

# IRON COUNTY C-4



**VIBURNUM BLUE JAYS**

**2020 - 2021**

**STUDENT HANDBOOK**



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Dear Parents/Guardians and Students:

It is our pleasure to welcome you to Iron County C-4 Junior/Senior High School. We sincerely hope your years at C-4 will be enjoyable and challenging. We encourage you to become active members of the student body through your academic course work as well as through the various clubs, sports, and activities that take place throughout the year.

The handbook was designed to offer basic information to help each student to make wise and productive choices. The regulations on the following pages were established in an effort to help promote the best educational atmosphere possible. While there cannot be a rule for every incident that occurs, there can be guidelines to follow to help create and maintain a good, safe, and productive school system.

We have high expectations for all of our students and challenge each student to do their best.. Remember it is our goal that you succeed. However, only you have the power to make that success happen. You will get out of your education what you put into it. Hard work, respect, responsibility, and good choices will take you far. We are here to help you reach your goals. Have a successful year!

Sincerely,

Adam Portell  
JH/HS Principal

August	18	2020	New Teacher Orientation
August	19,20,21	2020	Staff Workday
August	24	2020	NO SCHOOL
August	25	2020	1st Day of School
August	31	2020	NO SCHOOL
September	7	2020	NO SCHOOL
September	14	2020	NO SCHOOL - Teacher Work Day
September	21	2020	NO SCHOOL
September	28	2020	NO SCHOOL
October	5	2020	NO SCHOOL
October	12	2020	NO SCHOOL
October	16	2020	End of 1st Quarter - 32 days
October	19	2020	Parent/Teacher Conference
October	19	2020	NO SCHOOL - Teacher Work Day
October	26	2020	NO SCHOOL
November	2	2020	NO SCHOOL
November	9	2020	NO SCHOOL - Teacher Work Day
November	16	2020	NO SCHOOL
November	25,26,27	2020	NO SCHOOL - Thanksgiving Break
November	30	2020	NO SCHOOL
December	7	2020	NO SCHOOL
December	14	2020	NO SCHOOL - Teacher Work Day
December	22	2020	End of Term 2/Semester
December	23-31	2020	NO SCHOOL – Christmas Break
January	1	2021	NO SCHOOL – Christmas Break
January	4	2021	NO SCHOOL -Teacher Work Day
January	11	2021	NO SCHOOL
January	18	2021	NO SCHOOL
January	25	2021	NO SCHOOL
February	1	2021	NO SCHOOL
February	8	2021	NO SCHOOL –Teacher Work Day
February	15	2021	NO SCHOOL
February	22	2021	NO SCHOOL
March	12	2021	End of 3 <sup>rd</sup> Quarter – 40 Days
March	1	2021	NO SCHOOL
March	8	2021	NO SCHOOL - Teacher Work Day
March		2021	Parent/Teacher Conference After School
March	15	2021	NO SCHOOL
March	22	2021	NO SCHOOL
March	29	2021	NO SCHOOL
April	2	2021	NO SCHOOL - Good Friday
April	5	2021	NO SCHOOL
April	12	2021	NO SCHOOL - Teacher Work Day
April	19	2021	NO SCHOOL
April	26	2021	NO SCHOOL
May	20	2021	End of Term 2/Semester
May	3	2021	NO SCHOOL
May	10	2021	NO SCHOOL - Teacher Work Day
May	17	2021	NO SCHOOL
May	20	2021	Last Day
May	TBA	2021	Graduation 2:30 pm

# C-4 JUNIOR AND SENIOR HIGH SCHOOL

Adam Portell, Principal  
Kelley Morton, Secretary  
Phone (573) 244-5521 ext 1

Tammy Chazelle, Counselor  
Michelle Major, Secretary  
Fax (573) 244-3410

# C-4 SCHOOL DISTRICT ADMINISTRATION

Kent Sherrow, Superintendent

Brad Hubbs, Transportation Director

Jamie Missey, Activities Director

# BOARD OF EDUCATION

Shawn Pratt, President  
Cleatis Payne, Member

Danny Wallis, Vice President  
Steve Pyatt, Member  
David Major, Member

Jeff Pyatt, Treasurer  
Adam Asher, Member

# ADMINISTRATION

Superintendent  
J.H. / H.S. School  
Transportation  
Elementary School  
Pre-K

(573) 244-5521 ext 5  
(573) 244-5521 ext 1  
(573) 244-5521 ext 8  
(573) 244-5521 ext 3  
(573) 244-5521 ext 4

# FACULTY

Practical Arts

Mrs. Collins - JH/HS Business  
Mr. Brauer - JH/HS Industrial Arts

Physical Education

Mrs. Harris –JH/HS P.E.  
Mrs. Carty - JH Health

Fine Arts

Mrs. Goodwin – JH/HS Art  
Mrs. Gibbs - JH/HS Instrumental

Social Studies

Mr. Hinkle - JH/HS History  
Mr. Bozic – HS History  
Mrs. Carty -6th Social Studies

Special Education

Ms. Faulkner- JH/HS

Communication Arts

Mrs. Bozic - JH/HS English  
Mrs. Missey - HS English

Library

Mr. Myers- JH/HS

Math

Mr. Conaway - HS Math  
Mrs. Edgar - JH Math

Science

Mr. Sadler- HS Science  
Mr. Coleman - JH Science

## SUPPORT STAFF

Secretary

Rhonda Black PK-5  
Kelley Morton 6-12  
Michelle Major 6-12  
Bev Gibbs Business

Custodian

Lisa Hedrick  
Tammy Linderman  
Josh Young

Cook

Opaa!  
Sara Asher - DNS

Bus Driver

Donna Asher  
Lynnita Asher  
Brenda Wilkinson  
Dana Faddis  
Lisa Gillams



# BELL SCHEDULE

7:20	Building Open to Students
7:26	Warning Bell
7:30-8:28	1 <sup>st</sup> Period
8:32-9:30	2 <sup>nd</sup> Period
9:34-10:32	3 <sup>rd</sup> Period
10:36-11:34	4 <sup>th</sup> Period
11:38-1:00	5 <sup>th</sup> Period Junior High
11:38-11:58	**HighSchool Lunch
12:02-1:00	5 <sup>th</sup> Period High School
12:02- 12:22	** Junior High Lunch
1:04- 2:02	6 <sup>th</sup> Period
2:06-3:04	7 <sup>th</sup> Period
3:08-3:30	CSI

## Class Sponsors

Senior Class  
Junior Class  
Sophomore Class  
Freshman Class  
8th Grade  
7th Grade  
6th Grade

Mr. Brauer & Mrs. Collins  
Mrs. Missey & Mrs. Goodwin & Mr. Conaway  
Mr. Bozic & Mrs. Edgar  
Mr. Myers & Mrs. Bozic  
Mr. Coleman & Mr. Sadler  
Mrs. Gibbs & Mr. Hinkle  
Mrs. Carty & Mrs. Harris

## Organization Sponsors

Art Club  
Beta Club  
FBLA  
GVC Math  
GVC Art  
Shop Club

Mrs. Goodwin  
Mr. Myers & Mrs. Collins  
Mrs. Collins  
Mr. Conaway  
Ms. Goodwin  
Mr. Brauer

Jr. Beta Club  
HS Stuco  
Yearbook  
GVC Scholar Bowl  
Robotics

Mrs. Edgar  
Mr. Bozic  
Mr. Myers  
Mrs. Missey  
Mr. Myers

### A+ Schools Program Scholarship

Iron County C-4 School is a designated A+ School which means graduates meeting A+ requirements may be eligible for A+ Scholarships. The scholarship will reimburse, within the limits described in the following paragraph, the unpaid balance of tuition and general fees after all available, non-loan federal financial assistance, such as the federal Pell grant, has been applied to your account. This may result in a zero award if the Pell grant is sufficient to cover all tuition and general fee charges. General fees are fees that are charged to all students and do not include fees specific to an individual program or group of students.

The goals of the A+ Program are:

- To ensure that ALL students graduate from high school.
- To ensure that ALL students complete a selection of high school study that is challenging and has identified learner expectations.
- To ensure that ALL students proceed from high school graduation to a college or post-secondary vocational or technical school, or high wage job with workplace skill development opportunities.

IF state funds are available, students may receive financial reimbursement from the state of Missouri if they have met the following requirements:

1. Be a U.S. citizen or permanent resident.
2. Attended a designated A+ school for 2 years prior to graduation.
3. Graduate from a designated A+ high school with an overall grade point average of 2.5 or higher on a 4.0 scale or the equivalent on another scale.
4. Have a 95% cumulative attendance record for grades 9-12.
5. Perform fifty (50) hours of unpaid tutoring or mentoring of which up to 25 percent (12.5 hours) may include job shadowing.
6. Maintain a record of good citizenship and avoid the unlawful use of alcohol and drugs as defined by district policy while in grades 9-12

7. Have achieved a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics

**2021 High School seniors** - If you meet all of the eligibility requirements except the end of course exam requirement, you may establish eligibility by achieving a combined ACT math subscore and high school GPA in accordance with the following scale. You may achieve the qualifying score as a high school or postsecondary student. If you achieve the score as a postsecondary student you may be eligible for an award in the same term that you take the test.

<b>17 ACT Math or greater</b>	<b>And</b>	<b>2.5 GPA or Greater</b>
<b>16 ACT Math or greater</b>	<b>And</b>	<b>2.8 GPA or Greater</b>
<b>15 ACT Math or greater</b>	<b>And</b>	<b>3.0 GPA or Greater</b>

8. Prior to graduation, enter into a written agreement with your high school to participate in the A+ Schools Program.

## Academic Letters

Students at Iron County C-4 High School may earn an academic letter based on high academic achievement. All students earning an academic letter will receive the letter "V" with the lamp of learning insignia in the center of the letter. Students must have no grade lower than an "A-" and a grade point average of 10 or above on an 11-point scale to receive their letter. Students will receive a star or a bar each succeeding year depending on their grade point average and grades. The letters will be awarded at the Spring Academic Awards Program.

