

IRON COUNTY C-4



VIBURNUM BLUE JAYS

2026 - 2027

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. It is our mission to empower learners to lead tomorrow! 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,

Brooke Harris

Brooke Harris
JH/HS Principal

C-4 JUNIOR AND SENIOR HIGH SCHOOL

Brooke Harris, Principal
Joe Jackson, Assistant Principal
Jess Ross, RootEd Advisor
Brad Hubbs, Transportation Director
Kelley Morton, Secretary
Michelle Major, Secretary
Phone (573) 244-5521 ext 1

Adam Portell, Superintendent
Mya Houart, Counselor
Mya Houart, Mental Health Counselor
Joe Jackson, Activities Director
Lisa Mast, SPED Coordinator
Fax (573) 244-5521 ext 2

BOARD OF EDUCATION

Colby Payne, President
Danny Wallis, Vice President
David Major, Treasurer
Fred Bozic, Member
Adam Asher, Member
Cleatis Payne, Member
Alan Edgar, Member

ADMINISTRATION

Superintendent
J.H. / H.S. School
Transportation
Elementary School

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

FACULTY

Practical Arts

Mrs. Portell - JH/HS Business
Mr. Yount - JH/HS Ag Sciences

Alt. School

Mrs. Sullins- JH/HS

Fine Arts

Mrs. Corrigan - JH/HS Art
Mrs. Gibbs - JH/HS Instrumental

Communication Arts

Ms. Black - JH English
Mrs Hunt - HS English
Mr. Myers- HS English

Math

Mrs. Coleman - HS Math
Mrs. Edgar - JH Math

Physical Education

Mr. Gaston –JH/HS P.E.
Mrs. Doss - JH/HS P.E./Health

Social Studies

Mr. Jackson - HS History
Mrs. Perry – JH History

Special Education

Ms. Faulkner- JH/HS
Mrs. Bales- HS

Library & Yearbook

Mr. Myers- JH/HS

Science

Mr. Bales - HS Science
Mrs. Carty - JH Science

SUPPORT STAFF

Secretary

Rhonda Black K-5
Melissa Dumke Alt. School
Kelley Morton 6-12
Michelle Major 6-12

Custodians

Alesha Crowder
Danny Chappell
Josh Young
Mary Maxwell

Bus Driver

Donna Asher
Kristie Hedrick
Lynnita Asher
Laura Vance

BELL SCHEDULE

7:20	Building Open to Students
7:26	Warning Bell
7:30-8:28	1st Period
8:32-9:30	2nd Period
9:34-10:32	3rd Period
10:36-11:34	4th Period
11:38-11:59	JH Lunch/ HS WIN
12:03-12:24	HS Lunch/ JH WIN
12:28-1:26	5th Period High School
1:30- 2:28	6th Period
2:32-3:30	7th Period

Class Sponsors

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

Mrs. Carty & Mrs. Hunt
 Mrs. Doss & Mrs. Corrigan
 Mrs. Bales & Mrs. Coleman
 Mrs. Gibbs & Mrs. Edgar
 Mr. Myers & Mrs. Perry
 Mrs. Portell & Mr. Yount
 Mrs. Black & Mr. Bales

Organization Sponsors

Art Club
 Beta Club
 FBLA
 GVC Math

Mrs. Corrigan
 Mrs. Coleman
 Mrs. Portell
 Mrs. Coleman

GVC Art
 FFA
 Yearbook
 GVC Scholar Bowl

Mrs. Corrigan
 Mr. Yount
 Mr. Myers
 Mrs. Houart

A+ Schools Program Scholarship (Policy JFCJ)

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

2025 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.

17 ACT Math or greater	And	2.5 GPA or Greater
16 ACT Math or greater	And	2.8 GPA or Greater
15 ACT Math or greater	And	3.0 GPA or Greater

8. Prior to graduation, enter into a written agreement with your high school to participate in the A+ Schools Program.
9. **File FASFA application in order to meet post secondary admission requirements.**

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 a grade point average of 3.5 or above on a 4-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. The grade point average for each individual semester must be 3.5 or higher on a 4-point scale.

