

Parent

The student handbook is a valuable resource. Students and parents should become aware of the information contained within this handbook. I have encouraged your child to take the handbook home and discuss the issues within it with you.

High School Principal

STUDENT HANDBOOK
South Iron R-1 School District
Annapolis, MO.

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2005-2006

School year

The South Iron R-1 Board of Education has approved all rules, regulations, etc., contained in this handbook. In the event a conflict exists with the official policies of the Board of Education, the board policies in all instances take precedence.

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INTRODUCTION

JUVENILES AND THE LAW

A pamphlet regarding Juveniles and the Law, published by the Missouri Bar is available for review in the Principal's office.

KNOW YOUR SCHOOL

School Mascot.....Panther
School Colors.....Maroon - White - Black
School Song.....(to the tune of - Far Above Cayuga's Waters)

As a monument to knowledge, stands our school so strong;
Things we learn within her walls, will move our world along.

South Iron High, we stand with you, and shout aloud your name;
We will make you proud of us, and bring you future fame.

Side by side and altogether, high our banners fly;
When we leave your hallowed walls, we'll leave them with a sigh.

School Athletic Size.....Class 2A

MISSION STATEMENT

It is the mission of the South Iron R-1 School District to educate our students to be productive citizens by providing opportunities to succeed today.

PARENT RESPONSIBILITIES

Education is a joint project of the home, school and community. Parents must remember that they have ultimate and legal responsibility for their children's behavior. This responsibility can be summarized in the following:

1. Insist on your child's prompt and regular attendance in school.
2. Encourage and help your child to give proper attention to health, personal cleanliness and neatness of dress.
3. Provide a place for study and homework. Discourage the interruptions of friends, phone, TV and be available for help.
4. Encourage your child to take part in student government and the extra curricular-class activities that make school experience memorable.
5. Insist that your child bring home promptly and share any communications from school. Read and discuss them with your child as indicated.
6. Support teachers, principals, schools, and the education they're trying to provide. Please be supportive of school rules when your child is listening. If you think changes are needed take your suggestions to school authorities as appropriate.
7. Attend the informal and voluntary conferences set up by a teacher or principal dealing with your child's progress and with activities which will affect the students.
8. Take part in parent-teacher organizations; respond to calls meeting of the board of education; make your presence and your influence felt in the school life of your child.
9. Should your child become involved in an infraction of the rules, help him/her to face the

problem and resolve it in an orderly manner.

PROTECTION OF STUDENT RIGHTS

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the children.

No student, as part of any federally funded program, shall be required without prior parental consent in writing to submit to a survey, analysis or evaluation that reveals certain information. Board Policy JHDA. See the principal for details concerning this policy.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. 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, multi handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

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 State Department of Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District 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.

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 15 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.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, and sources of referral of applicants for admission and employment with the South Iron R-I School District 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 South Iron R-I School District compliance with the regulations implementing Title VI, Title IX, or section 504 is directed to contact Mr. Homer Lewis, South Iron R-I School District, Annapolis, Missouri, Telephone 573-598-4241. Mr. Homer Lewis has been designated by the South Iron R-I District to coordinate the institution's effort to comply with the regulations implementing Title VI, Title IX, and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504. (See Board Policy AC)

TITLE I ESEA

All title I programs are 100% funded by federal monies. Programs Include:

Special Reading Grades K-7
Pre-School Three and Four year olds

In addition, the No Child Left Behind Act (NCLBA) requires schools to notify parents that they may request, and the district will provide parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers including the following:

- * Whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught
- * Whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived
- *The undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree
- *If the child is provided services by paraprofessionals, their qualifications.

SOUTH IRON R-I SCHOOL DISTRICT COMPLAINT RESOLUTION PROCEDURE FOR FEDERAL PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools act (IASA).

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

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: Complaints and reports should be addressed to the compliance coordinator, who is the Superintendent of Schools, 210 School Street, Annapolis, MO 63620, phone 573-598-4241, fax 573-598-4210. [In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: (Board of Education, 210 School Street, Annapolis, MO 63620, phone 573-598-4241, fax 573-598-4210), who will assume the coordinator's duties for the purpose of complaint.]

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

SECTION 504: PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION PLACEMENT

The following is a description of the rights granted by federal law to students with disabilities*. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Act (PL 94-142) or Section 504 of the Rehabilitation Act; *(Section 504 of the Rehabilitation Act statute and regulations: 29 U.S.C. 706(7), Section 794; 34 C.F.R. Part 104, the Individuals with Disabilities Education Act statute and regulations: 20 U.S.C. Section 1232g; 34 C.F.R. Part 99)
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational programs, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
15. Ask for payment of reasonable attorney fees if you are successful on your claim; and,
16. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is

Homer Lewis, telephone number 573-598-4241.

STUDENTS OF LEGAL AGE

Every student eighteen years of age or older shall be deemed to be an adult and all educational rights and privileges shall transfer from the parent/guardian to the student. Such students, like all other students, shall comply with the policies, rules and regulations established by the Board of Education, pursue as prescribed course of study and submit to the authority of teachers and others in a supervisory role. Board Policy JFD.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These Rights are

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental or guardian, or the students (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten days of receiving this handbook of the information they do not want released. Student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status; participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof; weight and height of members of athletic teams; dates of attendance; degrees, honors and

awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

ASBESTOS MANAGEMENT PLAN STATEMENT

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos Containing Materials in Schools 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 South Iron R-I School District conducted a complete inspection of its facilities in 1988, utilizing the services of Larron Management. 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 hour, without cost or restriction, for inspection by representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and was conducted on May 1, 2003. A reinspection of our facilities is required every three (3) years and was conducted on July 17, 2003. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encourage to examine the management plan that affects your child(ren).

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 Homer Lewis. As required in the Rule, Mr. Lewis is the single contact for the public to obtain information about asbestos-related activities in the District. You may reach Mr. Lewis at 573-598-4241.

PART I: ACADEMICS

ACADEMIC LETTER

Academic letters will be awarded to students who are on the "A" honor roll for the entire year. In order to qualify a student must not have missed school on an out-of-school suspension nor served in-school suspension for any purpose other than for tardiness.

ACADEMIC HONORS

Class rank shall be determined on the basis of grade point average with marks earned in all courses that carry ½ units of credit per semester. School personnel are authorized to advise students of their cumulative grade point average, class rank, and credits earned at the time of enrollment. Final class rank will be based on the seventh semester cumulative grade point average based on an eleven point scale.

ACADEMIC LOAD

High school students are expected to schedule seven (7) class periods. Exceptions may be permitted for students enrolled in approved vocational programs where such a schedule would not be practical or possible, or for students who have been approved for part-time attendance.

ADMISSION

The regular high school program shall be open to all residents from grade 7 to 12.

Students sixteen years and older shall not be permitted to enroll during any semester in which twenty (20) school days have been completed. Exceptions to this shall require special board approval after parent/student(s) provide documentation providing the nonattendance was due to circumstances beyond the student's control. Under no circumstances shall the student(s) be allowed to enroll during any semester after the first day of the second nine week term.

ASSIGNMENTS OF STUDENTS

Principals may schedule groups, or assign students as in their professional judgment will enable the individual to best realize the purpose for which the school exists. The choice of students may be a factor in all assignments.

CLASS RANKINGS

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduation class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest grade point average as computed at the end of seven semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as competed at the end of seven semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.

- To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district prior to and continuously following the 10th school day of the student's senior year. Students must have completed two semesters at South Iron at the time the class rank is determined.

GRADE POINT AVERAGE (GPA)

A student's semester GPA is determined by dividing total grade points per semester by **total** units enrolled in per semester. Semester and cumulative GPA are calculated by the Lemberger Computer system used by the South Iron School District.

The South Iron School District Grade Point Scale is as follows:

<u>Letter Grade Percentages</u>		<u>Standard Scale</u>	<u>Weighted Scale</u>	<u>Weighted Plus</u>
A	94-100	11	13	14
A-	90-93	10	12	13
B+	87-89	9	11	12
B	84-86	8	10	11
B-	80-83	7	9	10
C+	77-79	6	8	9
C	74-76	5	7	8
C-	70-73	4	6	7
D+	67-69	3	3	3
D	64-66	2	2	2
D-	60-63	1	1	1
F	0-59	0	0	0

Weighted Course List

Psychology
 Sociology
 Speech
 Algebra II
 Geometry
 Current Events
 Meteorology
 Chemistry
 Principles of Technology I & II
 Applied Biology & Chemistry I & II

Weighted Plus Course List

English III +
 Advanced Child Development
 Trigonometry
 Calculus
 Contemporary U.S. History
 Zoology
 Botony
 English IV
 Spanish I & II Dual Credit
 Medical Terminology Dual Credit

CLASSIFICATION OF STUDENTS

High School students will be classified as follows on the first day of the school year:

- Freshman - Satisfactory completion of the eight grade.
- Sophomore - One year attendance in high school and satisfactory completion of 3 units of credit.
- Junior - Two years attendance in high school and the satisfactory completion of 10 units of credit.
- Senior - Three years attendance in high school and the satisfactory completion of 17 units of credit.