The following general criteria will apply to all students in determining eligibility to receive an academic letter:

1. High school grades from the spring semester of the preceding year and the fall semester of the current year will be used.
2. Quarter grades will not be considered. Eligibility is based on semester grades.
3. Only high school grades will be used. Therefore, Freshmen will not receive academic letters. Only Sophomores, Juniors, and Seniors are eligible.
4. Of the 14 semester classes, 8 of the classes must be Language Arts, Mathematics, Science, and/or Social Studies.
5. If a student attends Vocational Technical School, the student must still take 12 semester classes during the two semesters. Because Vocational Technical classes will take up 6 of the 14 classes, these students will be required to have 4 classes for the two semesters that are core curriculum classes. (This means 3 classes per semester will be Vo-Tech classes and 2 classes will be core curriculum).

To receive an academic bar:

1. All semester grades for both preceding semesters must be a B- or higher.
2. The grade point average for each individual semester must be an 8 or higher on an 11-point scale.

To receive an academic star:

1. All semester grades for both semesters must be an A- or higher.
2. The grade point average for each individual semester must be a 10 or higher on an 11-point scale.

## Test Dates:

<b>ACT Test Date</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>
October 24, <b>2020</b>	September 18, <b>2020</b>	September 19-October 2, <b>2020</b>
October 25, <b>2020</b>	TBD	TBD
December 12, <b>2020</b>	November 6, <b>2020</b>	November 7-20, <b>2020</b>
February 6, <b>2021</b>	January 8, <b>2021</b>	January 9-15, <b>2021</b>

### **Assemblies**

At various times throughout the school year, assemblies will be held to provide both an enjoyable and educational experience for the students. Students are expected to display appropriate behavior at the assemblies. Junior high school students will be asked to sit separately from high school students when both groups are present. Students are to sit in designated areas. Teachers will be assigned to each class.

### **Awards**

Students are encouraged to do their best at everything they attempt. In doing so, recognition of achievement should be given. At the end of the school year an assembly will be held to recognize the achievements of students in the areas of academics, attendance, athletics, and other deserving areas. Awards will be given in the form of certificates and medals.

Valedictorian and Salutatorian will be determined by the following criteria:

1. Students must attend high school for eight (8) semesters.
2. Students must complete seven (7) credit hours their freshman – senior years of high school.
3. The valedictorian will be the student with the highest cumulative grade point average.
4. The salutatorian will be the student with the second highest cumulative grade point average.
5. In the event of a tie, Co-Valedictorians will be named.

### **Breakfast Policy**

Breakfast will be served in a “grab-n-go” format starting at 7:20 am. 6-8 grade will be served breakfast in the HS cafeteria. 9-12 grade will be served breakfast in the gym concession stand area.

### **Buildings Open**

Buildings are open to students from 7:20 am until 4:00 pm on regular school days. At any other time you must be under the supervision of a teacher. Students are not to sit in the stairway.

### **Choir/Band Letters**

Students at Iron County C-4 are eligible to earn Music letters. Students must be in the same H.S. music class two consecutive years to be eligible for a music letter.

## Daily Announcements

Items for the announcements are to be in the high school principal's office by the end of 5<sup>th</sup> period of the school day previous to when it is to be read. They will be emailed to the teachers each day and will be read in the classroom during 1<sup>st</sup> period.

## Dismissal of School

The superintendent may dismiss school due to severe weather, impassable roads, or other emergencies. **Parents will be notified by School Messenger for dismissals.** Area radio stations will be notified whether dismissal is during the school day or before the school day begins. All patrons are urged to listen to the radio for information. Information will be aired on KTJJ 98.5 MHz (Farmington), and television station channel 4.

## Emergency Drills

Law requires periodic emergency drills. The school will hold fire, earthquake, tornado drills, and active shooter drills on a regular basis. An evacuation plan is posted in each classroom. Students are responsible for being aware of actions to take during a drill.

## Extracurricular Activities

All students are encouraged to participate in some type of extracurricular activity whether it is a sport, club, or other activity. The purpose of these activities is not to replace regular schoolwork, but rather to supplement it. Research has repeatedly shown that students who participate in extracurricular activities do better academically and enjoy school more than those who do not participate. In order to be eligible to participate in extracurricular activities, it is necessary that the student meet both local and state requirements for eligibility. These requirements can be obtained from the activity director or principal. Students must be in attendance during the last three (3) periods of school in order to attend extracurricular practice. Students must be in attendance all day to participate in an extracurricular activity, unless the principal has given prior permission.

## Food Services

A nutritious breakfast and lunch program is provided for students each day of school. For the 2020-2021 school year our school district qualified for a grant through the CEP Program. The grant provides the funds for our cafeteria to serve (1) breakfast and (1) lunch type "A" meal as recommended by the Missouri Department of Education at no charge to each student. Students are encouraged to eat a school meal each day or, at least, bring their own sack lunch. A la carte/extras will be available at a charge. **There will be NO a la carte/extra given to students that do not have the available funds to cover charges to their lunch account.**

Breakfast will be served in a "grab-n-go" format starting at 7:20 am. 6-8 grade will be served breakfast in the HS cafeteria. 9-12 grade will be served breakfast in the gym concession stand area.

## Grading System

Length of class – 50 minutes  
 Number of classes per day – 8  
 Credits required for graduation – 24

Semesters of attendance required – 7  
 Semesters of attendance recommended – 8

A = 95 - 100  
 A- = 90 - 94  
 B+ = 87 - 89  
 B = 83 - 86

B- = 80 - 82  
 C+ = 77 - 79  
 C = 73 - 76  
 C- = 70 - 72

D+ = 67 - 69  
 D = 63 - 66  
 D- = 60 - 62  
 F = 0 - 59

Inc = Incomplete  
 Freshmen 0 – 4.5 credits  
 Sophomore 5 – 9.5 credits

W = Withheld

Cr = Credit Given  
 Junior 10 – 16.5 credits  
 Senior 17 – 24 credits

## Graduation Requirements

Graduation requirements for the Iron County C-4 School District shall be a minimum of twenty-four (24) units of credit completed during grades nine (9) and above. No student may participate in the graduation exercises until they have completed all requirements for graduation.

### State Minimum Requirements

English	4
Math	3
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Personal Finance	.5
Career and Family Leadership	.5
Health	.5
Physical Education	1
Electives	7
<b>Minimum Credits Required</b>	<b>24</b>

Students who enroll in Arcadia Valley Career Technical Center will earn three (3) units of credits for each year that is successfully completed (maximum of six (6) units). Information is available from the high school counselor.

In addition to the program of study for graduation, a student must pass proficiency exams concerning the Missouri and the United States Constitutions and complete required MAP assessments to qualify for graduation.

In order for homeschool students to be awarded a diploma from Iron County C-4, the student must meet all graduation requirements as well as be enrolled as a full-time student, maintaining passing grades, for a minimum of the entirety of their senior year.

Students who have earned less than the required credit before leaving school may earn credit in the following ways:

1. Return to school as a fifth-year student. Such students attend only during the time their classes meet. A fifth-year student does not attend school as a senior. A fifth-year student is a special student, not a senior.
2. Complete approved correspondence courses through any school that is accredited by the Missouri State Department of Education. No more than four (4) one-half unit courses may be used to fulfill graduation requirements. Grades from correspondence courses will not be used to determine class rank, except for courses which are sponsored and paid for by the district.

## **Hall Passes**

Hall passes are to be issued by teachers any time they allow a student to leave their class. The student must carry the hall pass with them and return it to the teacher when they return to class. The principal and other teachers should request to see the hall pass any time they see a student out of class.

## **Honor Roll**

The following requirements will be used in figuring the Honor Roll:

1. To qualify for the Honor Roll the student must be enrolled in at least six (6) credited classes during the entire grading period.
2. A grade of "C+" or below in any subject disqualifies a student for Honor Roll or Honor Roll of Excellence during that grading period.
3. All grades must be "A-" or better to earn Honor Roll of Excellence.

## **Immunization**

Missouri state law requires proof of immunization of all public school children. It is unlawful for any student to attend school unless he/she has been immunized or exempted against poliomyelitis, rubella, mumps, and diphtheria as required under rules and regulations of the Missouri Division of Health (RS Mo. 167,181). On July 9, the Department of Health also issued a news release about the hepatitis B immunization requirement of students entering eighth grade. Children entering kindergarten have been required since 1996 to have the hepatitis B vaccination.

## **Internet and Computer Use**

Students must have a signed permission form on file with the school district stating that they have permission to access the internet. Both the student and parent must sign the form. The student must follow the rules and regulations on the form.

## **Iron County C-4 Drug Testing Policy**

### Statement of Intent

The Iron County C-4 School District recognizes that drug and alcohol abuse are a significant health problem in young people throughout the nation. There has been an increase in the number of drug related referrals at the high school over the past several years. Drug usage is inconsistent with school sponsored extra-curricular activities and interscholastic athletics. Students representing the Iron County C-4 School District are respected and admired by a large segment of the student body and community, and are expected to hold themselves as good examples of conduct, citizenship, sportsmanship, and training. Further, drug use and abuse causes serious physical, mental, and emotional problems for students, and presents a danger to both the student using drugs and other students.

For these reasons, the Board of Education feels that it is important that students participating in extracurricular interscholastic activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA), and those who drive to school and park on campus on a daily basis, remain free from the influence of drugs for the health and safety of all.

It is the desire of the Board, administration, faculty, and staff that every student in the district refrain from using, possessing, or distributing illegal drugs or unauthorized prescription drugs. The purpose of this policy is to help ensure the health and safety of students by limiting the opportunity of any student in violation of this policy to participate in activities sponsored by MSHSAA or to drive a vehicle on school property. This policy is intended to deter and discourage drug abuse among our students who meet the criteria for testing and to complement all other District policies, rules, and regulations associated with illegal use of drugs.

Participation in MSHSAA sponsored activities, as well as driving a vehicle and parking on school property, are considered privileges for students. Students who participate in MSHSAA activities carry a responsibility of appropriate behavior to themselves, their fellow students, their parents/guardians, and to their school. They are expected to set the highest possible example of conduct, which includes the avoidance of illegal or unauthorized prescription drug use. Students who drive and park at school are expected to follow all motor vehicle laws. Driving while under the influence is both an operational and safety hazard to the school community. For all students participating in the above school activities, illegal or unauthorized prescription drug use is incompatible to the good order of school.