To receive an academic star:

1. The grade point average for each individual semester must be a 3.8 or higher on a 4-point scale.

Test Dates:

ACT Test Date	Registration Deadline	Late Registration (Fee required)
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September 19, 2026	August 14	September 1
October 17, 2026	September 11	September 29
December 12, 2026	November 6	November 29
February 27, 2027	January 22	February 9
April 10, 2027	March 5	March 23
June 12, 2027	May 7	May 25
July 10, 2027	June 4	June 22

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 (Policy IKFB)

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.

Latin Honors will be determined by the following criteria for cum laude, magna cum laude, summa cum laude:

	Cum Laude	Magna Cum Laude	Summa Cum Laude
Required coursework/courses [24 credits]*	Complete all coursework necessary to meet district graduation requirements. Effective (sp. '29) Take an equivalent course or higher of the following: - Algebra II - Biology II, Chemistry, or 3 years Agriculture - English Language Arts IV or Public Speaking - Any certificate received through vocational technology	Complete all coursework necessary to meet district graduation requirements Effective (sp. '29) Take an equivalent course or higher of the following: - Algebra II - Biology II, Chemistry, or 3 years Agriculture - English Language Arts IV or Public Speaking - Any certificate received through vocational technology	Complete all coursework necessary to meet district graduation requirements Effective (sp. '29) Take an equivalent course or higher of the following: - Algebra II - Biology II, Chemistry, or 3 years Agriculture - English Language Arts IV or Public Speaking - Any certificate received through vocational technology
GPA	Earn a minimum of 3.0 weighted GPA	Earn a minimum of 3.5 weighted GPA	Earn a minimum of 3.8 weighted GPA

Additional qualifying coursework**	Complete at least three semesters of core elective courses* or dual enrollment.**	Complete at least four semesters of core elective courses* or dual enrollment.**	Complete at least five semesters of core elective courses* or dual enrollment.**
Attendance	91%-92 % cumulative attendance	93%-94% cumulative attendance	95% cumulative attendance
High School Activities***	Participate in at least four high school activities during high school career.	Participate in at least six high school activities during high school career.	Participate in at least eight high school activities during high school career.

*Core Elective Courses refer to Math, English, Science, or Social Studies courses taken in addition to core requirements for graduation.

** Dual Enrollment classes must be completed and free of any disciplinary actions

*** Activities include any extracurricular or co-curricular club or any MSHSAA sanctioned activity:

Qualifying Activities:

- All MSHSAA sports/activities offered at VHS
- All Clubs sponsored at VHS
- Class Officers positions
- Kids Hope
- Skills USA Competition - sanctioned through Arcadia Valley Technology Center
- Welding Competitions- under the direction of the Ag teacher
- Past clubs offered at VHS/Transfer student activities - (Leadership Council, Shop club, FCCLA, theater, choir)

*Students must complete the season to count.

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.

Daily Announcements (Policy EBC)

Items for the announcements are to be in the high school principal's office by the end of 5th period of the school day previous to when it is to be read. Announcements will be read via intercom at 7:30 daily along with TV postings throughout the day.

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 (Policy EBC)

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 (Policy IGD)

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 four (4) 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.

Field Trips (Policy IICA)

All students are encouraged to participate in school sponsored field trips both during and after school. Students on a school sponsored field trip will not be counted absent as long as they ride the school provided transportation. Students will not be allowed on a school sponsored field trip in the following events:

- a. Absent from school - missed the bus
- b. More than one F in current gradebook
- c. Any major discipline problems reported on the year
- d. Currently under attendance probation (missed more than 6 days of school up until the time of the trip)

*this policy does not cover all circumstances and other considerations will be handled on a case by case basis

Final Exams (Policy IL-1)

Finals are required to be given by the Teacher. Finals will be given the last week of each semester and be comprehensive for the entire semester. Students not present on the day of finals will receive zero credit for the exams. A student is only allowed to miss school on finals days with pre-approval from the principal.

