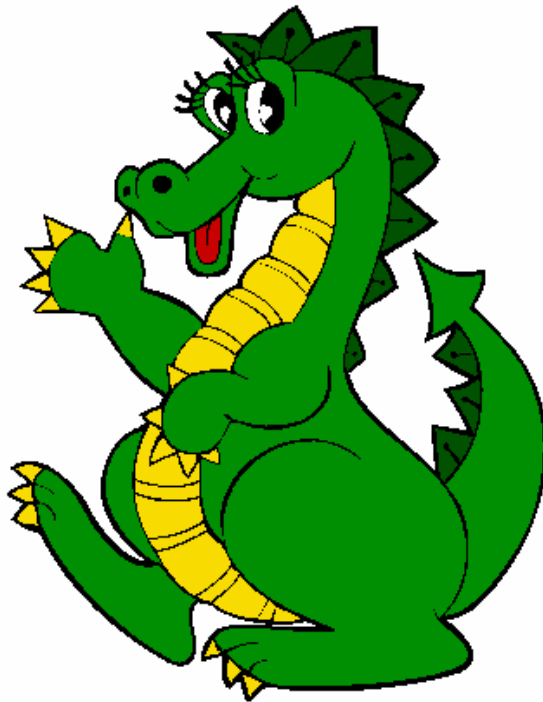


# ***HILLSBORO JUNIOR HIGH SCHOOL***

**Student Handbook 2007 – 2008**



**Principal: Mr. David Powell    Dean of Students: Mrs. Jean Hobson**

**909 Rountree Street  
Hillsboro, Illinois 62049**

**217-532-3742**

**Our Website: [www.hillsboroschools.net](http://www.hillsboroschools.net)**

**This School Agenda belongs to:**

Name \_\_\_\_\_

### Hillsboro Community School District # 3

## School Calendar 2007-2008

August	21	Beginning of School – Teachers Workshop
	22	Students First Day of Attendance – Early Dismissal - 11:45 a.m. from High School Teacher Inservice
September	3	Labor Day – No School
	21	School Improvement Planning – Early Dismissal – 11:45 a.m. from High School
October	5	Regional Teachers Institute – No School
	8	Columbus Day – No School
	26	End of First Quarter
	31	School Improvement – Early Dismissal – 11:45 a.m. from High School
November	8	Parent/Teacher Conference Day – No School
	9	Veterans Day– No School
	21	Thanksgiving Vacation Begins, Early Dismissal - 2:20 p.m. from High School
	26	School Resumes
December	21	Christmas Vacation Begins – Early Dismissal - 2:20 p.m. from High School
January	2	School Resumes
	10	School Improvement Planning – Early Dismissal – 11:55 a.m. from High School
	11	Teachers Workshop – No School End of second quarter
	21	Martin Luther King’s Birthday – No School
February	15	School Improvement Planning – Early Dismissal – 11:45 a.m. from High School
	18	President’s Day – No School
March	18	End of third quarter
	19	Spring Vacation Begins – Early Dismissal – 2:20 from High School
	25	School Resumes
	28	School Improvement Planning – Early Dismissal – 11:45 from High School
May	26	Memorial Day – No School
	28	Last Day Student Attendance – Early Dismissal – 11:55 a.m. from High School End of fourth quarter – School Improvement Planning
	29	Teacher’s Workshop – End of school year **

\*\* Use of snow days will determine the actual end of school for the 2007-2008 school year.

# Hillsboro Community Unit School District #3

## *Hillsboro Junior High School*

### PARENT ACKNOWLEDGMENT FORM\* 2007 – 2008 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 2010, 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](http://www.hillsboroschools.net)).

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

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(Child's name -- printed)

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(expected graduation year)

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(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.

## **ABSENCES / 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.

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 school.

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 unexcused.

## **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. The office will be happy to inform parents of the number of absences their child has accumulated. Legal action may be pursued if a student is chronically truant.

## **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.

## **ACHIEVEMENT TESTS**

All students will participate in standardized achievement tests.

## **AGENDA BOOKS**

Agenda books are provided for each student and are to be in the student's possession at all times because they will be used as hall passes. There is an initial fee for these books, part of which is absorbed by school funds. If an agenda book is lost, it must be replaced within 3 days.

## **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.

### **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.

### **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 6<sup>th</sup> 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.

### **CLASS SCHEDULES**

#### **REGULAR SCHEDULE**

1	2	3	4	5	6	7	8	9	10
8:10	8:37	9:20	10:03	10:46	11:29	12:12	12:55	1:38	2:21
8:35	9:18	10:01	10:44	11:27	12:10	12:53	1:36	2:19	3:13

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

1	2	3	4	5	6	7	8	9	10
8:10	8:37	8:57	9:17	9:37	9:57	10:17	10:37	10:57	11:17
8:35	8:55	9:15	9:35	9:55	10:15	10:35	10:55	11:15	11:35

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

1	2	3	4	8	5	6	7	9	10
8:10	8:37	9:14	9:51	10:28	11:05	11:42	12:19	12:56	1:33
8:35	9:12	9:49	10:26	11:03	11:40	12:17	12:54	1:31	2:10

### **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.

### **DENTAL EXAMINATIONS**

The state of Illinois has mandated dental exams for all students in kindergarten, second, and sixth grades. The examination report must be submitted to the school by May 15<sup>th</sup> of that school year. Dental forms may be obtained from your child's school.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. The exclusion date for school immunizations is the first day of student

attendance. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

### **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.

### **HEAD LICE/ NIT POLICY**

The spirit of the No Lice/No Nit Policy is clearly not punitive, but rather, beneficial to the entire community. It encourages explanation and therefore, understanding of pediculosis. It promotes greater accountability on the part of parents and thus simplifies the administrative task of health professionals.