The drug testing program is not intended to be disciplinary or punitive in nature. The program will not affect the policies, practices, or rights of school officials, coaches, and sponsors in dealing with illegal drug or alcohol possession or use where reasonable suspicion is obtained by means other than the random sampling provided by the drug testing program.

The provisions of this policy apply to all students attending Iron County C-4 High School who sign, along with their parent/guardian, a "consent to be tested" form. This form will be kept on file in the principal's office. All students who wish to participate in MSHSAA activities, or to drive and park on campus, will be required to participate in the drug testing program. Students who fail to meet this requirement will not be eligible to participate in either privilege.

### Drug Testing Policy Definitions

Extracurricular Activities: This refers to all activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA) that generally take place outside the regular school day. (On rare occasions, some competitions do occur during the school day. These events will also be included with this particular definition.)

Drug Use Test: Scientifically substantiated method of testing for the presence of illegal or prescription drugs in a person's urine.

Illegal Drugs: The use, possession, distribution, sale, or solicitation of alcohol, drugs, their imitators, unauthorized prescription or non-prescription drugs, drug related paraphernalia, narcotic substances, marijuana, or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either state or federal law.

Suspension Days: Suspension from MSHSAA activities and driving/parking privileges will begin on the day the positive test results are made known to school officials. Suspension days for the first positive test will be thirty (30) calendar days. Suspension for the second positive test cumulative will be 180 calendar days.

Positive Test Result: When referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal or prescription drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. (Upon testing positive for the use of a prescription drug, the student will have to provide documentation that the use of the drug in question has been authorized by a physician providing care to the student. A meeting will then be conducted with the parent/guardian of the student, the administration, and a medical review officer to verify the documentation.)

***Special Note: A positive result attributed to the lawful use of prescription or nonprescription drug shall not be considered a positive result for the cumulative record keeping purpose of this policy.***

Testing Pool: Students participating in the MSHSAA activities (baseball, boys and girls basketball, volleyball, golf, track/field, cross country, cheerleading, academic teams, band, and choir) are eligible for testing under this policy. Also, all students who wish to drive and park their vehicle on school property are eligible for testing under this policy.

### Procedures for Testing



The District will utilize an outside agency to randomly test students in the pool. The testing agency will follow practices and procedures designed to ensure the validity of testing, the proper chain of custody with regard to specimens, the confidentiality of medical information submitted with testing, and procedures designed to ensure the privacy of students while testing. Testing will be conducted at the frequency and volume deemed necessary by the district to ensure the accuracy and validity of the testing program. Any change to this procedure must be approved by the superintendent.

At the beginning of the school year in August, all students who want to park on school grounds and play fall MSHSAA activities will have their names entered in the pool of eligible names to be drawn for drug testing. Names of students who wish to park will be determined by those students who fill out a request to park on campus. Students participating in MSHSAA activities are included in an event roster. Anyone's name that appears on a MSHSAA roster will be submitted for random selection for testing.

### Consequences for Positive Drug Test Results

When positive test results are received from the testing agency, the principal will notify the student's parents/guardians as soon as possible to schedule a conference to explain the results and discuss the consequences. This conference may be conducted over the phone. During the conference, the principal will solicit any explanation for the positive findings and ask for doctor prescriptions of any drugs that the student may have taken that may have affected the outcome of the analysis.

First Offense: The student who tests positive for the first time will be suspended immediately from all MSHSAA activities and/or driving and parking privileges for a period of thirty (30) calendar days. The student must receive counseling for drug abuse during the 30 day period at the expense of the parent/guardian. At the conclusion of the 30 day period, proof of counseling must be presented to the principal and a second drug test, conducted at the expense of the parents/guardians, before the student will be reinstated. The second drug test must be conducted by an approved and licensed agency and test results must be negative. Failure to comply with any of these provisions will result in the student being excluded from MSHSAA activities and parking privileges until the provisions have been met.

Second Offense: A second cumulative positive test will result in the student being suspended immediately from the MSHSAA activity and/or driving/parking privileges for a period of 180 calendar days. The student must receive counseling for drug abuse from a licensed individual or agency within the suspension period. The counseling is at the expense of the parent/guardian. The counseling for a second offense needs to be substantial in nature. Proof of counseling must be presented to the principal and a second drug test must be conducted under the same conditions mentioned above for reinstatement after a positive test result. Failure to comply with any of these provisions will result in the student being excluded from MSHSAA activities and all driving/parking privileges on campus.

Third Offense: A third cumulative positive test will result in the student being suspended immediately from all MSHSAA activities and driving/parking privileges for the remainder of his/her high school career.

Failure to Provide a Sample: If a student who has been randomly selected for drug testing and called to the office fails to produce a urine sample within a reasonable amount of time (90 minutes), that student may be considered as testing positive and be held accountable under the conditions specified in this policy.

### Appeals Process

Students and their parents/guardians who wish to appeal the random selection process, testing procedures, accuracy of result, and/or the consequences associated with a positive test(s) may do so under the Complaint Procedures policy located in the student handbook.

### Evaluation

The Board will review and evaluate the drug testing policy annually to determine its effectiveness. The evaluation will take place in May or June. Specifically, the Board will look at overall management of the program to ensure that standards of fairness and confidentiality have been met. The Board will also evaluate the effectiveness of the program in terms of deterring

students from using illegal drugs. Data to be considered in the evaluation process to determine effectiveness will be the positive test results documented along with the number of discipline referrals to the office associated with illegal drug violations. The Board will be looking for a decrease in positive test results and discipline referrals associated with illegal drug possessions and use. The Board will also assess the cost effectiveness of the program.

## Junior High Retention

To be eligible to be promoted to the next grade level, students in grades seven or eight must have successfully completed nine (9) academic semesters (classes) at their current grade level, with no more than three (3) failed semester (classes) in the core subjects of Mathematics, Language Arts, Social Studies, and Science. Any student who fails to meet these requirements may be retained at their current grade level for the following year.

In order to ensure Iron County C-4 School District's promotion procedure for junior high, the following procedures are to be followed:

1. By the start of school, the PLC Leadership Team and Data Team will provide a printout to each junior high teacher identifying all students in grades 7 and 8 who score one grade level or more below in reading and math.
2. The school's administration will ensure appropriate interventions are taken to address each identified student's deficiency.
3. The Iron County C-4 School District's Junior High Retention Checklist will be implemented for each of these identified students and any other students identified by the school as possible retention candidates. This list will exclude IEP students.
4. At the end of the first semester, each junior high core teacher will provide the principal with a list of students who are still more than one grade level below their current grade placement and may be eligible for replacement.
5. The principal, PLC Leadership Team, and Site Intervention Team will work with teachers to determine what additional interventions/efforts can be implemented for these students.
6. Appropriate interventions and monitoring will continue at each school for the students identified as below grade level to ensure continued success.

### Junior High Retention Checklist

1. As early as possible in the school year, the teacher(s) should notify the administration of his/her concerns about the student. Once this is done, the steps outline below should be followed:
  - a. The teacher(s) should be able to discuss what he/she has done to date, including interventions, use of or obtaining additional assessment data, communications with parents relative to child's performance to date.
  - b. Administration, counselor, and teacher(s) develop a formal plan of action which includes parent involvement.
    - i. The overall goal of the action plan is to bring the student to grade level or at least to a functioning level with accommodations.
  - c. Create or continue a working file on the student, which will include but not be limited to: actions taken, appropriate baseline data about the student, and dates of any other pertinent information.
  - d. A copy of these steps should be placed in the working file and initialed by the principal as each step is completed.
2. Administration, PLC Leadership Team, counselor, and teacher(s) will revisit the plan within 4-6 weeks of its implementation to:
  - a. Communicate the results/status of the plan with the parent.
  - b. Modify the plan/interventions as necessary.
  - c. Set a date to revisit the plan again within 3-6 weeks.
3. Continue to expand/revise interventions as needed throughout the year.
4. The possibility of retention will be discussed with parents in writing, including an invitation to parents to confer regarding the possibility of retention.
5. A decision regarding retention must be made at the end of the current school year.
  - a. The decision will be communicated in writing to the parents.

- b. A contingency plan for reconsidering retention can be made with a final decision reached prior to the first day of the upcoming school year and should be in writing and a part of the written notification to parents regarding the decision.

## Leaving School Grounds

If it is necessary to leave school at any time, the student must first secure approval from the high school principal. If the high school principal is not available, approval must be secured from the elementary school principal or the superintendent. The student must then sign out in the office. Students will not be allowed to leave school without parent/guardian permission. If a student knows in advance that he will have to leave school at a certain time (e.g., doctor's appointment), the student should have a note signed by the parent/guardian presented to the school secretary before school starts. Parents are required to come to the office to pick up students unless prior arrangements have been made through the office. If a student returns to school later, he/she must sign in before returning to class. Students must have permission from the principal to go to cars in the parking lot.

## Lockers

Students will be assigned lockers upon registration. Students are **not to change lockers** without permission from the office. The school is in no way responsible for articles that are lost or stolen from the lockers. If you furnish a lock, the combination or extra key must be provided to the office. Lockers are on loan to the students and must be used in accordance with school rules. According to Missouri state statutes, school officials are allowed to search lockers at any time. Good housekeeping inside and around lockers will improve the looks of the halls and lockers as well as facilitate the use of the lockers. Band instruments, gym bags, books, and/or trash are not to be left on top of the lockers.

Gym lockers will be assigned by the PE teacher and are to be used for gym clothing only. The PE teacher upon request will furnish a combination lock. A replacement fee will be charged if the lock is not returned in satisfactory condition at the end of the school year.

## Lunch Policy

Campus is closed during the lunch period. **Students are not allowed to leave campus unless a parent comes to the office and picks them up after they have properly checked out.** Students should not have visitors during lunch. Students' visitors during the lunch period will be asked to leave campus the first time, after that, the city police may be asked to help keep them off campus. Food will not be allowed in any of the classrooms. Only water in bottles will be allowed in the classrooms. (Exceptions: Students attending club or class meetings may eat in the classroom where the meeting is being held, but the teacher or sponsor must be present while the food or drink is in the room).