Food Services (Policy EFB)

A nutritious breakfast and lunch program is provided for students each day of school. For the 2025-2026 school year the lunch and breakfast prices are as follows:

- a. Breakfast - \$1.65
- b. Lunch- \$2.75
- c. Free and reduced lunch - \$.40
- d. Free and reduced breakfast - \$.30

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.** School will send out emails via Infinite Campus once lunch balances have exceeded \$25. Breakfast will be served by 7:20 am in the HS cafeteria.

Grading System

Length of class – 58 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	B- = 80 - 82	D+ = 67 - 69
A- = 90 - 94	C+ = 77 - 79	D = 63 - 66
B+ = 87 - 89	C = 73 - 76	D- = 60 - 62
B = 83 - 86	C- = 70 - 72	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 (Policy IKF)

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
Health	.5
Physical Education	1
Electives	7.5
Minimum Credits Required	24

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.

Credit Recovery: 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 or program that is accredited by the Missouri State Department of Education. No more than four (4) semester courses per year may be used to fulfill graduation requirements (with an exception of students placed in a separate setting). Grades from correspondence courses will not be used to determine class rank, the credit will be listed as pass or fail.

To qualify for credit recovery the following requirements must be met in the initial course:

- A minimum number of tutoring hours (20) must be completed by the individual student with a teacher of the school district
- 60% of the semester course work (assignments) must be completed.

EARLY-OUT REQUIREMENTS Students must have a special need to leave high school in less than eight semesters. Students may be permitted to leave school at the end of their seventh semester if they have fulfilled the required units of graduation and the school administration feels it is in the best interest of the student and the school. Seniors wanting to graduate after the first semester of their senior year must submit a formal letter of application along with an early out contract to the counselor as well as a request must be made by a letter from parents and the student no later than November 1 st of the student's senior year. (Policy IKFA)

College Credit Transfers: Students are allowed to take additional dual enrollment courses outside of the required seven (7) period school day. However, only two classes (6 credit hours) will be allowed to be transferred in and placed on the official transcript.

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. Have a GPA higher than 3.5 for the semester for Honor Roll
3. Have a GPA higher than 3.8 for the semester for 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 (Policy EHB)

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 (Policy JFCI-2)

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 extracurricular 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 first time a student tests positive for drugs or alcohol under the random drug testing program, the student shall be suspended from participation in all covered activities for a minimum of 30 participation days and must pass a district-administered drug test prior to participating in covered activities again.

Alternative First Offense – With the consent of the student and their parents/guardians, the superintendent may reduce the suspension from 30 to 10 participation days if the student meets the following requirements:

Within one week of the conference, the student must receive or be enrolled in substance use counseling from a licensed provider. The parents/guardians are responsible for any costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the substance use treatment provider at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.

*The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.

Second Offense – Students with two positive test results for drugs or alcohol will be prohibited from participating in all covered activities for a minimum of 90 participation days and must pass a district-administered drug test prior to participating in covered activities again.

Third Offense – Students with three positive test results will be prohibited from participating in all covered activities for the rest of their enrollment with the district.

Testing Obstruction – Students who obstruct the district's drug testing process will be suspended from all covered activities for one calendar year and will forfeit all eligibility for awards or honors given for those covered activities. Students may also be subject to discipline for the act of obstruction itself. Students obstruct the drug testing process when they:
Refuse to submit to a drug test under this policy;

Intentionally submit a falsified sample for testing (such as submitting someone else's sample as their own, submitting an old sample as if new, or submitting a sample containing a substance intended to cause a negative result on the test); or

Otherwise intentionally interfere or attempt to interfere in any way with the integrity of the sample collection and testing process under this policy.

Students who have not been asked to provide a sample but who obstruct the testing of another person's sample may be disciplined for the obstruction.

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 (Policy IKE)

Students in the junior high school must pass the required courses, including electives, for promotion from the sixth grade to seventh grade, seventh grade to eighth grade, and from the eighth grade to the high school. Students may be required to attend summer school to move to the next grade level.