DISMISSAL OF SCHOOL

The Superintendent of Schools is authorized to cancel or dismiss school early due to any condition or emergency that would unduly risk the health or safety of students, or result in a situation where operating the school would be unwise. Information relative to closing the school will be broadcast on Channel 12 TV, KPWB in Piedmont, KTJJ in Farmington. Please do not call school employees for information regarding school closing.

ENROLLMENT AND WITHDRAWAL

The principal shall establish a procedure for the enrollment and withdrawal of students. Whenever possible, registration prior to the opening of the school term is desirable. Transfer students may only enroll if they are in good standing with their previous district. Any judgments set down by a sending District concerning a student's good standing may be honored by South Iron School.

Students sixteen years and older shall not be permitted to enroll during any semester in which twenty (20) school days have been completed. Exceptions to this shall require special Board approval after parent/student provide documentation proving the nonattendance was due to circumstances beyond the student's control. Under no circumstances shall the student(s) be allowed to enroll during any semester after the first day of the second nine week term.

EXAMS AND ACTIVITY PROJECTS

Final tests or activity projects will be administered at the end of each semester.

Students will be exempt from finals on a class by class basis only.

Students must have a 84%, (B), or higher 1 week before finals are given. (All students will have the option of taking finals if they chose.)

A student must have an attendance percentage that is at or above 94% for the current year.

Every three tardies will count as one day of absence in calculating final exemptions per semester.

Teachers will have the option of giving a comprehensive final or chapter finals.

Seniors will be exempt from finals during second semester, so long as they are passing the class.

Final tests are to be no more than 10% of the final grade.

Final tests or project activity originals will be turned into the Principal's office. It is not necessary to turn in graded work.

An examination schedule will be established each semester by the Principal.

GENERAL GUIDELINES FOR INDEPENDENT STUDY COURSES

1. First obtain permission from a teacher certified in the area the independent study is to be taken.
2. Complete the student eligibility section of the approval sheet.
3. The student, with the aid of the cooperating teacher, must complete an outline for the class to include the following:
 - a. one page description of the class to be taken;
 - b. one page essay on the reasons the class is needed;

- c. a complete description of the grading procedures;
 - d. a list of materials and books to be used in the course. This list may include a general comment on the number of sources to be used for a research project; and
 - e. an outline of work to be completed.
4. Independent study courses are mainly for seniors.
 5. If the student is not in the cooperating teacher's room, that is in the lab, computer room, or library, they are to remain there the entire hour.
 6. All independent study courses will be approved by the principal and counselor.

GOOD CITIZENSHIP POLICY/A+ TUITION FOR REIMBURSEMENT

Students who sign a contract for A+ tuition reimbursement status are to maintain good citizenship during the contract period.

Special cases outside the contract time involving serious violations will be subject to review.

Students who violate the Districts' Drug/Alcohol/Substance Abuse Policy during the contract time will automatically forfeit A+ Tuition Reimbursement status.

Other violations of the Districts' Discipline Policy will be reviewed by the principal and designated committee each semester using the following guidelines.

- Any violation committed by a student under contract which involves an out-of-school suspension will be reviewed.
- Any violation committed by a student under contract which involves poor behavior, disrespect, profanity, dishonesty, etc. will be reviewed.
- Any student under contract who receives four discipline referrals a semester will be reviewed.

Upon review of each individual case, the principal and committee will respond in one of the two ways.

1. A warning statement will be issued to the student's parents/guardian placing that student on probation for the next semester at which time no additional referrals can occur.
2. Notify the student's parent/guardian that the student has been removed from the A+ Tuition Reimbursement Program.

Appeals may be made to the Superintendent of Schools.

The principal will update each student's citizenship status on a semester basis with the A+ Schools Coordinator. The updated information will be used to fulfill the citizenship requirement of the A+ Tuition Reimbursement Program.

Student financial incentives will be available for a period of four (4) years after high school graduation (tuition reimbursement is contingent upon state funding and is not the responsibility of the South Iron R-1 School District).

To be eligible, each student must enter into a written agreement with the school during the last three (3) years prior to high school graduation, and:

- 1) Have attended a designated A+ School for three (3) consecutive years prior to graduation.
- 2) Graduated with a 2.5 grade point average or higher on a four (4) point scale (6.875 GPA on an 11 point scale).
- 3) Have at least a ninety-five (95%) attendance record for the three (3) year period (a student may be absent no more than 26 days total during their 10th, 11th and 12th grade years).
- 4) Performed fifty (50) hours of unpaid tutoring or mentoring for other students. This may include in-school or out-of-school time, and also summer school.
- 5) Maintained a record of good citizenship and avoidance of unlawful use of drugs.

To maintain eligibility, each participating student must during the four (4) year period of incentive availability:

- 1) Have enrolled and attended on a full-time basis a Missouri public community college or vocational or technical school.
- 2) Maintain a grade point average of 2.5 or higher on a four (4) point scale.

The tuition incentives will be made available only after the student has made a documented good faith effort to first secure all available federal post secondary student financial funds that do not require repayment. Also, the tuition incentives will only be made available to reimburse the unpaid balance of the cost of tuition, books and fees after the federal post secondary student financial assistance funds have been applied to these costs.

GRADUATION REQUIREMENTS

Graduation requirements from South Iron High School shall be:

1. Four years or 8 semesters' attendance.
2. In addition to the attendance requirement, the following minimum academic requirements shall be:
 - A. English-----3 units (English I, II, III)
 - B. Mathematics-----2 units
 - C. Science-----2 units
 - D. Social Studies-----3 units
 - E. Fine Arts-----1 unit
 - F. Practical Arts-----1 unit
 - G. Physical Education---1 unit
 - H. Electives-----11 units
 - TOTAL-----24 units**

Electives shall make up the remaining number of units required for graduation. Students attending Arcadia Valley Vocational School may have ½ unit waived from the 24 unit requirement for each year of attendance.

Special consideration may be granted to students who transfer in from schools with different graduation requirements.

Successful completion of both Missouri and U. S. Constitution tests and a course in Civics is required for graduation.

In justifiable circumstances, exceptions may be made to the eight (8) semester attendance provision for students who otherwise meet graduation requirements established by the Board of Education.

Only students regularly enrolled in school at the time graduation requirements are met will be entitled to take part in Senior activities or graduation exercises unless authorized by the Board of Education.

Any exception to the requirements, established in this policy, shall be in accordance with standards recognized by the Board of Education.

3. Beginning with the class of 1985, the following standards will be used in awarding the College Preparatory Studies Certificate:

- A. English/Language Arts-----4 units*
- B. Mathematics-----3 units*
- C. Science-----3 units*
- D. Social Studies-----3 units*
- E. Fine Arts-----1 unit
- F. Practical Arts-----1 unit
- G. Physical Education-----1 unit
- H. Electives-----5 units
- I. Units in Foreign Language-----3 units
and/or additional advanced
courses from *areas and/or
advanced vocational-technical courses.
- TOTAL-----24 units**

In addition to these credit and subject requirements, students must maintain a "B" average (8.0 on a 11.0 scale) in the four "core" subjects and score above the national average on a college entrance exam (SAT or ACT). Criteria for the certificate also stipulate the courses which must be included in this four year program of studies. In Mathematics, for example, this means two courses above Algebra I. In Science, the criteria calls for two courses above Biology I, including Chemistry or Physics--preferably both.

GUIDELINES FOR CORRESPONDENCE COURSES

Under the following guidelines a student may enroll in approved correspondence courses in order to meet graduation requirements.

1. All courses must be taken from an approved college or university correspondence division.
2. All courses must be approved by counselor and principal (prior) to enrollment.
3. All fees will be born by the student if a suitable substitute class is available.
4. No more than two (2) units may be taken and applied toward South Iron graduation.

5. A student may not enroll in more than two (2) one-half unit courses at a time.
6. Courses will not normally be approved if they are offered in the South Iron curriculum.
7. Generally speaking, courses may not be used to accelerate credit toward graduation.

GUIDELINE FOR SCHEDULE CHANGES

1. Unless extra, special circumstances warrant it, all schedule changes are to be made within a reasonable time period (to be determined by the High School Principal).
2. Reasons schedule changes **MAY** occur.
 - a. To accommodate a career pathway change.
 - b. Medical reasons
 - c. New placement
 - d. Part time or early out graduation
 - e. Work study programs
 - f. Failure of classes when GOOD effort has occurred
 - g. I.E.P. Students
3. All schedule changes are to be made during a conference with the Counselor or in some cases with the High School Principal. Unless special circumstances warrant it, students will only be allowed one schedule change conference per semester.
4. Second semester schedule changes may be made only under one or more of the following conditions:
 - a. The student was enrolled in a semester class the first semester and desires to enroll in a class second semester other than the one he indicated at the beginning of the year. (Note: A student will probably not be permitted to drop a required class to enroll in an elective class second semester.)
 - b. The student was enrolled in a class first semester in which he has already passed the second semester; and must enroll in another class to receive credit.
 - c. The student has failed the second semester of a required class in the past and needs to add that class.
 - d. The student has failed a specific first semester class during the current school year and/or will, in the teacher's opinion, have difficulty passing the second semester.
 - e. A Senior needs to add a specific class to satisfy or help satisfy a graduation requirement.
 - f. Any student fitting one or more of categories 3a, 3b, 3c, 3d, 3e, and/or 3f should contact the High School Counselor.