Junior high school students must eat and stay in the cafeteria or the commons area during the lunch period until the bell rings at 12:22. Junior high students are not to be in the high school building unless they have permission from the teacher on lunch duty. A maximum of four students (two boys and two girls) will be allowed to have passes at any one time. High school students must eat and stay in the cafeteria or commons area during the lunch period. Students are not to go upstairs in the high school building or go anywhere else (including the gym and parking lot) except the cafeteria or the commons area until the end of the lunch period 11:58.

## Phone Use: Office

The office phones are to be used by students ONLY FOR EMERGENCIES. Students will not be called to the phone from class unless it is an emergency. Students are not to use phones in classrooms.

## Phone Use: Cell

The use of cell phones, personal digital assistants, personal laptops and tablets or any other electronic communication device is not permitted during instructional time without teacher permission. Phone and other device usage will be allowed during class change time and at breakfast and lunch.

First Offense: Confiscation, Principal/Student conference, ISS

Second Offense: Confiscation, Principal/Student Conference, ISS, parental pick-up required

Subsequent Offense: Confiscation, Principal/Student Conference, ISS, OSS, parental pick-up required

### **Progress Reports**

A progress report will be sent to students' parents advising them of their child's progress once a quarter.

### **Schedule Changes**

Changes to students' schedules must be made through the counselor's office and must be done within the first five days of each semester. Changes after the specified time will require approval from the principal. The counselor's office will be available to students and parents during days school is in session between the hours of 7:30 am and 3:30 pm.

### **Scholarships**

Scholarships for college and universities are available in various fields, and any interested student should talk to the counselor about what is available.

### **School Fundraisers**

School organizations are allowed to sell various items for fundraisers. Both the sponsor and the principal must approve these at least two weeks in advance. Out of school organizations are not allowed to sell items at school.

### **School Nurse/Nurse Aide**

The school nurse/nurse aide is charged with the responsibility of record keeping, setting up clinics for immunizations, recommending safety procedures to the school administration, and caring for students reporting to her for care during the school day. If a student needs to be excused during the regular school day because of illness or injury, he/she must first report to his/her teacher. Upon approval from the teacher, the student is to go directly to the office for care or treatment. Students who require medication during the school day must first inform the nurse or the office. All prescription/over the counter medication must be brought to the high school office with a note from the parents. Please place name, dosage and frequency of administration on the medicine. Medications, either prescription or over the counter, cannot be sent to school on the bus with a student.

### **Student Insurance**

The Board of Education recommends that all students have accident insurance. Arranging for such insurance is the responsibility of the student and parents/guardians.

## Vehicle Regulations

All vehicles must be registered in the high school office. All motor vehicles used by students going to and from school must be parked on the parking lot south of the gym. Their removal during the school day is prohibited unless the principal or superintendent gives permission.

All vehicles

should be locked to prevent theft of any items left in them. Only vehicles with handicapped stickers or licenses may be parked in those marked places. Students must drive at low speeds and with extreme caution when entering or leaving the parking area and around the school area. Violations of any kind may result in the revocation of driving privileges on campus.

## Visitors

Students are not allowed to bring visitors to school during the regular school day. Parents are welcome to visit school, but due to COVID, are required to make an appointment prior to visit by calling the office at 573-244-5521 ext.1. If a parent needs to visit with a teacher, arrangements need to be made with the teacher in advance. All visitors are required to sign in at the high school office.

## Vocational School

The Arcadia Valley Career Technical Center is available to juniors and seniors who are interested in pursuing a career in any of several trades. A bus will provide transportation to the students who attend. Students will only be allowed to drive their own cars to the vocational school if they have prior written permission from both the vocational school and the Viburnum High School principal. This will only be allowed in the event that the student's vehicle is being worked on at the vocational school. The bus will leave from the front of the high school at 7:30 am and return at approximately 11:38am.

## Weighted Classes

High school students enrolled in academically advanced classes will receive a grade boost according to the weighted scale.

GRADING SCALE		WEIGHTED SCALE		WEIGHTED CLASSES
A	4.0	A	4.363	English IV
A-	3.636	A-	3.999	Biology II
B+	3.272	B+	3.635	Chemistry II
B	2.909	B	3.272	Algebra/Trigonometry
B-	2.545	B-	2.908	Physics
C+	2.181	C+	2.544	Algebra II
C	1.818	C	2.181	Dual Enrollment Classes
C-	1.454	C-	1.817	Honors Geometry
D+	1.090	D+	1.453	
D	0.727	D	1.09	
D-	0.363	D-	0.726	
F	0	F	0	

## **Withdrawal from School**

When a student finds it necessary to withdraw from school they should go to the principal's office and obtain a withdrawal form.

## **ATTENDANCE POLICY FOR GRADES 6-12**

Regular and punctual attendance by all students is necessary for the proper functioning of the entire school program. Students who have good attendance generally have higher grades and enjoy school more. When a student is not present in class, the benefit of classroom instruction is lost and can never be entirely regained.

### **Perfect Attendance**

To be eligible for perfect attendance and to receive the perfect attendance award, a student must be in school every day school is in session. (Attendance is kept hourly). Students on field trips or other school-sponsored trips shall be counted as present in school.

### **Absence Policy**

1. An absence for any reason will be counted as an absence. No distinction will be made to determine if the absence was excused or unexcused. Parents are expected to make the office aware of why students are missing school as soon as possible, as this would be considered pertinent information if needed during the appeals process. If contact is not made, a student may be deemed truant. Students and parents should be aware that any absence deemed as truancy will count toward the total absences.
2. Students will be allowed a maximum of six (6) absences from school (or from individual class) during a semester. The student is responsible for making up work missed according to district policy.
3. The office will make every effort to notify parents when a student has missed two (2) days (by a letter) and four (4) days (by letter). It is still the parent's responsibility to make the school officials aware of the student's absences as they occur. Following the sixth (6<sup>th</sup>) absence (on the 7<sup>th</sup> absence) no credit, or "NC," will be recorded for any class in which the student currently has a passing grade. Following the 6<sup>th</sup> absence (on the 7<sup>th</sup> absence) a grade of "F" will be recorded for any class in which the student currently has a failing grade. On the 7<sup>th</sup> absence, a letter will be sent to the parents explaining that the child has exceeded the absence limit. In order to be in compliance with state law, the school will notify either the County Juvenile Office and/or the Children's Division, whichever applies, after the student's 10<sup>th</sup> absence. A record of calls from parents will be held in the office with reasons listed for absences as they are given by the parents. These should prove informative if an appeal process is started.
4. A student must be present in class for a minimum of thirty (30) consecutive minutes in order to be counted in attendance for that class.
5. Attendance in CSI will be held to the same absence policy standards as all other classes.
6. Juniors will be allowed to take one (1) college day and Seniors will be allowed to take three (3) college days. A permission slip must be obtained from the counselor's office and approved by administration.

### **Appeals:**

Students absent in excess of the sixth day absence limit may appeal to the principal in writing including any necessary documentation, on or before the 15<sup>th</sup> calendar day prior to the end of the semester. Students absent in excess of the sixth (6<sup>th</sup>) day absence limit may appeal the loss of their credits in writing to the principal. The appeal must include any necessary documentation, along with a letter from the student explaining their absences. This appeal must be made on or before the

15<sup>th</sup> calendar day prior to the end of the semester. The appeal will be represented by the principal to the appeals committee, which will be comprised of the principal, counselor, and three teachers. A ruling of credit, no-credit, or probation will be assessed at the close of each hearing. Students who exceeded the six (6) day absence limit during the last fifteen (15) days of the semester must make a written appeal to the building principal by the last day of the semester. All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the district's policies and regulations regarding student attendance. The result of the appeal will be one of the following:

Credit: The committee found that sufficient evidence to prove the student has missed due to circumstances beyond his/her control. Credit will be awarded immediately.

No-Credit: The committee found no substantiating evidence to validate the excessive number of absences. Credit is denied.

Probation: The committee found that there was some evidence of circumstances beyond the control of the student, such that the student would not have missed excessively if those circumstances had not presented themselves. The student must now meet the following attendance criteria:

1. Any hours missed over the six day/hour limit must be made up in After School Detention or Saturday Detention.
2. Perfect attendance must be maintained for the remainder of the semester. Hospitalization or death of an immediate family member are the only excusable absences when on probation.

When the probationary period is completed successfully, the grade percentages which would have been assessed for the previous semester will be restored to the student's transcript. However, if the student fails to meet attendance criteria while on probation, the student will lose the credit from the semester.

If a student transfers to another school during the period of probation, the appeals committee will be reconvened to determine if the student has met the guidelines for an acceptable amount of time. The committee will either decide to award the credit for the semester.

If a student transfers into Viburnum, he/she will be expected to follow all aspects of the attendance policy. Probation from former schools will be accepted as our own. If a student transfers in with excessive absences, he/she will be made aware that they will be placed on the non-credit list and may file an appeal if deemed appropriate.

Work can be made up after an absence regardless of the reason for the absence. The student will have an amount of time to make up the work equal to the amount of time missed for the absence. Criteria will be set by each building for student access to the information missed and timelines.

A student under suspension **will not** be given credit for work assigned during the suspension with the exception of major projects and tests for the first suspension of each year. Any major project assigned earlier which comes due during the first suspension will be accepted for full credit. Tests missed during a first suspension may be made up in Saturday school or after school detention following the suspension. It is suggested students under suspension make up work using the following criteria in order to keep current.

#### **Suggested Criteria:**

1. Students must obtain work from peers or before or after school at the teacher's convenience.
2. Teachers are not to be interrupted while teaching to get assignments for suspended students.
3. Work must be completed and turned in on the first day the student returns to school. Tests may be made up during Saturday school or after school detention.
4. Teachers are not expected to tutor a student to remediate them for lost time. However, a student may come to a designated tutoring session for assistance after any absence. Regardless of tutoring, students will not be able to regain classroom points for assignments after their first suspension each year.

A suspension will count toward a student's total days missed. However, a single act of suspension will not take the student over the six day limit, so long as the days of suspension added to the days already missed does not exceed ten per semester. The student will be held at six absences. Any further absences, after the days of suspension, would title seven or more, and may be cause for credit to be withheld.