- Students in grades six, seven, or eight must have successfully completed nine (9) academic semester (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.
- Each year students have a total of 8 core semester (classes) and 6 elective semester (classes).
- When the professional staff concludes that retention in the junior high school would be detrimental to the student and/or school, the Junior High Retention Committee will explore what options the student has which could include summer school program and/or credit recovery.

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).

Students must eat and stay in the cafeteria or the commons area during the lunch period until the bell rings at 11:58. 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 at 12:22.

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 and Other Electronic Communication Devices

The use of cell phones, personal digital assistants, personal laptops and tablets or any other electronic communication devices are not permitted from the start of school to the end of the school day (3:30). Please refer to the changes in the student discipline section.

TECHNOLOGY AND DISCIPLINE- With increasing use of both personal and district owned/issued technology there are many instances where a student may commit a disciplinary infraction while using technology. In the vast majority of these cases

these instances will be handled according to the guidelines listed in this discipline handbook. There are additional guidelines and student responsibilities and expectations of conduct when using district-owned technology, and violations of those expectations will be handled according to this discipline handbook and the Chromebook technology policy. The policy can be found at the conclusion of the student handbook..

Report Cards

A report card 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 the 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/RootEd Advisor about availability.

School Fundraisers (Policy IGDF)

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. **Policy JH-A**

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 (Policy KK)

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 (Policy IGAD)

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 12:02am.

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
B	2.909	B	3.272	Algebra/Trigonometry
B-	2.545	B-	2.908	Physics
C+	2.181	C+	2.544	Dual Credit/Enrollment Classes
C	1.818	C	2.181	
C-	1.454	C-	1.817	
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 (Policy JED)

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.

Late to school

Students arriving after 7:35 a.m. to school must sign in at the office. Students will be considered "late" and it will count in attendance hours.

Absence Policy

1. An absence for any reason will be counted as an absence.
 - a. No distinction will be made to determine if the absence was excused or unexcused.

- i. Doctor's notes will be accepted by the high school office.
 1. Doctor's notes serve as documentation as to why the student was absent in the case of an appeal.
 2. **Doctor's notes do not eliminate absences.**
- b. 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.
- c. 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 missed work according to district policy.
 - a. When a student has three (3) or more recorded days absent the student's parent/guardian will be notified via email.
 - b. When a student has five (5) or more recorded days absent the student's parent/guardian will be notified via email and phone call.
 - c. When a student has seven (7) or more recorded days absent the student's parent/guardian will be notified via email and phone call. A no credit "NC" will be recorded for any class in which the student currently has a passing grade. A grade of "F" will be recorded in any class in which the student currently has a failing grade.
 - d. When a student has ten (10) or more recorded days absent the student's parent/guardian will be notified via email and phone call. In order to be in compliance with state law, the school has the right to notify either the County Juvenile Office and/or the Children's Division.
3. The office will make every effort to notify parents when a student is absent. It is still the parent's responsibility to make the school officials aware of the student's absences as they occur. 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 WIN 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.

Attendance Recovery

For students who have missed in excess of 6 days of school, they are able to recover credit through attendance recovery.

Attendance recovery is hosted on Mondays during Blue Jay Day.

Each Blue Jay Day can result in up to four hours worth of credit.

Participation in Blue Jay Day does not change the reported number of days absent.

Appeal Procedure

1. If a student misses more than 6 days for extraordinary reasons, an appeal may be made to have credit reinstated for each day missed over 6 days.
2. The student should collect an appeal form from the high school office.
3. All appeal forms and any relevant documentation (doctor's notes, funeral cards, ext) must be returned to the office before the 15th calendar day prior to the end of the semester.
4. Failure to submit the form before this date will result in credit being forfeited.
 - a. 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.
5. The appeal will be presented to the attendance board, consisting of the principal and school counselor.
 - a. All students will be afforded due process as guaranteed by constitutional provisions.
 - b. The process will be in accordance with state law and with the provisions outlined in the district's policies and regulations regarding student attendance.
6. The result of the appeal will be one of the following:

- a. 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.
- b. No-Credit: The committee found no substantiating evidence to validate the excessive number of absences. Credit is denied. Students can work to regain credit through Blue Jay Day.