HOMEWORK

Parents requesting homework for their child should do so by 8:00 a.m. and pick it up between 2:00 and 3:00 p.m. the same day.

Homework is a flexible and individual instructional responsibility of the classroom teacher. The assignment should be understood by the student, be purposeful, and be varied. Homework should be consistent with the capacity and needs of the individual student and not be excessive. Assignments should supplement, complement, and reinforce classroom instruction. Providing school time for study

under the supervision of the teacher making the assignment is a recommended practice. See Discipline Policy for failure to do homework.

LIBRARY

The library is here to serve the students, faculty and staff, therefore, it will remain open for all students providing the librarian is available for supervision.

The following guidelines are given in an attempt to obtain maximum use of the library.

Students - Reference books and periodicals will remain in the library. Students permitted to come to the library will be expected to stay in the library until they return to their regular class. Please do not go to the library as an excuse to go to the restroom, telephone, drinking fountain, etc.

Once a book is removed from the shelf please place it on designated table and a library assistant will return it to its proper place on the self. Students should never reshelv books. Return all magazines to their proper place.

The library is yours, please use it and keep it neat so you will be proud of it at all times.

All library materials must be checked out prior to removing them from the library.

Teachers - Teachers may send small groups of one to three students into the library to work, provided seating is available. Please send accompanying note telling the name of the students, their assignment and the time they are to be in the library.

Teachers may reserve the library to bring their class in to work, provided the librarian knows in advance and it can be announced in the daily bulletin.

Teachers may send students to the library to check out a book on a corridor pass with a 5 or 10 minute time limit. Please send one or two students at one time.

PART-TIME ATTENDANCE

Students, 16 years and older, desiring part-time attendance may secure a part-time attendance (IEP) from the High School Principal's office. It is to be completed by the student and the counselor; a parent-principal-student conference must be held; and the student and at least one of his parents must meet with the Board of Education for final approval. Formal application for part-time attendance must be on file with the High School Principal no later than the 20th day of the semester.

PROMOTION OR RETENTION

Decisions relative to the promotion or retention of Junior High students are the responsibility of the High School Principal. Consideration of the child's achievement, aptitude, age maturity, and other factors consistent with the school philosophy shall be taken into consideration. Generally, Junior High students will not be promoted if they consistently fail three (3) or more units of credit for the year.

REPORT CARDS

Report cards showing student's grades are issued at the end of each quarter. One report card is given for all subjects. Students owing the school or those with overdue library books will not receive their card until the amount owed is paid or the overdue book is turned in.

The marking system is:

- A - Excellent
- B - Superior
- C - Average
- D - Inferior
- F - Failure
- I or Inc – Incomplete

Incomplete grades must be made up within a reasonable time period at the end of each quarter or an automatic F grade will be given.

This card is your record of grades for the previous quarter and you need not return it to school.

SCHOOL DAY

The school day shall provide seven hours of classroom instruction.

SCHOOL ROSTERS

Student or employee rosters are not available for general distribution. Their distribution shall be at the discretion of the administration.

SCHOOL TERM

The school term shall be a minimum of 174 days of actual student attendance. The Board of Education may approve a longer school term.

Five days of school constitute a week and 20 school days constitute a month.

SOUTH IRON HONOR ROLL

The purpose of the South Iron Honor Roll is to recognize those students with high academic achievement. The student will be honored by recognition on the "A" honor roll or "B" honor roll.

To attain "A" honor roll, the student will have all A's with one grade no less than a "B-". To attain "B" honor roll, the student will have all A's and B's with one grade permitted no lower than a "C-". Grade point average does not determine student honor roll status. Honor roll is based on quarter grades.

Grading system:

General Percentage	Plus-Minus Percentage
A 90-100	A 94-100
B 80-89	A- 90-93
C 70-79	B+ 87-89
D 60-69	B 84-86
F 59	B- 80-83
	C+ 77-79
	C 74-76
	C- 70-73
	D+ 67-69
	D 64-66
	D- 60-63

TEXTBOOKS

Basic textbooks will be provided free of charge to students in grades K-12. Students will be responsible for maintaining and returning books in a satisfactory condition. Students may be charged for textbook abuse or loss.

GUIDELINES FOR TEXTBOOK REPLACEMENT AND/OR DAMAGE

<u>Use of textbook</u>	<u>Replacement Cost</u>
1st year	Total Cost
2nd year	80% of cost
3rd year	60% of cost
4th year	40% of cost
5th year	20% of cost
6th year	10% of cost

Damages	Costs
Minor	\$1.00-\$3.00
Major (water damage, ect.)	Replacement Cost (see above chart)
Spine of binding damage	\$4.75 (rebinding cost)

PART II: STUDENT CONDUCT/DISCIPLINE POLICY

ACTS OF VIOLENCE

Students responsible for what the South Iron Board of Education considers acts of violence will have such acts placed on their permanent records. These records may be shared with another District upon request of that District.

AFTER SCHOOL DETENTION (ASD), BEFORE SCHOOL DETENTION (BSD), AND SATURDAY SCHOOL

When a student is assigned ASD, BSD, or Saturday school by the principal or his designee the following steps will occur:

1. Parents will be given a discipline notice explaining the reasons that ASD, BSD, or Saturday school has been assigned. This notice is to be given to the parents so that alternate transportation may be arranged. Parents must contact the principal if there is a reasonable problem with serving the assigned discipline. Request may be denied.
2. During ASD BSD, or Saturday school the student will be supervised by certified staff member.
3. The student should report promptly to the designated area and will be expected to remain for the entire time period. Exceptions to this rule must be approved by the principal. Failure to follow time guidelines could result in additional disciplinary action.

Saturday school will normally be from 8:30 a.m. to 12:30 p.m. After school detention (ADS) will normally be one hour after school 3:15 to 4:15 p.m. Before school detention (BSD) will begin at 7:30 until 8:05 a.m.

ALTERNATIVE SCHOOL

The safe schools initiative mandates that schools identify abusive, violent, and disruptive students. It provides means for schools to remove these identifiable students from the normal school setting when their presence does not allow other students to learn in an orderly and safe environment. The South Iron R-I Schools will initiate an Alternative School for students who meet the criteria within the safe schools initiative. Students who are abusive, violent, and disruptive will be removed from the general

school setting following the procedures adopted by the Board of Education. In all cases, students will be informed of why they are to be removed and will be given a complete description of what is expected of them in the Alternative School. In all cases, a student's due process rights will be implemented according to state and federal guidelines.

ATTENDANCE POLICY PHILOSOPHY:

The South Iron School District believes regular attendance of students is essential for a productive and successful learning process. Irregular attendance places the student at risk of failure as well as developing non-productive habits that often carry over to the workplace and other avenues of life. However, it is recognized that, at times, there are events that are beyond the control of the student which have to be taken into account. Therefore, the South Iron School District Attendance Policy is established to encourage maximum student participation while allowing for the realities of every day life.

ABSENCE DEFINED:

A student is considered absent when it is determined that they are not in attendance in one or more of their assigned class periods. A record of the student's attendance is maintained on a class hour basis and is entered into the students' record file.

TOTAL NUMBER OF ALLOWABLE ABSENCES:

The total number of absences per semester will be 5 days.

1. After the fifth absence from any class, future absences will be considered unexcused. student who has reached six absences must come before the Attendance Review Committee. The Attendance Review Committee will meet weekly on the first school day of the week at 8:10 a.m. Parents/Guardians will be sent an intervention letter when absences exceed 3 days and again at 5 days. A mandatory attendance hearing certified letter will be sent on the sixth absence. ****Failure on the part of the parent/guardian to attend a hearing or make contact with the school will be construed as acceptance of the decision by the Attendance Review Committee.**
2. The five days of absences in a semester described in the policy are to take care of:
 - a. **Personal illness-** a doctor's note is required to substantiate these days is a student exceeds the five-day limit per semester.
 - b. **Professional appointments-** that could not be scheduled outside of the regular school day. A note explaining the nature of the absence shall be filed in the office.
3. An Attendance Review Committee consisting of Principal, Attendance Advisor, Counselor, School Nurse, and A+ Coordinator, will review the specific conditions relating to the individual's case. Parents/Guardians will be informed in writing of the results of this hearing. The following absences from school could be considered excused absences providing proper documentation is presented to the Attendance Committee:
 - a. Absence from school due to a death in the family (**documentation required**)
 - b. Absence created by required religious observations.
 - c. Absence created by a school-sanctioned activity.
 - d. Absence created when a student cannot attend school upon the advice of a physician. (**Doctor's note required with the time of the appointment noted by the Doctor's office. **A reasonable amount of driving time will be excused. However, appointments made will not automatically excuse a full day of school**)
 - e. Absence created by taking the Missouri state drivers test. This will allow for one-half day of excused absence time.

- f. Absence created by a subpoena to appear in court. **(Documentation required)**
- g. Absence created by a trip to visit a college or to take care of military business.
***Application for these will be made through the counselor's office. Two trips per year for Seniors and One for Juniors.**
- h. Absence created when school nurse feels student should be sent home.