Students will be excluded from school for having head lice or nits. No student excluded from school for having head lice or nits will be readmitted to school until the following conditions have been met:

1. Treatment with head lice shampoo.
2. All nits removed or "nit free".
3. This will need to be verified either by the school nurse or designee at the time of reentry.

Until a student is found "nit free". They will not be allowed to ride the school bus. Beyond the day of treatment, absences will not be excused.

### **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.

### **LUNCH**

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.

Families may apply for free or reduced lunch 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.

All students are provided a PIN number to use during their entire stay in Hillsboro Unit District #3. PIN numbers make it impossible to distinguish a student receiving a free lunch from a student who is paying. The PIN number must be used for every cafeteria transaction. Students can deposit money into their account before school in the cafeteria. Money must be designated as either for lunches only or general, which allows students to use money for lunches or snack items. If money arrives with no note, it will be placed in the general account.

It is important that students know their PIN number and that they only use their own PIN. Students who are found to be using an unauthorized PIN will face disciplinary action.

### **MEDICATION**

ALL medication, whether prescription or over-the-counter, is considered to be a drug. Any student who has medication (prescription or over-the-counter) at school must bring it to the office; prescription medication must be accompanied by a doctor's note instructing its dispensing (forms available in office); 'over-the-counter' medications (aspirin, Tylenol, etc.) must be accompanied by doctor's form. ALL medication *must* be kept in the office, not in lockers or in student's possession.

### **PHYSICAL ED. REQUIREMENTS**

Students must wear a white or orange 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. A student may still fail a quarter even though a progress report has not been received. 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.

### **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.

### **SCHOOL FEES**

School fees are payable at registration. Payment plans are available. Waiver of fees must be requested in writing. Athletic fees are \$50 and good for all athletic activities during that school year.

### **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.

### **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 parent'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.

### **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.

### **VISION AND HEARING**

Vision and hearing screening will be done yearly, as mandated by the Department of Public Health. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

# **RULES AND DISCIPLINARY PROCEDURES**

## **PREAMBLE**

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.

## **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.**

## **ALCOHOL/DRUGS/DRUG PARAPHERNALIA (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, possible recommendation for expulsion.

## **BULLYING**

Aggressive or bullying behavior will not be tolerated at school. The school will notify the parent or guardian of any student who uses aggressive behavior, including bullying, at school. School board policy prohibits students using 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.

### **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 behavior that endangers the safety of the bus and/or its occupants could result in immediate suspension of all bus-riding privileges.

### **CAFETERIA PROBLEMS**

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

### **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.

- 1<sup>st</sup> offense – device will be confiscated and held by the principal to be picked up by the student at

the end of the day

- 2<sup>nd</sup> + offense – device will be confiscated and held by the principal to be picked up by a parent

### **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

Continued infractions may result in recommendation for expulsion.

### **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

## **FIELD TRIPS**

Students on school-sponsored field trips are asked to please remember that they are ambassadors of the Hillsboro Junior High School, and as such, are subject to the same expected behavior (along with consequences) as if they were present in school.

## **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, ETC.**

The display of gang colors, symbols, signs, & signals will be considered a disruption of school purpose, and will be treated as "DISRUPTION OF THE EDUCATIONAL PROCESS." Also, the notification of police will take place.

## **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
- 2<sup>nd</sup> offense- 1 detention
- 3rd & 4th offense - 2 detentions
- 5th & 6th offense – Internal Suspension
- 7th + offense – Suspension

## **HARASSMENT / INTIMIDATION**

Physical, verbal, 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 (see 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. They are not permitted to leave until their day is over. Discipline for such action is the same as for "TRUANCY".

## **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 1<sup>st</sup> quarter a student has 5 or more referrals, then he/she will lose school privileges for the 2<sup>nd</sup> quarter.
- If at the end of the 2<sup>nd</sup> quarter a student has 10 or more referrals, then he/she will lose school privileges for the 3<sup>rd</sup> quarter.
- If at the end of the 3<sup>rd</sup> 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.

## **SCHOOL DRESS**

Guidelines for acceptable dress:

1. No "short-shorts" - walking shorts are ideal.
2. No clothing or bookbag that advertises/promotes the use of tobacco products, alcohol, or drugs.
3. No clothing with obscene words, graphics, or messages, as deemed inappropriate by the administration or staff.
4. Shirts should have sleeves and ALL undergarments and midriffs must be fully covered.
5. No purposefully torn clothing or sleepwear or house slippers.

6. Hats, other headwear, headbands, and sunglasses are not to be worn in the buildings or carried around during the day; these items are to be secured in locked lockers.
7. No clothing or jewelry that may disrupt the educational process or that may endanger the safety of any student.
8. P.E. clothes are to be worn only in P.E. class.
9. Faces should not be painted.

**REPEATED OFFENSES WILL BE TREATED AS DEFIANCE/DISRESPECT.**

## **SEARCH & SEIZURE**

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.

## **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 substantially 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.

- 1<sup>st</sup> offense - warning
- 2<sup>nd</sup> + offenses will be considered insubordination

## **TARDIES**

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

- 1st & 2<sup>nd</sup> – Warning, No action taken
- 3rd – 6<sup>th</sup> 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.

1<sup>st</sup> 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 Suspension for each day truant
- 2nd offense - 2 days Internal Suspension for each day truant
- 3rd offense - 3 days Internal Suspension for each day truant
- 4th + offense -External Suspension

## **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 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.

**Search and seizure by the administration is permissible by law.**

***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.***