Truancy is a student's absence from school without the knowledge or consent of the parent or guardian. Each day or part of a day constitutes one truancy. School personnel will notify the parents or guardians of the child's absence, arrange a conference if necessary, and offer assistance in solving the attendance problem. Guidance counselors, child welfare departments, the juvenile courts, and other community resources may be used. Such assistance should be offered before the student has been absent without excuse for eight days in a semester. In cases where the parent or guardian is unwilling or unable to cooperate, a referral will be made to Missouri Children's Division or to the Juvenile court for educational neglect. Tardiness is the act of arriving late or delayed beyond the expected or proper time for school or class. The student will be charged with an hour's absence for any tardy in excess of 10 minutes. A student who arrives tardy to school with no parental explanation for the tardiness may result with the student being charged with truancy. A student who comes to class late without proper authorization is to be assessed a tardy, and a discipline notice is to be sent to the office by the teacher.

## **STUDENT CONDUCT CODE & DISCIPLINE POLICY INTRODUCTION**

A school district's responsibility is to the students and parents who share its objectives. Parents and students have a right to expect their schools to provide an atmosphere that is safe and conducive to learning.

The responsibility for school discipline is not the exclusive domain of the administrative staff. All those who are involved—students, teachers, parents, administrators and community members—will have to work together to insure an effective discipline program.

The great majority of students attending the schools demonstrate good behavior while participating in the total educational program, a fact of which parents can be proud. However, a guide provides useful and pertinent information for students, staff, parents and others involved or interested in the subject of student behavior in the schools.

For the legal basis for a discipline policy, refer to the Excellence in Education Act of 1985.

## **PHILOSOPHY**

The public schools have the responsibility to provide public education for all children. To do this, schools must promote an environment that is conducive to learning. Perhaps inappropriate conduct along with inconsistent discipline is one of the major reasons for a poor learning environment.

A renewed commitment to consistent discipline is one way to deal with dropouts, lowered academic achievement and frustrated teachers. Rules, which establish discipline guidelines for students, are basic and necessary for establishing a proper learning environment. The discipline code is one of the tools used to establish this. This philosophy should be consistent with that stated in the School Board Policy Manual.

**This policy is intended as a guide. Decisions on individual student discipline cases will be made by the administration.**



## STUDENT RESPONSIBILITIES

Responsibility is inherent in the exercise of every right. It should be emphasized that lack of responsibility creates infringement on the right of others.

Students have the responsibility to:

1. Use their time spent in school activities to pursue a meaningful education
2. Use their education to prepare for a life where they become useful members of society
3. Respect the right of all other persons involved in the educational process
4. Observe and adhere to state and local laws, and to the student conduct code of the school district

## STUDENT RIGHTS

It is impossible to list all the rights of students. Therefore, the following should be considered only a partial list. Students have the right to:

1. A meaningful educational opportunity
2. Expect that the school will be a safe place to get an education
3. Attend classes that are free from disruptions caused by other students
4. Consult at reasonable times with teachers, counselors, and administrators
5. Submit ideas in the development of guides which affect them, and to be notified of such guides
6. Receive respect from teachers, administrators, counselors, staff members, and other students

## DISTRICT UNACCEPTABLE BEHAVIORS

### A. Illegal Behaviors

Violations of Criminal or Juvenile Codes. Disciplinary action will be taken by school officials and reports or charges may be filed with law enforcement authorities.

Arson: Intentionally causing or attempting to cause a fire or explosion—10 days OSS referral to suspend for additional 170 days, notify law.

### B. Acts of Violence or Violent Behavior

Acts of violence or violent behavior is defined as the exertion of physical force by a student with intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. Disciplinary action will be taken by school officials and reports or charges will be filed with law enforcement authorities.

### C. District Unacceptable Behaviors

1. Absence from assigned after-school detention  
Students who are absent from assigned after-school detention without permission of the principal shall be assigned 1 day of in school suspension.
2. Alcoholic beverages or illegal drugs

A student shall not possess, use, transmit, or be under the influence of any illegal drug, alcohol, or any intoxicant of any kind on school grounds or at any school activity or event. Substances presented as any of the above will be treated in the same manner.

First offense – 10 days OSS and law enforcement notified  
Second offense – 30 days OSS and law enforcement notified  
Third and successive offenses – Expulsion and law enforcement

#### Selling of

First offense – Expulsion and law enforcement notified

#### Non-Prescription Medicine

i.e. Tylenol, etc. must be brought in a properly labeled bottle to the school office.  
Medications **must not** be brought in an envelope, aluminum foil, etc.

First offense – 1 day of ISS  
Second offense – 3 days of ISS  
Third offense – 3 days of OSS

### 3. Assault on another student

No student shall intentionally assault or cause physical injury to another student. The student shall be suspended until the parent brings the student in for a conference, and law enforcement will be notified, plus:

First offense – 5 days OSS  
Second offense – 10 days OSS  
Third offense – Expulsion

### 4. Assault or physical injury to school personnel (cumulative)

No student shall cause physical injury to school personnel.

First offense – Expulsion and law enforcement will be notified

### 5. Bringing objects to school without permission of the teacher or principal

Students shall not bring to school items such as toys, skateboards, animals, radios, water guns, CD players, handheld gaming devices, knives, iPods, MP3 players, etc. without prior approval from the classroom teacher or the principal. The above list is not to be considered exhaustive and includes other objects.

First offense – Article shall be confiscated and may be returned at the end of the day, except water guns and knives which shall not be returned except to the parents should they request it.  
Second offense – 1 day of ISS and article confiscated  
Third and successive offenses – 2 days of OSS and article confiscated

### 6. Bullying/Cyber Threats/Harassment

Bullying is defined by the Missouri General Assembly as “intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. “ It includes but is not limited to: physical actions, including, gestures, oral, written or electronic communication, cyberbullying and “any threat of retaliation for reporting” acts of bullying. Cyberbullying is bullying “through the transmission of an electronic device

including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.”

Bullying is strictly prohibited by Iron County C-4 students at school, on school property, and at school functions. Furthermore, bullying which occurs off campus and results in significant disruption to the educational environment is also prohibited.

District employees are required to report any instance of bullying of which they have firsthand knowledge or which they witnessed to either the principal or the counselor within two days of witnessing the incident. An investigation will be initiated by the principal or his designee no more than two days after the report has been filed.

Acts of bullying along with reprisal or retaliation against any person reporting an act of bullying is prohibited and will result in disciplinary action.

Consequences: Principal conference, In School Suspension, 1 – 180 day(s) Out of School Suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student’s discipline record.

## 7. Bus Conduct

The number of students we transport makes it important that we insure the safest possible transportation. The following rules are in effect:

- a. Pupils are expected to conform promptly to the directions of the bus driver. The driver is responsible for the bus and the pupils.
- b. Be on time at designated bus stops. Buses cannot wait.
- c. If necessary to cross a traveled road or highway to enter or leave the bus, look and make certain the bus has come to a stop. Then wait for proper signal from the driver, look both ways, then proceed to walk in front of the bus.
- d. Occupy any seat assigned by the driver and assume responsibility for it.
- e. Remain in seat while bus is in motion.
- f. When the bus stops become quiet so the driver may hear as well as see any danger.
- g. Keep body, including hands and head, inside the bus at all times.
- h. Avoid distracting the driver’s attention from the job of driving the bus.
- i. Do not tamper with the emergency door, or any bus part or equipment.
- j. Report to the driver at once any damage to the bus. Any damage to a bus by a student must be paid for by the student responsible for the damage.
- k. Smoking is prohibited. No eating food or drinking on the bus.
- l. Help keep the bus clean, sanitary, and orderly. Do not drop waste materials on the floor.
- m. Inform the driver when you are not going to ride the bus so the driver does not wait needlessly for you.
- n. The driver will not discharge riders at places other than regular bus stops unless by proper authorization from the parent and the principal or superintendent.
- o. Obey the driver cheerfully and report promptly to the school official when instructed to do so by the driver.
- p. On trips to school events students must obey the sponsor and the bus driver. Disobeying will result in suspension of the student from riding the bus to events.
- q. Any other offenses listed on Conduct Code will be disciplined in the same manner as the Conduct Codes states.
- r. Any student suspended from riding the bus must find alternative transportation to school for the amount of days suspended before being allowed to ride the bus again.

First offense – conference with the student, driver, and the principal or superintendent. Parent will be notified if necessary.

Second offense – 5 days loss of bus privilege  
Third offense – 10 days loss of bus privileges  
Fourth offense – loss of bus privilege for the remainder of the school year.

8. Cell phone use

The use of cell phones and other electronic communication devices is prohibited on any school property before or during the school day (8:00 am – 3:19 pm). Phones should be turned off at all times; not on “silent” or “vibrate”. Phones should not be visible; this includes phones in pockets or attached to clothing. Phones are not to be used as a clock, calculator, or for any other purposes. They are strictly prohibited.

First Offense: Confiscation of device, contact parents

Second Offense: 1 day of ISS, confiscation of device, contact parents, device returned to parents ONLY.

Third Offense: 3 days OSS, confiscation of device, contact parents device returned to parents.

Subsequent Offense: 5 days OSS; student’s cell phone will be banned from school.

9. Cheating

Offenses shall include, but are not limited to, copying from another student’s paper, copying from a “cheat sheet,” receiving verbal answers from another student, and plagiarism.

Plagiarism: Plagiarism is the use, intentional or not, of the writing or ideas of others and representing them as one’s own. Text manipulation is plagiarism. Paraphrasing the ideas of someone else is plagiarism. Credit must be given to all outside sources, including, but not limited to: research materials, online databases, internet sources, encyclopedias, charts, graphs, pictures, quotations, and paraphrasing and summaries of another’s written or spoken words. Plagiarism, regardless of intent or degree or amount, is theft and violates academic integrity. Students uncertain about what material to cite should consult teachers for guidance and advice.

First offense – Student shall receive a “0” for the grade recorded for that paper.

Second offense – Student shall receive a “0” for that grade recorded for that paper and conference with parent. If the first and second offense both involve tests, the student will receive an “F” for that quarter.

Any organized plan involving two or more students will result in the students receiving a “0” for that assignment and being suspended from school until the parent accompanies the student to school for a conference.