ATTENDANCE COMMITTEE OPTIONS:

Attendance Committee options after reviewing students violation of attendance days during attendance hearing.

- a. Mandatory (one time) grade buy back hours with a 14 hour limit. **(These hours will be bought back during after school tutoring and Saturday School. These hours will not reduce the total days of absence.)**
- b. Re-admission to school on a probationary basis, for a student who is 16 or older, with the limits imposed by the Attendance Committee.
- c. Suspension from school for the remainder of the current semester for a student who is 16 years or older. The student will not earn credit. **(Suspension done so through recommendation to Superintendent.)**
- d. Admission to the alternative school.
- e. Automatic contact to the proper legal and state authorities for students under the age of 16.

****THIS LIST OF OPTIONS IS NOT INCLUSIVE**

DUE PROCESS:

- a) Any suspension will be in the form of a recommendation to the superintendent.
 - b) If the parent/guardian is not in agreement with the recommendation of the Attendance Review Committee the student will be afforded a contested case due process that is in accordance with Board Policy JGD. This process will begin by appealing to the Superintendent of Schools.
4. Absences will be classified as "excused" or unexcused". **Students are required to obtain an admit slip after each absences from the Attendance Advisor before being admitted back to class.** In case of truancy, make-up work will not be permitted. Truancy is defined as deliberate absence from school on the part of the pupil, with or without the knowledge of the parent, and for which no justifiable excuse is given. In this event, a "zero" will be recorded as the student's daily grade in each class. Senior skip day is not allowed and will be considered truancy
 5. The student who is suspended from school will not have that number of days charged against the total of five days. However, if a student chooses OSS over other discipline, these days will count against their attendance.
 6. Students who are absent 1/2 day or more on the day of an activity will be considered ineligible to participate on that date.
 7. No student may leave school during the day except by permission of the principal or his representative. Students who have appointments should have their parents contact the school and indicate the time the student must leave. **No student will leave the building without signing out in the office. When a student returns to the building, he/she will sign in at the**

office.

8. Any student with an out-of-school suspension may not attend any school function while under suspension or be on school property. Any student on homebound instruction is not to be at any school function without permission from administration.
9. Perfect attendance shall be defined as, absences that total less than 1/2 day (3 class periods or less) during the school year.

BUILDINGS OPEN

On regular school days, building shall be open to students by 7:40 a.m. and remain open until 3:15 p.m. Students are not to remain after 3:15 p.m. unless supervised by a certificated staff member. Students will be provided a room to use for after school supervision. A staff person will be available for after school tutoring on a daily basis. Students will be expected to be in this area if they choose to remain at school following the end of the school day.

CLOSED CAMPUS

Students are not authorized to leave the school campus during their lunch period.

COMPUTER/DATA SECURITY

The purpose of the District's Internet access and other technological resources is to support and enhance learning and teaching. By providing these resources the District hopes to empower Students with the confidence needed to succeed in a complex technological society.

Because of the far reaching implications of these resources, the Board realizes that parameters must be set to assure that activities which are not appropriate to the learning environment do not take place. Acceptable uses of the Internet are activities resulting from specific tasks and assignments which support learning and teaching, promote the District's goals and objectives and advance the mission of the District. Unacceptable uses are those which violate the rights to privacy of others; violate copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files or messages that are profane, obscene or that use language that is offensive or degrading to others.

All students will sign a computer use agreement at the beginning of the school year to become eligible to use computers.

See Discipline Policy and/or Board Policy EHA.

DAMAGE TO SCHOOL PROPERTY

Any student who may intentionally or accidentally destroy, damage or deface school property may be required to compensate for such damage.

Authority is delegated to principals to assess reasonable damages, subject to review by the superintendent and the Board of Education upon request.

Information concerning the cost and worth of school equipment should be given to the students.

Pride in possession should be created in students by having them share in the upkeep of the school.

Respect for public property should be developed.

DESCRIPTION OF ASSIGNED DISCIPLINE: Use of Corporal Punishment (Board Policy JGA)

The use of corporal punishment as corrective measure and a disciplinary action will normally be used as a last resort or option unless special permission is given by the principal. The following conditions are to be followed in the event of the use of corporal punishment.

1. **PARENTS WHO DO NOT WISH THEIR CHILD TO RECEIVE CORPORAL PUNISHMENT MUST STATE SO IN WRITING. THE STUDENT'S NAME WILL BE PLACED ON A LIST WHICH WILL BE FILED IN THE OFFICE.**
2. Corporal punishment may only be administered by certified staff members in the presence of another certified staff member as a witness. The principal must be contacted prior to administering corporal punishment. The discipline will take place in private away from other students. It will be administered on the buttocks. No more than three swats may be given.
3. Parent/guardian(s) will be notified when any method of discipline is used involving their child. This may be in the form of a letter or a phone call.
4. Students who refuse corporal punishment. See refusal policy.

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, unless special permission is given by the principal and then only in reasonable form. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, nor without a witness.

When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted. The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

FIRST AID

The school is equipped to render only minor first aid (cuts and scrapes). Injuries will be taken care of by the school nurse. It is extremely important that an emergency phone number be given to the Principal's office. An Emergency Information Form is sent home in August of each year for parents to provide updates information. This information is confidential and only referred to in case of emergency.

HEAD LICE/NO NIT POLICY

The South Iron school system has a no-nit head lice policy. This means no student will be allowed to attend school with nits (eggs) or live lice. Initial head checks will be done at the beginning of each school year, then periodically through the year. All new students will be check prior to admission to class. When a student is sent home with nits or lice, a parent/guardian must accompany their child to school for a head re-check before they are admitted to class.

MEDICATION AT SCHOOL

Beginning with the 1998-99 school year the Missouri State Board of Education requires as a minimum the following medication administration policy.

1. All medication is to be brought to the school by the parent/guardian.
2. All prescription medication is to be in a bottle with the prescription label stating the name, medication, and dose for the student.
3. Parent should ask from the pharmacy for a second bottle with the amount of doses we will give at school for the days needed.
4. All over the counter medications will require a permission form signed by the parent/guardian and doctor, nurse practitioner, dentist, etc. The school nurse will follow medication dose guidelines written by Dr. MacMillan of Piedmont Family Clinic, Piedmont, MO. Parents preferring their own doctor to sign the consent form may pick up a form in the nurses office.
5. All medication is to be kept in the School Nurse's office.
6. The first dose of any new medication is to be given at home. School nurse/designated staff will not administer the first dose of any new medication.

Forms for medication administration are available in the school's office. The school nurse may be contacted at 598-4240 for additional information.

DISCIPLINE POLICY

Adopted 1-06-97. South Iron R-1 School Board of Education

A+ Schools Reimbursement Tuition

Any student who, in the opinion of the principal and designated A+/Discipline Committee, repeatedly violates the District's Discipline Policy will be in danger of forfeiting A+ tuition reimbursement status.

The following are disciplinary, remedial,--and/or corrective action process to be used by staff members.

1. Conference(s) will be held with the student and the teachers or principal who observe, or who is responding to, the unacceptable student behavior in order to obtain all available information related to the subject. Parents will participate in the conference(s) as the situation warrants, to become informed, to contribute to solutions, and to be a part of the disciplinary actions to be taken. Information concerning student discipline hearings before the Board may be obtained in the principal's office or see Board Policy JGD.

It is recognized that there may be times when school personnel must talk to a student immediately to give the student notice of unacceptable behavior, to enable the student to respond and explain, and that such initial conference will be between the student and school personnel only, either because the immediacy of the situation so requires, or because parents are unavailable, or both.

2. The staff members (teachers or principal) will evaluate the information obtained, review the disciplinary action options, and determine, in their judgment, the most reasonable action choice(s).

3. The objectives of any disciplinary action to be used by the school staff members are: 1) to achieve remedies and to correct any unacceptable student behavior; 2) to develop the student's character and power of self-control; and 3) to interact with the student in a way so that the disciplinary action results in a positive and acceptable behavior change outcome. Depending on the nature of the unacceptable student behavior, the indicated disciplinary actions or options (not all-inclusive or necessarily in sequence) include:

ARSON

Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Parent contacted. 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Parent contacted. Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

ASSAULT

- a. Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. The principal will assess the severity of the incident.

First Offense: Parent contacted. 1-5 days of ASD, 1-5 days in-school suspension, 1-180 days out-of-school suspension, or expulsion, notice to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: Parent contacted. 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- b. Attempting to kill or cause serious physical injury to another.

First Offense: Expulsion, notification of law enforcement officials and documentation in the students discipline record.

BUS MISCONDUCT

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense has been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

First Offense: Parent contacted.

Second Offense: Parent contacted. 3 days off bus.

Third Offense: Parent contacted. 5 days off bus, letter home and parent conference.

CHEATING

Teachers will make every effort to have safeguard and warnings to discourage cheating on tests, homework, quizzes or reports.

Any student caught cheating could forfeit their status as a Beta member. See Beta guidelines.

First Offense: Parent contacted. 0 grade for assignment, parent contact.

Second Offense: Parent contacted. 0 grade for assignment, 1 day after-school detention and parent contact.

Third Offense: Parent contacted. 0 grade for assignment, letter home and 3 after-school detentions or Saturday school.