Additional Information:

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 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 (Policy JG)

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 rights 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

*The district shall notify parents, and secondary school students who are at least 18, that the district is required to release the student's name, address and telephone listing to military recruiters and institutions of higher education upon request. The district will also notify parents, and secondary school students who are at least 18, that they may request in writing that the district not release this information, and the district will comply with the request.

DISTRICT UNACCEPTABLE BEHAVIORS

1. 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.

2. Arson

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

3. 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.

4. 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 Monday school.

5. Alcoholic beverages or illegal drugs (Policy JFCH)

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. Consequences may vary.

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

A. Selling of

First offense – Expulsion and law enforcement notified

B. 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 ASD/Monday School/ISS

Second offense – 1 day of OSS

Third offense – 3 days of OSS

6. 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

****Consequences may vary****

7. 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

8. 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 ASD/Monday school and article confiscated/ISS

Third and successive offenses – 1 day of OSS and article confiscated

9. Bullying/Cyber Threats/Harassment (Policy JFCF)

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.

10. 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 the seat while the bus is in motion.
- f. When the bus stops become quiet so the driver may hear as well as see any danger.
- g. Keep your 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. Possible 1 day loss of bus privileges, ISS, Lunch Detention

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.

11. Cell Phone

The school office will cooperate with parents and guardians to deliver messages to students during school hours (mainly in between classes, lunch, and WIN time). Calls for students during school hours are creating a disruption to the school routine and need to be limited. Any messages will be written down and given to the pupil in a reasonable amount of time. If there is a call from a parent or relative that is an emergency the student will be called to the office. Students' cell phone use is prohibited once school starts at 7:30 am until 3:30 pm. This includes pagers, personal music players, smart watches, bluetooth earbuds, or any other device that can be used for communication that is not school issued. This is a zero tolerance policy with the goal to provide the best education for our students. Students will not be allowed to use them or visibly display them which includes in their pockets. Speakers will not be allowed. Students will be personally and solely responsible for the security of the personal electronic devices. The school will not be responsible for theft, loss, or damage of electronic devices. The school resources will not be used to investigate lost or stolen devices. If students violate this policy the following consequences:

- 1st offense- Phone is confiscated, principal conference, and possible lunch detention, after school detention, or Monday school.
- 2nd offense- Phone is confiscated, principal conference, and 1-2 days ISS
- 3rd offense- Phone is confiscated, principal conference, and 3-4 days ISS

*After the third offense a student is to not have a phone on campus and if found with a phone on campus will serve 1-3 days out of school suspension.

**These consequences apply to both students if one student allows someone else to use their phone.

12. Cheating

Offenses shall include, but are not limited to, copying from another student's paper, copying from a "cheat sheet", the use of an AI program (w/o teachers approval), 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 – Students 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.

13. 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 ASD/Monday school/ISS

Second offense – 1 day of OSS

Third and successive offenses – 3 days OSS

14. Display of affection

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

First offense – after school detention/ Monday school

Second offense – 1 day of ISS

Third and successive offenses – 1 day of OSS

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

First offense – Warning/1-2 days of ASD/Monday/ISS/OSS school depending on the seriousness of the incident.

Second offense – 1-3 days OSS

Third and successive offenses – 5 days OSS

16. 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

17. 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).

18. 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

19. Fireworks

Students shall not possess or use fireworks on school property

*Possession of:

First offense – 1 day of OSS 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

20. 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 unless approved by the administration.

First offense – Conference with the principal/Lunch Detention

Second offense – 1 ASD/Monday School

Third and successive offenses – 1 day of ISS

21. Forgery

Students shall not reproduce the signature/impersonation (phone calls) of parent, guardian, and/or staff member for the purpose of deception.