10. Compliance with directions of administrators, teachers, and other school personnel

Students shall obey all directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers and all other school personnel who are authorized to give such directions during any specified period of time when the student is subject to the authority of such school personnel.

First offense – 1 day of ISS

Second offense – 2 days of ISS

Third and successive offenses – 3 days OSS

11. Display of affection

Displays such as fondling, kissing, etc. are not allowed on school property. Holding hands is not permissible.

First offense – 1 day of ISS

Second offense – 3 days of ISS

Third and successive offenses – 5 days of ISS

12. Display of disrespect toward teachers, principals, superintendent and all other school personnel

First offense – 1-2 days of ISS depending on the seriousness of the incident.

Second offense – 3 days OSS

Third and successive offenses – 5 days OSS

13. Distribution of alcoholic beverages or illegal drugs

Any student who distributes alcoholic beverages or illegal drugs to other students.

First offense – Up to 30 days OSS

Second offense – Expulsion from school and law enforcement notified

14. Failure to complete homework

Failure to complete homework will result in a lunch detention. If the assignment is still not completed after three (3) lunch detentions then the student will be assigned after school detention until the assignment is completed (lunch detention will be held in the high school library).

15. Fighting

Fighting is prohibited on school grounds. Law enforcement may be notified, plus:

First offense – 3 days OSS

Second offense – 5 days OSS

Third and successive offenses – 10 days OSS

16. Fireworks

Students shall not possess or use fireworks on school property

Possession of:

First offense – 3 day of ISS and items confiscated

Second and successive offenses – 3 days OSS and items confiscated

Use of:

First offense – 5 days OSS

Second and successive offenses – 10 days OSS

17. Food and drink in the hallways and classrooms

All food and drinks are to be consumed in the cafeteria or in the area of the picnic tables during the noon period. No food or drinks are to be consumed in the halls or in the classroom.

First offense – Conference with the principal

Second offense – 1 ASD

Third and successive offenses – 1 day of ISS

18. Forgery

Students shall not reproduce the signature of parent, guardian, and/or staff member for the purpose of deception.

First offense – 2 days of ISS

Second and successive offenses – 2 days OSS

19. Leaving School

After arriving at school a student shall not leave school grounds without permission from the principal. If the building principal cannot be located the student shall get permission from another principal or the superintendent. Students, regardless of age, will only be permitted to leave school grounds with parent permission.

First offense – 1 day of ISS

Second offense – 3 days of ISS

Third and successive offenses – 3 days OSS

20. Littering

Students are to properly dispose of any refuse.

First offense – 1 after school detention

Second offense – 1 day ISS

Third and successive offenses – 2 days of OSS

21. Loss of school property, faculty property, staff property

Each offense – replace the property or pay for it.

22. Motor vehicle regulations

All motor vehicles used by students in going to and from school must be parked on the school premises, and their removal is prohibited during the school day unless permission is granted by the principal's office. Students are not to go to their vehicles during school hours including during the lunch period without permission from the principal.

Students must drive at low speeds (10 mph maximum) and with extreme caution when entering or leaving the parking area and around the school area. Students are to park their vehicle in the designated areas in the students' parking area on the south side of the bym. Students are not to park along the school driveway, which is reserved for visitors and teacher or in the handicap areas by the gym entrance.

First offense – Conference with principal/loss of driving privilege.

Second offense – Driving privilege revoked for 10 days.

Third offense – Permanent loss of driving privileges.

23. Possession of tobacco, vapor products, nicotine/alternative products, and/or tobacco implied products in buildings, buses or on school grounds

First offense – 1 day of ISS

Second offense – 2 days of ISS

Third and successive offenses – 3 days OSS

24. School Disruptions

Students shall not by use of violence, force, noise, coercion, intimidation, horseplay, or any other conduct cause disruption of any class or extra-curricular function; nor shall any student urge others to engage in any such disruptive conduct.

a. Class-

First offense – 1 day of ISS

Second offense – 2 days of ISS

Third and successive offenses – 5 days ISS

- b. Extra-Curricular – all students committing an offense in this area shall be denied the privilege of attending future extra-curricular activities as determined by the principal based upon the seriousness of the offense committed, plus  
 First offense – 1 day of ISS  
 Second offense – 2 days of ISS  
 Third and successive offenses – 3 days OSS
25. Serious display of disrespect toward peers  
 First offense – 1 day of ISS  
 Second offense – 2 days of ISS  
 Third and successive offenses – 3 days OSS
26. Sexual Harassment  
 Sexual harassment includes but is not limited to: unwelcome sexual advances, sexually provocative or explicit speech, writing sexually explicit memos, any unwarranted touching (i.e. grabbing, pinching, cornering, or blocking student's movement), pulling clothes, sexually offensive pranks or gestures, and displaying lewd or indecent pictures on school premises. Law enforcement may be notified plus:  
  
 First offense – 3 days OSS  
 Second offense – 5 days OSS  
 Third offense – 10 days OSS
27. Student Computer Misuse  
 This includes sharing confidential passwords, deleting, examining, copying, or modifying files of other users; deliberate damage/disruption of the computer system; using the computer for vulgar or profane purpose; copying system files or copyrighted material; use of system to connect to other systems except authorized internet connections: customization of stations; using outside flash drives for installing programs not provided by the district.; accessing social media websites strictly forbidden on school computers (i.e. Facebook, Twitter, Instagram).  
  
 First offense – Loss of computer privileges for 10 days of offense  
 Second offense – Loss of computer privileges for the remainder of the school year.
28. Student dress  
 Student dress, personal appearance and conduct are to be of such character as not to disrupt or distract from the instructional procedure of the school. Sunglasses, mask, or any other item that makes it difficult for staff to identify students are prohibited. Also prohibited is apparel with inscriptions of obscene words (or symbols) or tobacco, alcohol or illegal drugs.  
 No skin shall be visible on the midriff. This includes both the standing and sitting position. Students will not be allowed to display any type of undergarment i.e.: brassiere straps, boxer shorts, or briefs. Male and female students are allowed to wear sleeveless shirts provided they are:  
 1. Factory hemmed  
 2. Two (2) inches in width on the shoulder  
 Shorts, skirts, and dresses must be long enough to cover the appropriate body parts. Unacceptable clothing includes but not limited to: tank tops, muscle shirts, spaghetti strapped shirts, strapless clothing, shirts with cut off sleeves, sleepwear, house shoes, slippers, lounging pants. Students shall not wear or display bandanas unless authorized by the principal (i.e.: spirit week).  
 Each offense – Student will be required to procure suitable attire or be suspended until properly dressed.

No policy can be written to cover all examples that occur each year. The student dress practices and fashion change from time-to-time and the administration will determine if these disrupt the educational process.

29. Tardies  
Unexcused tardies (total tardies – not tardies per class)  
Tardy 1-3 Conference  
Tardy 4-7 Lunch detention  
Tardy 8 and above ISS  
Tardies will start over at the semester
30. Threat to another student  
No student will intentionally threaten or harass another student  
Law enforcement may be notified, plus:  
  
First offense – 1 day OSS  
Second offense – 3 days OSS  
Third and successive offenses – 5 days suspension
31. Theft of or damage to school property, faculty property, or staff property  
Students will be disciplined accordingly and may be required to pay for repairs or replacement of articles. Law enforcement may be notified if appropriate.  
  
First offense – 3 days ISS\*  
Second offense – 5 days ISS\*  
Third and successive offenses – 10 days OSS\*  
  
\*consequences for property damage may be modified depending on the severity of the incident.
32. Threat to school personnel  
No student shall intentionally threaten or harass any school personnel. Law enforcement may be notified, plus:  
  
First offense – Up to 30 days OSS  
Second offense – Expulsion
33. Unauthorized absence from class  
After arriving at school, no student shall be absent from any class without permission of that teacher or prior permission from the principal's office. Prior permission from the principal's office shall consist of verbal or written communication directly to the teacher or permission through the announcement sheet.  
  
First offense – 1 after school detention for each hour missed or 1 day of ISS  
Second offense – 2 days of ISS  
Third and successive offenses – 5 days of ISS and a conference with parent before returning to school
34. Unauthorized selling  
Students shall not engage in unauthorized selling on school grounds.  
  
First offense – Conference with and warning from principal  
Second and successive offenses – 1 day of ISS



35. Use of inappropriate language  
Students shall not use profane, obscene, or any other inappropriate language
- First offense – 1 day of ISS  
Second offense – 2 days of ISS  
Third and successive offenses – 5 days ISS
36. Use of tobacco, vapor products, nicotine alternative products and/or tobacco implied products in buildings, buses or on school grounds  
First offense – 3 days OSS  
Second offense – 5 days OSS  
Third and successive offenses – 10 days OSS
37. Weapons and dangerous instruments  
In accordance with federal and/or state law, any student who brings, possesses, or uses a firearm or weapon on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.  
A weapon is defined to mean one or more of the following:
- a. Firearm as defined in federal law
  - b. Blackjack
  - c. Concealable firearm
  - d. Explosive weapon
  - e. Firearm silencer
  - f. Gas gun
  - g. Knife
  - h. Switchblade knife
  - i. Knuckles
  - j. Machine gun
  - k. Rifle
  - l. Shotgun
  - m. Spring gun
  - n. Projectile weapon
  - o. Chain (greater than twelve inches in length from one end of the chain to the other end of the chain, and the distance from any one side of a link in the chain to the opposite side of that link if greater than one-half inch, or if the link is oval or circular, the diameter of the link is greater than one-half inch)
  - p. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person.

This is only a partial listing of unacceptable behaviors. The six corrective actions will be used for any unacceptable behaviors not specifically listed in this Student Conduct Code.

### **SUMMARY OF STUDENT CONDUCT CODE**

#### **Saturday Detention shall consist of the following rules:**

This program is designed to discipline students for misconduct while making them responsible for their schoolwork.