CLASSROOM DISRUPTION

Principal assesses severity prior to assessing disciplinary action. Note: Teachers usually handle within the classroom. When disruptions become habitual or severe, the principal will handle all future occurrences up referral.

First Referral: Principal's option depending on severity. Warning, parent contact and/or after-school detention or in-school suspension.

Second Referral: Parent contact, Saturday school or in-school suspension 1-5 days.

Third Referral: Parent contact, Saturday school, in-school suspension or out-of-school suspension 1-5 days minimum.

Fourth Referral: Parent contact, 1-5 days out-of-school suspension.

COMPUTER/DATA SECURITY VIOLATION

First Offense: Parent contacted. Off computers one week, 1-5 days in-school suspension, 1-5 days after-school detention, or 1-5 days out-of-school suspension.

Second Offense: Parent contacted. Off computers two weeks, 2-5 days in-school suspension, after-school detention, or out-of-school suspension.

Third Offense: Parent contacted. Off computers for the rest of the semester. 3-10 days in-school suspension, after-school detention, or out-of-school suspension.

CUTTING CLASS

First Offense: Parent contacted. 1 day after-school detention.

Second Offense: Parent contacted. 2 days after-school detention, or in-school suspension.

Third Offense: Parent contacted. 3-5 days in-school suspension.

DISPARAGING OR DEMEANING LANGUAGE

Use of words or actions, verbal, written pictorial or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. The principal will assess the severity of the incident.

First Offense: Parent contacted. 1-5 days ASD, 1-5 days in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Parent contacted. In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

DISRESPECTFUL CONDUCT OR SPEECH

Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member. The principal will assess the severity of the incident.

First Offense: Parent contacted. 1-5 days ASD, 1-5 days in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Parent contacted. In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

DISRUPTIVE SPEECH OR CONDUCT

Conduct or verbal, written, pictorial or symbolic language, which materially and substantially disrupts classroom work, school activities or school function. The principal will assess the severity of the incident.

First Offense: Parent contacted. 1-5 days ASD, 1-5 days in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Parent contacted. In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

DRUGS/ALCOHOL/SUBSTANCE ABUSE

- a. Possession of or attendance while under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia including controlled substances and illegal drugs defined as substances identifies under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

Students may be required to undergo counseling.

First Offense: Parent contacted. 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Parent contacted. Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

First Offense: Parent contacted. Expulsion, notification of law enforcement officials, and documentation in student's discipline record.

Any student who violates the above substance abuse policy will forfeit qualification for A+ Tuition Reimbursement.

****Special Note**:** Students must contact the office and have parental permission to take any medications while at school. Failure to do so will result in the following.

First Offense: Parent contacted, 1- 5 days ASD, 1-5 days in-school suspension.

Subsequent Offense: Parent contacted, 1-10 days OSS

c. Substance abuse of over the counter medications and non-drug products. Principal will assess severity of the incident.

First Offense: Parent contacted, 1-10 days Oss.

Subsequent Offense: Parent contacted, 10-180 days OSS. Possible documentation in student's discipline record.

EXCESSIVE PUBLIC DISPLAYS OF AFFECTION

First Offense: Warning: Parent(s) contacted. After-school detention possible.

Second Offense: Parent contacted. 1-5 days after-school detention, or 1-5 days in-school suspension.

Third Offense: Parent contacted. 1-10 days out-of-school suspension.

EXTORTION

Threatening or intimidating any student for the purpose of obtaining money or anything of value. Principal will assess the severity of the incident.

First Offense: Parent contacted. 1-5 days ASD, 1-5 days in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Parent contacted. In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

FALSE ALARMS

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property. Principal will assess the severity of the incident.

First Offense: Parent contacted. 1-5 days ASD, 1-5 days in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record; immediate law enforcement officials.

Subsequent Offense: Parent contacted. In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record; immediate report to law enforcement officials.

FIGHTING

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Aggressor will be referred to authorities. School will cooperate with law enforcement officials to pursue documentation if needed to file assault charges.

The student may be immediately suspended from school if the Principal determines that the student's

presence in school poses a threat to the safety and welfare of the student body as a whole. All students found to have been involved in a fight at school will face the consequences for fighting at school. If possible, students should discuss their problems with the counselor if they feel a fight might occur. Rational adults do not solve their inter-personal problems by fighting. Students will never have to face the consequences for fighting at school if they simply refuse to fight.

First Offense: Parent contacted. 1-5 days in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record. Notification to law enforcement officials.

Subsequent Offense: Parent contacted. In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. Notification to law enforcement officials.

FIREWORKS

Shooting or discharging. Possession of fireworks.

First Offense: Parent contacted. Minimum 1-5 days in-school suspension to out-of-school suspension, dependent upon circumstances.

Second Offense: Parent contacted. 10-20 days of out-of-school suspension.

Third Offense: Parent contacted. Up to 90 days suspension/expulsion.

IMPROPER DRIVING

First Offense: Parent contacted. Loss of parking and driving privilege on school property 5-10 days.

Second Offense: Parent contacted. Loss of parking and driving privilege on school property 10-20 days. Authorities may be contacted.

Third Offense: Parent contacted. Recommended to board no parking or driving on school property. Authorities contacted.

INSUBORDINATION

Refusal to follow staff member's request. Principal will assess severity prior to determining disciplinary action required.

First Offense: Sent to principal. Parent contacted. Possible 1-3 days in-school suspension, or 1-3 days after-school detention.

Second Offense: Parent contacted. 3-5 days in-school suspension, after-school detention, or Saturday school.

Third Offense: Parent contacted. 1-10 OSS.

LUNCHTIME VIOLATIONS

Throwing food or other items, leaving trays, cutting line, etc. Usually handled in the lunchroom. If warnings fail and repeated violations occur then future occurrences will result in a referral to the principal.

First Referral: Parent contacted. 1-3 days in-school suspension, or after-school detention.

Second Referral: Parent contacted. 1-5 days in-school suspension, or after-school detention.

Third Referral: Parent contacted. 3-5 days in-school suspension, or Saturday school.

NO HOMEWORK

First Offense: Warning.

Second and Third Offense: Note home.

Fourth, Fifth and Sixth Offense: Parent contacted. ASD for each offense.

Seventh Offense: Parent contacted. Saturday school.

POCKET KNIFE

Displaying in improper manner. (Non-weapons violation.)

First Offense: Parent contacted. Confiscation of knife. Knife kept until parent comes into claim it. ISS/ASD possible dependent upon severity.

Second Offense: Parent contacted. Knife kept until end of year, when parents may pick it up. 3 days in-school suspension.

Third Offense: Parent contacted. Knife will not be returned until end of the year. 1-5 days out-of-school suspension.

PROFANITY

Use of written, verbal language or gestures. May/can be handled by classroom teacher. Principal will assess severity prior to assigning disciplinary procedure.

First Offense: Parent contacted. 1-5 days in-school suspension, after-school detention, or out-of-school suspension.

Second Offense: Parent contacted. 2-5 days in-school suspension, 1-5 days after-school detention, or 1-5 days out-of-school suspension.

Third Offense: Parent contacted. 3-10 days in-school suspension, after-school detention, or out-of-school suspension.

REFUSING TO SUBMIT TO ASSIGNMENT DISCIPLINARY ACTION, CORPORAL PUNISHMENT, ISS, OR SATURDAY SCHOOL

First Offense: Parent contacted: If student should still refuse then 1 day OSS for each, i.e. refuse one swat then one day OSS.

Note: For refusing ASD principal may choose from corporal punishment, ISS or Saturday school for a first offense.

For refusing Saturday school principal's discretion, 1-3 days out-of-school suspension or Saturday school.

Second Offense: Parent contacted. 3 days OSS minimum.

Third Offense: Parent contacted. 5 days OSS minimum, or Board of Education hearing.

Fourth Offense: Parent contacted. OSS until board hearing.

SEXUAL HARASSMENT BY STUDENT (Board Policy AC & regulation AC-R)

a. Use of verbal, written or symbolic language that is sexually harassing. The principal will assess the severity of the incident.

First Offense: Parent contacted and parent conference. 1-5 days ASD, 1-5 days in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: Parent contacted. In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

b. Physical contact that is sexually harassing.

First Offense: Parent contacted. 1-5 days in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: Parent contacted. 10-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

THEFT

Theft, attempted theft or willful possession of stolen property. The principal will assess the severity of the incident. Student must be aware that he/she is in possession of stolen property.

First Offense: Parent contacted. 1-5 days ASD, 1-5 days in-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: Parent contacted. 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

TOBACCO

At school, or activities home or away.

First Offense: Parent contacted. 3 days in-school suspension. One day waived upon successful completion of awareness/learning packet and video.

Second Offense: Parent contacted. 1 day out-of-school suspension with Saturday option for make-up.

Third Offense: Parent contacted. 3 days out-of-school suspension with Saturday option for make-up.

TRUANCY

Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

Senior skip day with/without parent permission will be considered truancy.

First Offense: Parent contacted. Saturday school. Possible referral to authorities.

Second Offense: Parent contacted. 3 days in-school suspension or Saturday school combination. Referral to authorities.

