible. Continued infractions may result in further consequences.

PASSES

No student is to be in the halls or otherwise out of the classroom without a pass. Passes are located in the back

of the Agenda book, and must be properly filled out and signed by a teacher. Abuse, misuse, or absence of a pass will result in the same discipline as found under "HALLWAY BEHAVIOR".

PROFANITY / PROFANE BEHAVIOR

Profane language, as well as profane gestures or acts, on school grounds is not acceptable. Violation will result in the following consequences:

- 1st offense - 1 detention
- 2nd offense - 2 detentions
- 3rd and subsequent offenses - treated as defiance

PUBLIC DISPLAY OF AFFECTION

Such behavior is not acceptable. Disciplinary action is the same as for "HALLWAY BEHAVIOR".

RACISM

Words, phrases, gestures, actions, etc., that are deemed racist by current norms & standards may result in suspension, the length of which shall be determined on a case-by-case basis. Police notification & involvement is also a strong possibility.

REPEATED OFFENSES WILL BE TREATED AS DEFIANCE/DISRESPECT.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of student's academic status or
2. has the purpose of substantial interfering with a student's educational environment, creating an intimidating, hostile, or offensive educational environment, depriving a student of educational aid, benefits, services, or treatment or, making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to report the incident to the building principal. Complaints will be kept confidential to the extent possible needed to investigate. Depending on the severity of the incident, consequences can range from parent contact to suspension and police involvement.

SKATES & SKATEBOARDS

Because of the possibility of theft and the problems of storage, skates & skateboards are not to be brought onto school property during school hours.

- 1st offense - warning
- 2nd + offenses will be considered insubordination

TARDIES

Tardies to school and to class will result in the following.

- 1st & 2nd – Warning, No action taken
- 3rd – 6th offense – 1 detention
- 7th – 9th offense - Internal Suspension
- 10th + offense - External Suspension

THEFT

The theft of any item or the possession of stolen property may result in up to a 10 day suspension, return or remuneration for the stolen item(s), and, if deemed necessary, police notification.

THREATS

Threats against fellow students and/or staff members are not acceptable. Violation may result in the following, depending upon the severity of the incident.

1st offense- Parent contact, 1 detention

2nd offense - Parent contact, 2 detentions

3rd offense - up to 3 days Internal Suspension

4th offense - up to 10 days External Suspension

Depending upon the severity of the threat, police notification may occur.

THREATS OF AN EXTREME NATURE

Threats that refer to extreme bodily harm or death may result in up to 10 days external suspension, notification of the parents of the intended victim, and police notification; upon the second such occurrence, recommendation for expulsion will be added.

TOBACCO

The use, sale, or possession of any tobacco product on the school grounds is strictly prohibited. Violation will result in the following:

- 1st offense – Up to 3 days suspension
- 2nd offense - 5 days suspension
- 3rd and subsequent offenses - 10 days suspension and/or recommendation for expulsion

TRUANCY

Any unexcused absence for all day or any part of a day may result in the following:

- 1st offense - 1 day Internal Supervision for each day

truant

- 2nd offense - 2 days Internal Supervision for each day truant
- 3rd offense - 3 days Internal Supervision for each day truant

UNWANTED PHYSICAL CONTACT

Unwanted physical contact, such as pushing, shoving, slapping, hitting, etc. is unacceptable. The consequences for such acts may range from a detention to several days of internal supervision, depending on the severity.

VANDALISM and/or

DAMAGE/DESTRUCTION OF PROPERTY

If a student damages or destroys school property or that of a staff member or another student, the following consequences may occur:

- 1st offense - 2 detentions, parent notification, & payment for repair/replacement of damaged/destroyed item(s)
 - 2nd offense - Up to 3 days suspension and payment for damages
 - 3rd offense - Up to 10 days suspension, payment for damages, and recommendation for expulsion
- *Depending upon the incident, police notification may occur.

WEAPONS

A student who is in possession of or uses a weapon, or a look-a-like, of any kind in school or on school grounds will be suspended for up to 10 days, police may be notified, and a recommendation for expulsion may be made.

Internet, Technology, and Publication

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or

transmitting any material in violation of any State or federal law;

2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

SEARCH & SEIZURE

Search and seizure by the administration is permissible by law. A student who refuses to submit to a search authorized and conducted under the reasonable suspicion standard will be suspended. Students should be aware that the possibility of random search of lockers by authorized personnel always exists, since lockers are the property of the school district.

SCHOOL RECORDS

It is the policy of the Hillsboro Community School District #3 that school personnel develop and maintain those records necessary for the educational welfare of students, for an orderly and efficient operation of the school, and for attendance. Records will be kept according to rules and regulations established by the Hillsboro Community Unit School District # 3 Board of Education. Parent access to their child's records is permitted by the 1974 Amendment to the Elementary and Secondary Act of 1965. Any parent wishing to review records or desiring a copy of the District's student records policy should contact the building principal.

STUDENT BIOMETRIC INFORMATION

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint.

PARENTAL RIGHTS AND NOTIFICATION

HOMELESS CHILDREN'S RIGHT TO EDUCATION LAW

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The district Homeless Liaison is Kyle Hacke who can be reached at 532-2942.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

ASBESTOS MANGEMENT PLAN

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Illinois Department of Public Health (IDPH) regulations, this notification is to inform the public that an asbestos management plan has been developed for the Hillsboro Community School District No. 3. This management plan contains current information regarding inspections, response actions, and post-response actions concerning asbestos containing material within school district buildings. The district's management plan is available during normal working hours for review at the District's Administrative Office located at 1311 Vandalia Road in Hillsboro, Illinois.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

EACH OF THE CONSEQUENCES LISTED IN THIS HANDBOOK MAY BE DOUBLED WHEN A REFERRAL IS MADE BY A SUBSTITUTE TEACHER AND ACTED UPON BY THE ADMINISTRATION.

The entire contents of this handbook have been reviewed, revised, and approved by the Hillsboro Unit District #3 Board of Education.