First offense – 1 day of OSS

Second and successive offenses – 2 days OSS

22. High Energy Drinks:

Energy Drinks, such as Monster, Red Bull, Aml, Celsius, Ghost Energy, and C4 Performance Energy, etc. are NOT allowed at school. If found drinking an energy drink at school, students will be asked to throw the energy drink away with the following consequences:

First offense: Confiscation and verbal warning.

Second offense: Confiscation, Parent Contact, 1 day of Lunch Detention

Third offense: Confiscation, Parent Contact, 3 days of Lunch Detention/ 1 day of ISS

23. 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 Monday school/ISS

Second offense – 1 day of OSS

Third and successive offenses – 3 days OSS

24. Littering

Students are to properly dispose of any refuse.

First offense – 1 after school detention

Second offense – 1 day Monday school/ISS

Third and successive offenses – 2 days of OSS

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

Each offense – replace the property or pay for it possible ISS/OSS

26. 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 gym. Students are not to park along the school driveway, which is reserved for visitors and teachers 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.

** Based on the event additional consequences are possible (Monday School/ISS/OSS)

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

First offense – 1 day of Monday school/ISS - items confiscated

Second offense – 1 day of OSS - items confiscated

Third and successive offenses – 3 days OSS - items confiscated

28. 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 or Extra-Curricular

First offense – ASD/Lunch Detention/Monday School - removal from classroom/function

Second offense – 1 day of ISS

Third and successive offenses – 1 day of OSS

29. Serious display of disrespect toward peers

First offense – 1 after school detention/Monday School/ISS

Second offense – 1 day of ISS or OSS

Third and successive offenses – 2 days of OSS

30. 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

31. 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.

** Based on the event additional consequences are possible (Monday School/ISS/OSS)

32. Student dress (Policy JFCA)

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, costumes, 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 (bralette), 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).

Hats may be worn in the building. However, each teacher reserves the right to restrict any type of headgear during their class time. If a faculty member asks a student to remove their hat, a student must comply. Hats will be removed during the Pledge of Allegiance.

Each offense – Students 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.

33. Students Missing Class

Students are expected to use the changing time between classes to prepare for their next class which includes, but is not limited to using the restroom. As a district we recognize that situations due occur and emergency situations happen. If this becomes excessive (greater than 3 times per class, per quarter) and a routine then it can result in disciplinary action of the following:

- * Each offense- Lunch Detention

34. Tardies

Unexcused tardies (total tardies – not tardies per class)

Tardy 4-7 Lunch detention

Tardy 8+ Monday School/ISS

Tardies will start over at the semester

35. 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

36. 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 – 1 day OSS*
Second offense – 3 days OSS*
Third and successive offenses – 5 days suspension*

*consequences for property damage may be modified depending on the severity of the incident.

37. 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

38. Unpreparedness for class

To ensure all students fully equipped to engage in classroom learning, students are expected to arrive prepared with required materials daily. This policy specifically addresses failures related to Chromebook and textbook readiness, or the need to leave class, which is essential for digital learning and coursework.

Definition of “unprepared”: A student is considered unprepared for class if they:

- Fail to bring their assigned required materials to class (including Chromebook).
- Bringing a Chromebook that is not sufficiently charged to complete required tasks.

- a. Unprepared- 4-7 Lunch detention
- b. Unprepared- 8+ Monday School/ISS
- c. Unpreparedness will start over at the semester

39. 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/Monday School
Second offense – 1-3 days of ISS
Third and successive offenses – 1-3 days of OSS and a conference with parent before returning to school

40. Unauthorized selling

Students shall not engage in unauthorized selling on school grounds.

First offense – Conference with and warning from principal possible Lunch Detention/Monday School/ISS
Second and successive offenses – 1 day of OSS

41. Use of inappropriate language

Students shall not use profane, obscene, or any other inappropriate language

First offense – 1-3 days of Lunch detention/ASD/Monday School/ISS

Second offense – 2 days of Monday School/ ISS

Third and successive offenses – 1-3 days of ISS/OSS

42. 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

43. Weapons and dangerous instruments (Policy JFCJ)

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 of 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

Monday School (Bluejay Day) shall consist of the following rules:

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

Time: Monday detention is held from 8:00 am until 11:00 AM. You will meet at the designated supervisor's room 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. The rules are to be read, signed and returned to the 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 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. Students must remain busy studying or reading.