Third Offense: Parent contacted. 5 days in-school suspension or Saturday combination. Referral to authorities.

UN-EXCUSED TARDIES TO CLASS

A Student is considered tardy when he/she has not entered the room

All tardies are reported to the office. A cumulative total is kept on record for each quarter.

Third tardy of the quarter: Parent contacted. 1 day after-school detention.

Fourth tardy of the quarter: Parent contacted. 1 day after-school detention.

Fifth tardy of the quarter: Parent contacted. 1 day after-school detention.

All tardies over five in a quarter will be assigned one day Saturday school.

All 1st hour tardies over five in a quarter for driving will result in a loss of parking privileges for 1 quarter.

1 tardy will be assigned for not getting an Admit Slip from the Attendance Advisor prior to the start of first hour.

Every third tardy will count as one day of absence in calculating final exemptions.

Note: Each teacher will allow a minimum one bathroom pass and minimum one trip to the locker for showing up unprepared per quarter. Records will be kept in the teacher's grade book. All other passes will be turned into the office as a tardy. If a medical reason exists the parent should provide a doctor's note to the office explaining need for exception to this provision.

VANDALISM (Board Policy ECAB)

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. Student may be responsible for reimbursement of cost incurred due to damages for vandalism.

First Offense: Parent contacted. 1-5 days in-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: Parent contacted. 10-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

VIOLATION OF PUBLICATION POLICY

Principal will judge severity of the infraction. ASD, Saturday School, ISS, OSS and expulsion are possible.

WEAPONS (Board Policy JFCJ)

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930(g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: Parent contacted. 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. Notification to law enforcement officials.

Subsequent Offense: Parent contacted. 10-180 days out-of-school suspension or expulsion, and documentation in student's discipline record. Notification to law enforcement officials.

b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).

First Offense: Parent contacted. One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

NOTE: IT IS IMPOSSIBLE TO LIST ALL POSSIBLE INFRACTIONS. PRINCIPAL WILL USE OWN DISCRETION IN SUCH INSTANCES. AT PRINCIPAL'S DISCRETION, IN SEVERE CASES, STEPS MAY BE ELIMINATED AND STUDENT MAY BE REFERRED TO THE BOARD OF EDUCATION FOR DISCIPLINARY HEARING. DISCIPLINARY POLICY WILL BE CONTINUALLY REVIEWED AND UPDATED AS NEEDED.

ANY OFFENSE WHICH CONSTITUTES A "SERIOUS VIOLATION OF THE DISTRICT'S DISCIPLINE POLICY" AS DEFINED IN BOARD POLICY JGF WILL BE DOCUMENTED IN THE STUDENT'S DISCIPLINE RECORD.

ANY STUDENT WHO IS SUSPENDED BEYOND 10 DAYS MAY RECEIVE AN OPTION TO CONTINUE EDUCATIONAL SERVICES THROUGH THE ALTERNATIVE SCHOOL AT SOUTH IRON. GENERALLY SPEAKING, MINIMUM PLACEMENT IN THE ALTERNATIVE SCHOOL IS 45 SCHOOL DAYS.

DRESS CODE

In order that the schools may achieve the purpose for which they are maintained, students are expected to conduct themselves in an orderly manner, showing respect for school rules, the teachers, the rights and property of others.

Personal pride, as well as pride in one's school are definite characteristics of a mature student and reflect a positive image. It is hoped that this image will find expression in the following:

1. A student's dress should not create undue distraction or result in adverse criticism. The dress and groom of all students should be reasonable and prudent.
2. Cleanliness is always a key to acceptable dress.
3. Students must wear shoes or sandals at all times--no bare feet.
4. Shorts with long baggy legs and finished seams are permissible dress thru October and beginning again on April 1.

Students may not wear for shorts:

- a. Cut-off jeans or sweats
 - b. Swim suits
 - c. Biker shorts
 - d. Gym clothes
 - e. Or any shorts which expose too much or are too short.
5. Bare midriffs, bare backs, plunging necklines, and exposed undergarment straps are not permissible.
 6. Students may wear commercial tanktops and muscle shirts as long as they conform to standards #1 and #5.
 7. Clothing that carry messages regarding drug, alcohol or tobacco products will not be allowed.
 8. Clothing that carry dual-purpose messages will not be allowed.
 9. Head coverings will not be allowed. (Unless it is a designated day to do so)
 10. Body piercing such as nose rings, lip rings, eye area piercings, and tongue piercing will not be permitted.
 11. Boys' and girls' hair may be worn at any length as long as it is neat, clean and well groomed.
 12. Students will be allowed to attend school with colored hair as long as the hair color of the student is a natural human hair color. Example: blonde, brown, black, etc.
 13. The length of a girl's dress or skirt should be reasonable.
 14. No Wallet Chains in excess of 5 inches may be worn.
 15. Others will like you as a person--the real you. It is not necessary to resort to extreme styles of dress in order to be noticed or accepted.
 16. Additional standards may be imposed in certain situations where performance of safety is hindered by the style of hair or clothes.

The sixteen guidelines should create a positive atmosphere conducive to learning. These guidelines will be reviewed periodically and revised in accordance with changing styles and customs.

If a student's general appearance attracts undue attention to the extent that it becomes a safety factor or disruptive factor in the school, the administrators will ask the student to make necessary changes. In the event that the change does not take place within the time allowed, the administrators will prescribe the action to be taken.

DUE PROCESS

It is the Board's belief that, as a part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal.

All teachers will be required to post and make students aware of classroom rules. These will vary somewhat with each teacher, but consistency will be stressed. Each teacher will be required to have a copy of their class rules on file in the office of the principal.

When a student is sent to the office for disciplinary reasons by a teacher from the classroom, it will be viewed as a serious matter due to the fact that the student has already committed several minor offenses in the classroom or a "severe" behavioral infraction has occurred.

DUE PROCESS GUIDELINES

1. When a student is involved in a discipline incident with a teacher, the student is to follow the teacher's instruction promptly. If sent to the office, they are to do so without delay.
2. Students are reminded that in any matter related to discipline, they have the right to appeal to the school building principal, who based on the facts and information presented, will make a final determination at the building level. Parents or guardians will be informed in writing of the determination.
3. In the case of suspension by the principal, students have the right to an appeal and hearing by the school superintendent, who as the chief administrative officer of the school, has the right to revoke suspension assigned by the building principal at any time.
4. In the case of a suspension by the superintendent for more than ten (10) days, the student or his/her parents or others having custodial care may appeal the decision of the superintendent to the Board of Education. In event of an appeal to the Board, the superintendent shall promptly transmit to it a full report in writing of the facts relating to the suspension, the action taken by him, and the reasons for such action. At the hearing, the Board shall consider the evidence and statements made by the parties present prior to rendering a decision.

In the event of the suspension for more than ten (10) days, where a student gives notice that he wishes to appeal his suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent of Schools, the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practical. See Board Policy JGD concerning student discipline hearings before the Board.

GUN FREE SCHOOLS/WEAPONS POLICY

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board of Education.

Adults transporting a gun in their personal vehicle is not considered a violation.

See Board Policy JFCJ.

HEALTH SCREENINGS

Periodic screenings will be conducted by the school nurse throughout the year. Screenings will involve checking height, weight, vision, hearing, dental, blood pressure and scoliosis.

IMMUNIZATIONS REQUIRED

Students attending South Iron shall be immunized for poliomyelitis, diphtheria rubella, and rubeola. Tetanus and pertussis may be included in the vaccine administered. It is unlawful for a student to attend school for longer than (1) one month unless; (1) he has been immunized in accordance with the regulations of the Division of Health, (2) he produces satisfactory evidence of having begun the process of immunization and is continuing said process of immunization in a satisfactory manner, or (3) his parents object in writing to the appropriate school administrator against the immunization of the child.

INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION

Excessive and/or inappropriate public displays of affection are not permissible. Public displays of affection detract from the mission of our school and set a poor example of decorum for our younger students, the general public, and visitors to our school.

If any staff member observes students in an inappropriate public display of affection, the staff member will ask the students to go to the Principal's office. The staff member will file a disciple report as soon as possible to explain the infraction.

Listed are some examples of inappropriate public displays of affection. This list is not all inclusive. As is consistence with the entire disciplinary policy it should be noted that it is impossible to list all forms of infractions. (In general the only acceptable method of expressing one's affection in public should be limited to hand holding.)

Some examples of inappropriate public displays of affection; kissing, hugging, embracing, walking or sitting arm in arm, sitting or standing pressed against one another, and any other display that might cause a distraction.

If the principal determines that an excessive or inappropriate public display of affection has occurred, the steps listed in the discipline policy shall be followed.

Note: This policy should be followed while at school, during school, on school buses, and at extra curricular activities (home or away) I. Adopted July, 1993, South Iron B.O.E.

IN-SCHOOL SUSPENSION (ISS), OUT OF SCHOOL SUSPENSION (OSS) AND EXPULSION

The principal may suspend a student for cause for a period not to exceed ten (10) days. All suspensions shall be reported immediately to the superintendent. The superintendent may suspend students until the regular meeting of the Board of Education. Students under suspension are not eligible to represent the school in any activity. After giving notice to a parent or guardian and a hearing upon the charges, the Board of Education may suspend or expel a student for conduct prejudicial to good order and discipline, or which tends to impair the moral or good conduct of student. See Board Policy JGD.