Time: Saturday detention is held from 8:00 am until 12:00 pm NOON. You will meet at the front of the high school. Arrive BEFORE 8:00 am; the instructor will use their classroom. **NO ONE WILL BE ADMITTED AFTER 8:00 AM.**

Procedures: Students will be issued expected rules of behavior upon arrival in the S.D. room. The rules are to be read, signed and returned to the S.D. instructor. If any of the procedures are violated, the parent of the student will be notified and requested to pick up their student. If the parent cannot be reached or is unable to pick up the student, the student will be isolated for the remainder of the S.D. period. If the student causes further problems they may be suspended from school. There will be one 10-minute break each hour. Students may not sleep, put their heads down, talk, or do anything while in S.D. Students must remain busy studying or reading. Students may not bring soda, drinks, or food during S.D.

After-School detention will consist of a regular classroom with teacher supervision. The detention will be from 3:25 – 4:25 pm. No food, drink, iPods (or other sound producing devices) will be allowed. No talking will be permitted except to the teacher on duty for instructional purposes. Students must have some type of materials to work on (textbook, reading book, etc.). After a student has had five (5) days of after school detention a semester, each subsequent after school detention offense will result in Saturday school. After a student has had five (5) days Saturday school a semester, each subsequent Saturday school offense will result in Out of School Suspension.

In case of a severe misbehavior, the student shall be suspended immediately.

Any student who refuses to accept the consequence for failure to obey the standard of conduct shall be suspended immediately, not to be reinstated until a conference has been held with the parent, principal, and student in attendance.

A conference is necessary before re-admittance or enrollment of a student properly suspended for ten or more days. The conference should be attended by the appropriate school officials, the teacher involved in the suspension, the pupil, and the parent or guardian. Failure of any of the parties involved to attend shall not preclude holding the conference.

**Any situation that may occur that is not covered in this handbook may be reviewed by the administration.**

## **STUDENT SUSPENSION AND EXPULSION**

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school is permitted, provided such action is taken in accordance with due process and with due regards for the welfare of both the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

### **Suspensions**

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student, and principal and/or between the parent, student, and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
  - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
  - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgement, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
  - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
  - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
  - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
  - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

### **Suspensions for More than 180 Days and Expulsions**

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of, (b) if the student denies the accusation, explain, either orally or in writing, the facts that forms the basis of the proposed suspension/expulsion; and gives the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of the disabled children shall apply.)
  - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent may also immediately suspend the student for up to 180 days.

- b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

### **Student Discipline Hearings**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Finding of Fact and Conclusions of Law.

### **Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

## **DISCIPLINE OF DISABLED STUDENTS**

### **Definitions**

For the purposes of this policy the following terms are defined:

1. *Change of Placement:* Any removal of a disabled student from his or her assigned classroom or service specified in an IEP or by a multidisciplinary committee responsible for determining placement, for other than short-term crisis management, for a period of more than ten (10) consecutive days, or cumulative days if a pattern of suspension is created, within the year. Multiple suspensions which accumulate to more than ten (10) days may constitute a change in placement if a pattern of suspension results, and should be evaluated on a case-by-case basis. Factors to be considered in determining whether a pattern of suspension is present include the number and length of suspensions, their proximity to each other, and the total amount of time a student is suspended from school.

Interventions established by a multidisciplinary committee which continue the provision of special education and related services, or interventions which do not substantially interrupt the provision of services identified by a multidisciplinary committee, or those in an IEP, will not count toward the ten-day limit.

A disabled student who brings a firearm (as defined in 18 U.S.C. 921) on school property may be placed in an interim appropriate educational setting for not more than 45 days.

2. *Disabled Student:* A student identified as disabled as defined in P.L. 94-142/IDEA or Section 504 of the Rehabilitation Act, or a student referred for a single disciplinary or multidisciplinary evaluation.

3. *Suspension:* Removal of a student from school for a definite period of time for misconduct. A suspension of more than ten (10) consecutive days constitutes a change of placement.

4. *Expulsion:* Removal from school for an indefinite period of time for serious misconduct.

## **Procedures**

1. If a disabled student is charged with misconduct which may result in a suspension, the student and the student's parents or guardian shall be given oral or written notice of the charges. If the charges are denied, the student and parent or guardian shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension. The student, with assistance of a parent or guardian, shall then be given an opportunity to present his or her version of the incident.

2. The principal shall keep a record of all disciplinary action taken against a disabled student, which, if continued for more than ten consecutive/cumulative days, would amount to a change in placement.

3. If any disciplinary action, which will result in a change in placement, is proposed against a disabled student, the supervisor of special education and the chairperson of the student's multidisciplinary committee responsible for determining placement shall be notified, and the committee shall be convened as soon as practicable.

The student shall be accorded all procedural rights under federal and state law, including:

- a. Notice of the proposed action,
- b. The right to examine the record,
- c. Re-evaluation if a significant change in placement is proposed,
- d. The right to appeal,
- e. A hearing with the right to representation by counsel, and
- f. If a parent requests due process, the student has a right to remain in the current placement until resolution of the due process proceedings unless an agreement is reached with the parents for an alternative placement or a court injunction is obtained.

4. If a disabled student is found by the district to present a danger to himself or herself or others, and the student's parent or guardian has not consented to an immediate change in placement pending due process procedures, then the district may seek a court order for an immediate change in placement, pending the completion of such procedures. If the court does not determine the nature and extent of services to be provided to such child during this period, the multidisciplinary committee shall make such determination. In the case of a

disability resulting in violent behavior which causes a substantial likelihood of injury to the student or others, the district shall initiate procedures to remove the child to a more appropriate placement if the district has made reasonable efforts to minimize the risk.

5. If the discipline proposed would result in a change in placement, the committee shall determine whether the behavior for which discipline is proposed is related to the child's disability, and whether the child is currently placed in the appropriate least restrictive environment based on a multidisciplinary evaluation.

6. If the committee determines that the behavior is unrelated to the disability, discipline resulting in a change of placement may be imposed, including suspension or expulsion. Parents or guardians must be notified of a change in placement. However, special education services cannot be ceased. A determination that the student's behavior is unrelated to the disability indicates that normal disciplinary measures recommended by the administration are appropriate. The committee's determination may be appealed. The nature and extent of educational services to be provided during any such period of suspension or expulsion, if any, shall be based on recommendations of the multidisciplinary committee, subject to the right of appeal.

7. If the committee determines that the behavior is related to the student's disability, the student shall remain in the current placement pending completion of the administrative process. Disciplinary action resulting in a change in placement may not be taken against such a student. The committee shall modify the student's placement or IEP as appropriate.

8. Due process procedures, applicable to suspension or expulsion under state law as provided in sections 167.161 and 167.171, RSMo, shall be provided prior to suspension or expulsion of disabled students.

## **EXCELLENCE IN EDUCATION ACT OF 1985**

### **Section 5**

1. The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during normal business hours, for public inspection.
2. The policy shall contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
3. All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.
4. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

## **FREE AND APPROPRIATE PUBLIC EDUCATION**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20) regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish, to review the requirements provided in FERPA. The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act. Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

#### **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants, for admission and employment, with Iron County C-4 Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Iron County C-4 Schools compliance with the regulations implementing or feels that he or she has been discriminated against in violation of the nondiscriminatory policy shall apply for redress or direct questions to the following Coordinators:

Section 504  
Mr. Kent Sherrow  
573-244-5521  
Iron County C-4 Schools  
35 Highway 49  
Viburnum, MO 65566

Homeless and Migrant/ELL  
Mrs. Tammy Chazelle  
573-244-5521  
Iron County C-4 Schools  
35 Highway 49  
Viburnum, MO 65566

Titles VI and IX  
Mr. Kent Sherrow  
573-244-5422  
Iron County C-4 Schools  
35 Highway 49  
Viburnum, MO 65566

Individual Health Plan  
Administration Staff  
573-244-5606  
Iron County C-4 Schools

3 Highway Y  
Viburnum, MO 65566

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulation implementing Title VI, Title IX, or Section 504. The second exemption under FERPA allows disclosure of information, without prior parental consent, to officials of another school or district when the student seeks or intends to enroll in the new school. Such disclosure is permissible when (1) the district that maintains the student's records receives a request from the parent or eligible student to transfer such records; or (2) when the school district has previously notified parents and eligible students, through the annual notification requirement under FERPA that educational records would be transferred whenever a student moves to another school or district.

**IRON COUNTY C-4 SCHOOL DISTRICT**  
**VIBURNUM, MO**

**PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Iron County C-4 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Iron County C-4 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Iron County C-4 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Iron County C-4 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding



storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Iron County C-4 School District Superintendent's Office Building at #20 Missouri Ave., Viburnum, MO 65566 between the hours of 7:45 a.m. to 4:00 p.m. Monday through Friday.

This notice will be provided in native languages as appropriate.

Contact Information:  
Mr. Kent Sherrow  
Superintendent of Schools  
35 Highway 49  
Viburnum, MO 65566  
(573) 244-5422

*Rev. July 2018*

## **COMPLAINT PROCEDURES**

### What is a complaint for the purpose of this procedure?

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

### Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department of Elementary and Secondary Education may file a complaint.

### What type of complaint is recognized?

A complaint alleging that a local school district, or the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

Procedures as to how complaints are filed against either the local school district or the Department of Elementary and Secondary Education and how the complaints are heard and resolved can be obtained by contacting the Superintendent's Office.

### How does the Department hear and resolve complaints?

Any formal complaints against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.

Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform the interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.

If a complaint disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.

Within thirty days after receiving and appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.

If the complainant disagrees with the decision of the Deputy Commissioner of Education in matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, section 76.781.

## **PUBLIC COMPLAINTS**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

Complaints on behalf of individual students should first be addressed to the teacher.

Unsettled matters from above, or problems and questions concerning individual schools should be directed to the superintendent.

Unsettled matters from above, or problems and questions concerning the school district should be directed to the superintendent.

If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in a letterform will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complaint may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability for lodging complaints against the local district or the state.

Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R), established for that purpose.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and /or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

The principals shall schedule a conference with the student any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

If the problem is not resolved to the satisfaction of the student and /or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

If the student and /or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured they may utilize this procedure without reprisal.