After-School detention will consist of a regular classroom with teacher supervision. The detention will be from 3:30– 4:30 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.). 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 (Policy JGD)

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 judgment, 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 148 Days and Expulsions

Only the Board may expel a student or suspend a student for more than 148 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 148 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 148 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 148 days. The superintendent may also immediately suspend the student for up to 148 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 148 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 (Policy JGE)

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 a 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.

SEXUAL HEALTH INSTRUCTION (Policy IGAEB)

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Department of Elementary and Secondary Education's Trauma-Informed School Initiative to parents/guardians.

<http://dese.mo.gov/traumainformed>

SUICIDE PREVENTION (Policy JHDF)

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Iron County C-4 School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

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.

MOCAP (Policy IGCD A)

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of

a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Iron County C-4 School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Iron County C-4 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Iron County C-4 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Iron County C-4 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

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. Adam Portell
573-244-5521
Iron County C-4 Schools
35 Highway 49
Viburnum, MO 65566

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

Titles VI and IX
Mr. Adam Portell
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. Adam Portell
Superintendent of Schools
35 Highway 49
Viburnum, MO 65566
(573) 244-5422

Rev. July 2018

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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 II -- 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 II 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 superintendent or designee's discretion, 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 (AHEHA, Public 99-519). The law required the 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. Adam Portell. As required in the rule, Mr. Adam Portell 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. Adam Portell
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 any time if you wish to discuss or observe your child activities.

Sincerely,

Mrs. Brooke Harris
6-12 Principal

I have reviewed a copy of the 2025 - 2026 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.

Parent Signature

Date

Student Names: _____

Iron County C-4 School District 6-12 Chromebook/Technology Policy

Parent/Guardian/Student

Please read and sign the Iron County C-4 School District's Parent/Student Chromebook User Agreement. You must comply at all times with the Iron County C-4 School District's Parent/Student Chromebook Handbook and Student Acceptable User Agreement (AUP) and all of its contents. Any failure to comply may end your rights of possession effective immediately and the District may repossess the property. Teachers may set additional requirements for Chromebook use in their classroom.

Use of Technology

The Iron County C-4 School District provides Google Chromebooks to all students in grades 6–12. Students will retain their original Chromebook each year while they are enrolled in either the Middle School or the High School. This program transforms students from information consumers into creative producers, fostering a collaborative, tech-forward learning environment.

- Privilege, Not a Right: Using district technology is a privilege. The school may limit, suspend, or revoke access for inappropriate behavior.
- No Expectation of Privacy: The district owns the devices and can monitor, log, or inspect all network traffic, files, browser history, and screen activity at any time without notice.
- Signatures Required: Students will not receive a device until both the student and parent/guardian sign the Chromebook Agreement.

Chromebook Care & Maintenance

Students are entirely responsible for the general care of their assigned Chromebook.

- Chromebooks should remain in their cases, failure to do so will forfeiture of optional insurance coverage if damaged.
- Food & Drink: Keep all food and liquids away from the device.
- Personalization: Do not write on, draw on, or place stickers/labels on the Chromebook.

- Cables & Accents: Insert power cords and removable storage carefully. Avoid using the power cord where it poses a tripping hazard.
- Asset Tags: Do not deface or alter the engraved school asset number.
- Environment: Keep devices away from pets and never leave them in a vehicle.
- Never lift or carry the Chromebook by its screen, or carry it while the screen is open.
- Do not place heavy objects on top of the device, even when closed.
- Before closing the lid, ensure no pens, pencils, or papers are left on the keyboard.
- Clean the screen only with a soft, dry microfiber cloth or pre-moistened lens wipes. Do not use window cleaners or water.