LEAVING THE SCHOOL GROUNDS

Granting student passes to leave the school ground is the responsibility of the principal or a person authorized by him. Therefore, no student or students shall leave the school ground without checking out and being granted permission to leave by the principal or a person authorized by him. The principal will normally require the Parent/Guardian to come by or call the office prior to releasing a student. Also, see Board Policy JEBD.

LOCKERS PROVIDED

Student locks/lockers are provided for junior high and senior high school students. Students 7-12 will have locks only **at their request**. Students are responsible for their lock, and in the event it is lost, the student will be expected to pay for a replacement. Students are not to place their own locks on lockers without prior consent by the principal. Please do not use tape to attach items to the outside of the locker. All students are responsible for all items left in or on their locker.

All items left in lockers will be discarded following the last day of school.

The principal and/or superintendent are authorized to periodically inspect lockers.

MARRIED STUDENTS

Married students who otherwise qualify may attend South Iron High on the same basis as other students.

PRIVACY RIGHTS OF STUDENTS AND PARENTS

South Iron R-1 School District will make every effort to respect the privacy rights of parents and students. The district adheres to the provisions of P.L. 90-247, Title IX, the entirety of P.L. 90-247, Title IX is available for inspection in the office of the school Superintendent. (Reference JO BOE Policy.)

PROCEDURES FOR DISCIPLINE ON SCHOOL BUSES

- A. In the event of a discipline problem, the bus driver shall speak privately to the student. If a large group is involved, the driver shall speak to the group.
- B. Problems which cannot be settled by the driver will be referred to the principal and shall be submitted on the "MISCONDUCT REPORT" form.
- C. The following guidelines are recommended for handling routine cases of misconduct:

1. First Offense--Principal to confer with student and may contact parents by phone or letter. It will be within the discretion of the principal to decide whether it is necessary to contact parents or guardian of the student.
2. Second Offense--On the second misconduct report, the student's parents will be requested to come in for a parent/principal conference to solve the problem. Until the parent/principal conference is held, the student shall not ride the bus.
3. Third Offense--On the third written misconduct report, the student shall be suspended automatically 5-10 days from the transportation system. The seriousness of the offense shall determine the exact length of the suspension.
4. Fourth Offense--On the fourth written misconduct report, the student shall be suspended indefinitely. At this time a conference will be held with the following people in attendance:
 - a. Superintendent of Schools
 - b. Principal
 - c. All other interested people may be included in this conference if it seems necessary. (Parent, student, driver, law official, etc.)

It will be the responsibility of this group; under the direction of the Superintendent of Schools, to discuss and decide whether the student will be allowed to ride on the bus for the remainder of the school year.

PUBLICATION POLICY

Any material printed or otherwise distributed on school property, other than official school publications and routine classroom instructional materials, must have approval from the principal. See Section II of IGDBA Board Policy Manual.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment in the South Iron School is strictly prohibited. Board Policy AC & AC-R. See discipline policy.

STUDENT ALCOHOL/DRUG ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the South Iron R-1 School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all on-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the District.

The school administration or teachers shall have the right to conduct searches, which are reasonable in

scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board Policy JFG.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the District's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency. See Board Policy JFCH.

STUDENT CONSULTATIONS

Individual students will not be made available for consultation with recruiters, adjustors, salesmen or other persons desiring information which should properly be given in the presence of a parent or guardian except upon the request of a parent or the approval of the responsible principal.

Students will not be excused to leave school at the request of persons other than a parent or guardian except when the administrator has reason to know the requisition to be justifiable.

STUDENT DRIVING

With parental approval, students shall have the privilege of driving to school as long as traffic and parking procedures outlined by administration are observed. A student parking policy statement must be on file in the office. Student driving during the school day is not authorized. Upon arrival at school students are to get out of their cars immediately and may not be in or around cars during regular school hours.

Students will be assigned numbered parking places on the parking lot directly in front of the High School wing. Failure to park in assigned area will result in loss of parking privileges for 1 quarter. All parking permits must be on file.

STUDENT INSURANCE AVAILABLE

Student insurance shall be made available to students on a voluntary basis. It shall be the responsibility of the student to report all accidents involving claims and to deliver accident reports to the physician as may be provided in the policy.

INJURY AND PROPERTY DAMAGE OCCURRING AT SCHOOL OR SCHOOL ACTIVITIES ARE THE RESPONSIBILITY OF THE INJURED PARTY OR PROPERTY OWNER UNLESS THE DISTRICT, DISTRICT EMPLOYEE, OR VOLUNTEER WAS NEGLIGENT AND CAUSED THE INJURY. REFERENCE: JOHN PALMER, MISSOURI UNITED SCHOOL INSURANCE COUNCIL (MUSIC).

STUDENTS RIDING TO AND FROM SCHOOL SPONSORED ACTIVITIES

1. All participating students are to ride the bus to the activity.
2. As a general rule students will ride the bus home.
3. Students may ride with parents from the activity (or) with another adult, if the parent has provided written documentation to school officials.
4. Students will not be released to ride with boyfriends, girlfriends or other young adults, etc., even with parent approval.

5. The school's first concern is the safety of all students. No policy seems to meet the needs of all concerned at all times. Exceptions may have to be made to these rules on a very limited basis. Your cooperation and understanding on these matters will be greatly appreciated.

SUPERVISED SCHOOL SERVICE OPTION

A parent may elect a school service option in lieu of another form of discipline. The following conditions must be met prior to approval from the principal to substitute.

1. Principal must be notified in writing of the option request.
2. A parent must personally supervise the community service.
3. Parent must sign an agreement which list and defines use of community services.
4. Parent must supply certificate of insurance for child and sign waiver of liability.
5. Duties/choices of activities for school service will be determined by mutual agreement of principal and parent.
6. Completion of activities and effectiveness of effort will be determined by mutual agreement of Principal and parent.
7. If agreement cannot be reached in regard to completion of activities then original disciplinary action will be reinstated.

SUSPENSION MAY BE ONE OF TWO KINDS

1. The student may be suspended from school, which means the student leaves the building and does not return until a specific date (OSS).
2. The student may be suspended in school, which means the student comes to school each day, but does not report to his regular classes. Instead, he reports to the principal, who will assign academic work which the student will complete, independently, in a supervised area (ISS).

When a student accumulates (5) days ISS within a semester, OSS will be assigned for all future discipline that semester. On 2nd OSS of the year, notice will be sent to superintendent and Juvenile Office. On the 3rd OSS assignment of the year student will be suspended pending Board hearing on further suspension/expulsion.

Students enrolled in Vo-Tech school who are suspended ISS or OSS will not be allowed to attend Vo-Tech school during the suspension. In addition, Vo-Tech students suspended at Vo-Tech are also suspended at South Iron High School. The make-up policy at Vo-Tech will apply for students assigned to ISS.

TARDY POLICY

See discipline policy.

TRANSPORTATION

The Board of Education makes every effort to provide the safest, most efficient, and convenient transportation system for students attending South Iron School.

The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully. Students should be on time to meet the bus since buses cannot wait beyond their regular schedule for those who are tardy. Such conduct as moving about, scuffling, loud talking, waving arms out of the windows, etc., are threats to the safety of all and cannot be tolerated. Only students, school personnel,

and persons on school business shall ride school buses.

USE OF PHONE

A telephone shall be available for the student use as may be provided by the principal. School personnel may not call students from class to receive phone calls except to talk to their parent or in emergency cases.

USE OF TOBACCO AND TOBACCO DERIVATIVES BY STUDENTS

Students under the jurisdiction of the South Iron R-I School District shall not be permitted to use or possess tobacco products on school property during the school day, during extracurricular activities (home or away) or on school sponsored activity trips.

Medical findings have indicated the use of tobacco products to be a health menace. Also, Missouri Law prohibits the purchase of tobacco by persons under the age of eighteen (18); therefore, the school cannot condone the use of tobacco products by the students on school premises.

Any student violating the policy shall be subject to the appropriate action under the discipline code.

VIOLATIONS TO PUBLICATION POLICY

See discipline policy.

PART III: CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

ACTIVITIES OPEN TO ALL

Students are encouraged to participate in the activities provided. All students meeting the specified requirements for an activity should have an opportunity to participate in the activity. The administration working with the staff, may establish general rules limiting participation in activities to an amount deemed to be wholesome. Students may be barred from certain or all activities for disciplinary reasons.

CADET TEACHING GUIDELINES

1. Only seniors are eligible.
2. One credit per year allowed.
3. Maximum of two credits can be used toward graduation (elective) requirements.

EXTRA-CURRICULAR ACTIVITIES

Participation in certain extra-curricular activities is subject to eligibility requirements.

All students wishing to participate in athletics 7-12 must complete a physical and be covered by medical insurance before being allowed to practice.

Students must also meet certain MSHSAA and local academic standards in order to be eligible for participation. See athletic director or coaches for policies concerning eligibility

Students can and will be disciplined for their behavior at extra-curricular activities if their behavior warrants such an action.