## **NONDISCRIMINATION COMPLIANCE GRIEVANCE PROCEDURE**

### **Harassment Definitions**

**Hostile Environment - "Harassment":** Harassment, including sexual harassment and racial harassment, is one theory of establishing that a person has been illegally discriminated against. Behavior, based upon the protected classifications listed in policy AC, whereby the school or work environment becomes permeated with intimidation, ridicule and insult that is sufficiently severe or pervasive to alter the conditions of a student's participation in the district's programs and activities, or of an employee's employment, can amount to prohibited discrimination and is therefore within the prohibitions of policy AC. Any intimidation, ridicule or insult that is based on a reason listed in policy AC, including sex or race, is to be reported to the nondiscrimination compliance coordinator. In addition, unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature can contribute to rendering an environment hostile, and thereby discriminatory, on the basis of sex. A person's age and the relationship between the parties are factors which can make conduct unwelcome even in the absence of an obvious negative reaction by the victim. The harasser and the victim need not be of a different sex, race, etc.

**"Quid pro Quo":** This is another form of behavior that can amount to discrimination on the basis of sex. This occurs when an employee's supervisor makes job benefits or refraining from adverse action conditional upon submission to unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature. Similarly, "quid pro quo" harassment also occurs when an employee of the district, in real or apparent authority over a student, conditions the student's participation in the district's programs or bases educational decisions upon submission to unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature. It is extremely important that any person, who knows of or experiences such "quid pro quo" behavior, whether or not the threatened action or promised favor was carried out, immediately notify the district's nondiscrimination compliance coordinator.

If harassment is occurring, there may be a variety of witnesses to discrete actions that may not of themselves seem of particular gravity. Also, victims may be unwilling to report or, because of their youth, may not understand the prohibited nature of some conduct. Only a central repository of all such reports from the entire district community can allow the compliance coordinator to effectively detect and remedy potentially illegal discriminatory harassment before its severity or pervasiveness causes the district to fail in its compliance obligations. What constitutes discrimination by harassment depends on the facts of each situation, and

therefore doubt as to whether to report to the compliance coordinator should be resolved in favor of reporting, so that the compliance coordinator has more, rather than less, information about a situation.

### **Procedure - General**

This grievance procedure exists to provide formal resolution of complaints that policy AC has been violated. It does not prohibit the informal adjustment of any complaint. Pursuit of informal adjustment is not a valid reason for missing a filing deadline, but a timely filed complaint may be continued by consent of the parties in order to allow pursuit of informal adjustment.

The nondiscrimination compliance coordinator should be informed of the progress of all informal adjustments and grievances at each step by the district employee responsible for each step of a grievance, so that the compliance coordinator may keep abreast of all matters concerning policy AC and be ready at any time to report on the same to the superintendent, Board or an outside agency.

Where a statute, administrative rule, or Board policy provides a scheme for resolutions of complaints arising under that statute, rule or policy, this grievance procedure shall not be applicable.

When, based upon reported information and/or investigation, the compliance coordinator finds a likely violation of policy AC, the compliance coordinator shall so inform the superintendent, regardless of whether a complaint has been filed. Lack of a complaint will not preclude appropriate remedial action by the district upon a finding by the superintendent of a violation of policy AC, nor will the existence of a complaint or its outcome hinder the superintendent in enforcing policy AC. Lack of a remedial action does not preclude a disciplinary action, and vice versa.

In addition to keeping the superintendent informed of likely violations of policy AC throughout the district, the compliance coordinator should also confidentially contact putative victims of likely violations of policy AC to investigate, further explain policy AC if necessary, and make sure the putative victim is aware of the grievance procedure.

Actions involving employees or students implemented as remedial action for a violation of policy AC are not exempt from such constitutional due process requirements as apply case-by-case to such an individual and/or the nature of the action taken. However, this regulation is not meant to provide any additional substantive or procedural rights to employees or students who must be involved in remedial actions.

If a person designated to hear a complaint or appeal is the subject of the complaint, the next highest step in the grievance process will be used.

Deadlines herein are directory only, and not mandatory, upon the district. If more than twice the allotted time has expired without a response, appeal may be taken to the next step.

Persons alleged to have violated policy AC, and/or persons necessarily involved in resolution of complaints, will have access to written grievance materials only in the event that remedial or disciplinary action is actually implemented, and then only on a need -to-know basis or as required by the constitution. Participants must understand that FERPA may prevent the disclosure of some records or actions to complainants, including in the written responses called for in these regulations.

Failure to prosecute an appeal within the timelines given will be deemed as acceptance of the findings and any remedial action of the last level used.

All documents, communications and records pertaining to this grievance procedure will be kept separate from personnel records of employees. \*

The district will not be relieved of its responsibility to respond to a complaint filed under this grievance procedure by the fact that an outside enforcing agency has received a complaint arising from the same circumstances.

The compliance coordinator will make follow-up inquiries on completed grievances and informal adjustments to assure that remedial actions have been effective, and to assure that no violation of policy AC persists or has been caused by the grievance or adjustment itself.

## Definitions

*Complaint* - Submission to the responsible district official of a written and signed allegation that there has been a violation of policy AC, which states: date of filing, discrimination category at issue (e.g., sex, national origin, etc.), names of persons involved including possible witnesses, facts alleged to have happened, a statement of why the facts constitute a violation of policy AC, a suggestion of the remedy desired, and a statement of any informal adjustment attempts or progress within the complainant's knowledge as of the date of the complaint. Exhibits may be attached.

*Complainant* - A person who, by the filing of a complaint under this procedure, claims to be the victim, or the parent or guardian of a student who claims the student was a victim of discrimination in violation of policy AC.

*Appeal* - An appeal requires the filing of the original complaint and exhibits, all decisions rendered by district officials at any lower levels in the grievance process, a statement of why the decision being appealed from is inadequate or incorrect, and a statement of the progress of any informal adjustment known to the complainant.

## Procedure

*Level I* -- A complaint is to be **filed** with the principal of the building concerned, who may assign an assistant principal to handle the matter. The principal or designee will inform the compliance coordinator of the existence of the complaint and send a copy of the **filed** materials to the compliance coordinator. Within a normal limit of **five** (5) working days after submission of a complete complaint, the principal or designee shall conduct an investigation, including such hearings or *ex parte* interviews as are reasonably necessary, including contacting witnesses identified by the complaint. The principal will then issue a written response to the complaint: (1) Summarizing the facts, (2) Making conclusions on whether they constitute a violation of policy AC and (3) if a violation of policy AC is found, stating what remedial action will be implemented at the school level or sought from the central administration.

*Level 11* -- Within **five** (5) working days after receiving the *Level I* decision, appeal may be taken to the nondiscrimination compliance coordinator. The compliance coordinator will meet with the complainant as soon as workably possible to review the appellate materials, further discuss the complaint and take any additional evidence the complainant has to offer. The compliance coordinator may make additional investigations, including hearings or *ex parte* interviews, or may remand the complaint to *Level I* for further investigations. Within a normal limit of **five** (5) working days, the compliance coordinator will issue a written response to the appeal summarizing his or her findings and stating what, if any, remedial actions will be recommended to the superintendent and/or the building-level administration for implementation.

*Level III* -- Within five (5) working days after receiving the *Level 11* decision, appeal may be taken to the superintendent. The superintendent may refer the matter to an assistant or associate superintendent, general counsel, or outside counsel, to act as designee and prepare a final decision for signature and implementation. The superintendent or designee will review the appeal materials, conduct further investigations or hearings at the discretion of the superintendent or designee, and seek counsel if necessary. Within a normal limit of ten (10) working days, the superintendent will issue a written decision upon the appeal stating

whether a violation of policy AC is found and, if so, stating what remedial actions will be implemented. A copy of the appeal and decision will be sent to the compliance coordinator by the superintendent.

*Level IV* -- Within five (5) working days after receiving the *Level III* decision, appeal may be taken to the Board of Education by filing the appeal, with the superintendent. The matter will be placed on the agenda of the next scheduled meeting of the Board, for closed session unless law requires otherwise. The complainant will be allowed to address the Board, and the Board may call for the presence of such other persons as the Board deems necessary to advise it on the matter and the maintenance of its compliance obligations. The Board may conduct its procedure upon the appeal as it sees fit, and shall normally render a written decision upon the appeal within 30 working days, for implementation by the administration. For district purposes, and without waiving the right to take any actions later deemed necessary for nondiscrimination mandate compliance, the Board's decision and any actions taken are final. A copy of the appeal and decision will be sent to the compliance coordinator by the Board secretary.

This paragraph does not include the records of a collateral disciplinary action. Records of disciplinary actions for violations of policy AC are kept in the same manner as any other discipline.

Dear Parent

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHEWA, Public 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in School Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Iron County C-4 School District conducted a complete inspection of its facilities in 2000, utilizing the services of Mead Environmental. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this district (and in the offices of each school) during normal business hours, without cost or restriction for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives and parents. The district may charge a reasonable cost to make copies of management plans.

The purpose of the Federal and State regulations is to protect the health and well being of all persons entering the buildings of the district for any reason. This district takes very seriously the recommendations made in the management plan.

The person in the district trained to oversee asbestos activities and ensure compliance is Mr. Kent Sherrow. As required in the rule, Mr. Kent Sherrow is the assigned contact person for the public to obtain information about asbestos-related activities in the district.

Thank you for your cooperation and understanding.

Respectfully,

Mr. Kent Sherrow  
Superintendent Iron County C-4

This handbook is prepared to assist the student in adjusting to school life. The Faculty, the Administration, and the Board of Education believe that an understanding by each student of the school rules and regulations is necessary in order to create a positive learning atmosphere.

We ask that each student discuss this handbook with his or her parents or guardians. This will avoid confusion and misunderstanding.

The acknowledgment by a parent or guardian that a copy of the handbook has been provided is a requirement for enrollment of their child in the Iron County C-4 Schools. Your child must return the form provided below to the school in order to complete enrollment.

We are looking forward to a fine year. Please feel free to call or visit the school at anytime if you wish to discuss or observe your child activities.

Sincerely,

Mr. Adam Portell  
7-12 Principal

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I have received a copy of the 2020 - 2021 Student Handbook, and I understand the rules and regulations apply to all students of the Iron County C-4 Junior and Senior High School. I recognize that this handbook is a guideline and cannot cover all examples that occur each year. Standards, procedures, and events that are not covered are open to the interpretation and professional judgment of the administration.