Daily School Usage

- Students must bring their Chromebook to school every day fully charged.
- Classroom Expectations: Bring the device to every class unless instructed otherwise by a teacher.
- Forgotten Devices: Students who forget their Chromebook may borrow a day-loaner from the Tech Lab, if available.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just like it was his/her original school issued device.
- The Tech Department will document the number of times a loaner is issued to each student for not having their own device and send reports to the principals' office for those students that have more than 3 occurrences during the school year.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should purchase their own personal set of headphones for sanitary reasons if they wish to use them with their Chromebook. They can be purchased through HS Office for \$1
- Students will be issued one free charger, if one is lost an additional charger may be purchased through the HS Office for \$15. Defective chargers will be replaced free of charge.

Storage & Security

- When not in use, Chromebooks must be securely locked inside the student's locker.
- Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the following: the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the office.
- Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.
- Passwords: Log in using only your school-issued Google account. Do not share your password with anyone. If a password is compromised, visit the Tech Help Desk immediately for a reset.
- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The school will not be responsible for the loss of any student work.

Software & Content Filtering

- Operating System: Devices run ChromeOS, which updates automatically. Students are prohibited from installing alternative operating systems.
- Content Filtering: In compliance with the Children's Internet Protection Act (CIPA), the school filters and monitors internet activity both on and off campus, but not all malicious activity can be impeded.
- Apps & Extensions: Students may install appropriate Chrome web apps and extensions from the Chrome Web Store for educational use but are fully responsible for what they install.
- Themes & Backgrounds: Background images may not feature people, vulgarity, or inappropriate media. Staff reserves the right to change any device background at any time.
- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, software or their configuration will result in cancellation of technology and network privileges. Disciplinary measures in compliance with the District's discipline code and policies will be enforced.

Loss or Theft:

Loss or theft of the property must be reported to the District by the next school day after the occurrence. Insurance will cover 50% and the student is responsible for the remaining 50% of the replacement cost.

- In case of theft, vandalism, and other criminal acts, a police report must be filed by the student or parent within 24 hours of the occurrence. Incidents happening off campus must be reported to the local police or sheriff (depending on location of incident) by the parent and a copy of the report must be brought to the school within ten school days.
- If you choose not to purchase insurance and the computer is damaged, lost or stolen, the parent/guardian is financially responsible for all repair or replacement costs.

End of School Year

At the end of the school year, students will turn in their Chromebook and power charger. Failure to turn in a Chromebook and accessories will result in the student being charged the full \$250.00 replacement cost.

Repairs, Replacements, & Insurance

Repairs

- All broken or malfunctioning devices must be brought to the Tech Lab immediately. Never take a school device to an outside repair service or attempt to fix it yourself.
- While a device is being repaired, a long-term loaner may be issued.

- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- **If the case comes off for any reason do not attempt to reinstall, bring to the Tech Lab immediately.**

Estimated Out-of-Pocket Costs

If damage occurs due to negligence, accidents, or misuse, families are responsible for the following estimated parts costs (labor is free):

- Full Chromebook Replacement: \$250.00 (Required if the main board is damaged)
- Replacement Battery: \$50.00
- Replacement Screen: \$50.00
- Replacement Keyboard/Touchpad: \$50.00
- Replacement Charger: \$15.00 - These can be purchased in the HS Office

 Important: If a student leaves, transfers, or graduates and fails to return the Chromebook and charger, they will be billed \$250.00. The school will also file a stolen property report with local law enforcement and may send unpaid fees to a collection agency.

Optional Accidental Insurance (\$25/Year)

Families can buy annual peace-of-mind insurance for \$25.00 per device.

- What it covers: One out-of-warranty accidental repair (up to \$250 value) and one lost/damaged power cord.
- What it does NOT cover: Defective hardware covered by the manufacturer's warranty (**this is always free**) , malicious/intentional damage , or completely lost/stolen devices. Subsequent damages after the first claim must be paid out of pocket.
- If you choose not to purchase insurance and the computer is damaged, lost or stolen, the parent/guardian is financially responsible for all repair or replacement costs.