Legally a student attending any extra-curricular school function is as subject to school rules and regulations as if he were sitting in a classroom. This holds true for away activities as well as home activities - even when you drive to any away activity.

Students are not to loiter outside on the school grounds or on the parking lot during an extra-curricular activity. If it becomes necessary for an administrative official to ask a student or students to leave the school grounds, said student(s) may be barred from attending all extra-curricular activities (home and away) for a determined period of time.

FUNDS OF STUDENT ORGANIZATIONS AND FUNDRAISING

Students participating in fundraising events are responsible for any product received and/or funds collected.

Before any fundraiser, sponsors should strongly emphasize responsible practices to be utilized by students to prevent theft of product and funds.

Fundraising activities involving product sale during school hours are not permitted. Specifically this refers to fundraisers such as candy sales where students carry candy in the halls and to class and make periodic sales.

At the beginning of each school year, the principal will receive from classes and organizations a list of proposed fundraisers for the year. Careful attention will be given to the types of fundraisers and need.

The funds of all student organizations within the District must be deposited in the District student activities fund.

If an organization or club decides to have fund raisers - then all members should be prepared to work on equal shares. No organization/or club will be permitted to schedule sales/fund raisers simultaneously. Organizations/or clubs are limited to two fundraisers per year. All fundraisers shall be scheduled in the principal's office.

1. Each student will be required to submit a payment of \$10.00 maximum.
2. Those refusing to pay will be excluded from general class activities with the exception of one time payments for Prom and other such activities. These one time fees will include 20% additional assessment.
3. Those unable to pay the maximum \$10.00 fee in a single payment will be offered a variety of payment options including:
 - A \$.50 per week payment until the total amount is paid.
 - A loan from an Adopt-A-Kid coordinator with payment being negotiated.
 - A work program developed by a four member advisory committee which will define a payment plan.
4. Members of a class opting to make payment will be excluded from the decision making process of that class. They will be permitted to attend meetings, but will not participate in the election of officers or have other class voting rights.

A four person advisory committee will meet regularly to address such issues as non-payment, special payment considerations, late payment fine assessments, activities requiring payment above the annual dues fee and other matters dealing with rights and obligations of each class member. The intent is to gain 100% participation from all students and make payment arrangements which will enable full participation without creating financial hardship.

HOMECOMING POLICY

1. Set date of homecoming.
2. At least one (1) month before homecoming, select, through a standard voting process a field of candidates for homecoming queen. Escorts will be the starting five (5) from the basketball team selected by the coach.
3. All ten (10) candidates, along with their parents, will sign a participation form agreeing to abide by the homecoming selection process. Those unwilling to sign will be replaced. Escorts will sign at the time they are chosen (normally, one (1) week prior to homecoming).
4. The five (5) finalists for homecoming, retiring queen and their escorts will have their names drawn from a hat to determine candidate/escort match. (Again, this will be done approximately one (1) week prior to homecoming).

Escort names will be placed in a hat. Retiring queen will draw first. (If she is not present, a faculty sponsor or principal will draw for her). The order will then follow - Seniors down to Freshmen. If there are two or more candidates selected from the same class, drawings will be in alphabetical order.

There will be no switching.

5. Replacement process is as follows:

There are ten (10) overall candidates elected by class and clubs. Each group would nominate another replacement. When escorts are chosen, candidates unwilling to walk with escort will be eliminated from the event. No replacement will be chosen. Once agreement is signed, those refusing to participate in homecoming will not be eligible for future homecoming events.

Prior high school homecoming queens are not eligible to participate in homecoming again.

Escort replacements will be done by the coach.

6. Any changes to the homecoming procedure, will be considered by the high school principal and designated committee (made up of faculty sponsor, faculty representative, one student council representative and one student from homecoming committee).
Policy Committee: 1996 Update - High School Principal, Counselor, Faculty Sponsor, Student Council Officer and Homecoming and Committee Member.

LIBRARY ASSISTANT GUIDELINES

1. Must have completed, or be presently enrolled in typing.
2. Must obtain the approval of the librarian.
3. One credit per year allowed.

4. Maximum of two library assistant credits can be used toward graduation (elective) requirements.

PROM GUIDELINES

1. Students may invite only one guest of the opposite sex.
2. Outside guests may attend - subject to the following restrictions:
 - a. A list of students attending the prom and their guest must be submitted to the principal for his/her approval. The principal shall reserve the right to disapprove any whose attendance at the prom he/she feels would be detrimental to the success of the prom. This list must be submitted to the principal at least three (3) days prior to the prom. Only those persons whose names appear on the list, students or outsiders, will be permitted to attend.
 - b. A guest (other than South Iron Juniors or Seniors) will not be permitted to attend if the Junior or Senior who invited him/her is not attending.
3. Since the prom is a semi-formal event, all gentlemen attending will wear a suit and tie. Blazers and dress pants with tie are permissible. Gentlemen not so attired will not be admitted.
4. All persons attending the prom are to behave in a proper and seemly manner. Failure to do so will result in that person or persons being asked to leave.
5. No person shall be allowed to re-enter after leaving the building unless prior consent to leave has been received from the High School Principal. Such permission will be granted only in emergencies.
6. No abusive language.
7. No person shall be allowed to enter the building while under the influence of an intoxicating beverage or other illegal substance.
8. Dance will begin at 7:00 p.m. and will end no later than 11:00 p.m. Building will be cleared at 11:30 p.m.
9. No smoking.
10. Off campus proms must meet the following guidelines:
 - Parents must be contacted in writing and provide a permission slip signature.
 - The class and parents must vote in favor of going off campus by super majority (2/3rds).
 - All decorating and details of the event must be cleared through the principal's office.

SCHOOL DANCE GUIDELINES

1. Each class or organization, grades 7-12 will be permitted to have one dance per year.
2. Attendance at school sponsored dances will be by designated groups and their dates.

3. Students may invite only one guest of the opposite sex.
4. Outside guests may attend - subject to the following restrictions:
 - a. A list of students attending the dance and their guest must be submitted to the principal for his approval. The principal shall reserve the right to disapprove any guest whose attendance at the dance he feels would be detrimental to the success of the dance. This list must be submitted to the principal at least three (3) days prior to the dance. Only those persons whose names appear on the list, student or outsider, will be permitted to attend.
5. All persons attending the dance are to behave in a proper and seemly manner. Failure to do so will result in that person or persons being asked to leave.
6. No person shall be allowed to re-enter after leaving the building; without approval of the principal.
7. No abusive language.
8. No person shall be allowed to enter the building while under the influence of an intoxicating beverage or other illegal substances.
9. The building will be cleared at 11:00 p.m.
10. All sponsors of that class or organization must attend the dance from beginning until end. Students are strongly encouraged to solicit the help of parents to serve as chaperons throughout the duration dance.
11. All dances must be scheduled through the principal's office at least three (3) weeks in advance.

SPECIFIC REQUIREMENTS NECESSARY TO FORM AN ORGANIZATION:

1. A satisfactory number of students must have a definite interest in the organization and become charter members.

If the number of active members reaches an unsatisfactory level at any time, the organization will be terminated.

2. A faculty member(s) approved by the principal must serve as the sponsor.
3. The purposes of the organization must be of such nature that they will contribute to the general objectives of the school. These purposes must be set forth in writing.
4. The student council shall serve as the approving body for the organization with final approval by the Board of Education.

SPORTSMANSHIP

It is hoped all who participate in or support the South Iron High School Athletic Program have a strong desire to win. To realize the purposes of athletics, however, fans and players must learn to be **COURTEOUS IN WINNING AND GRACIOUS IN DEFEAT.**

STUDENT ORGANIZATIONS

School activities will certainly become a very important part of school life and of education for adult life. Organizations will be formed as the need arises.

Make your needs known to your class sponsors, counselors and the principal.

Given below are the regulations for school organizations:

1. All meetings must be attended by the sponsor or by a substitute approved by the principal.
2. All meetings will be held in the school building unless permission is given by the principal to meet elsewhere. Regular meeting times should be established.
3. Students who are not in school shall not be active members of a school organization.
4. No organization of a secret character shall be formed or be joined by any student.
5. All school organizations must be democratic in nature. This implies that the method of selection must be of such nature that is possible for any and all students who meet the requirements to become members.
6. All school organizations must set a definite time period in which it will accept new members. It is suggested that a period of time during each semester be set up for accepting new members.
7. All school organizations must handle their funds through the District student activities fund.

PART IV: EMERGENCY/DISASTER PROCEDURES

EARTHQUAKE DRILL PROCEDURES

1. The signal for an earthquake drill will be one long continuous ring of the bell.
2. When the signal sounds, drop to the floor and take cover under a desk or table.
3. Stay away from windows and bookcases.
4. The teacher will instruct you when it is OK to exit the room.
5. Students are to exit in single file to the front of the building. Each class should stay together as a group.
6. Do not carry personal belongings with you.
7. Do not go to your locker for any reason.

8. Do not re-enter the building for any reason until the all clear signal is given.
9. Return to the building when you hear one long ring.

FIRE DRILL PROCEDURES

1. The signal for a fire drill will be a series of short rings of the bell.
2. When the signal sounds teachers will instruct students to exit according to the diagram in each room.
3. Students are to exit from each class in single file, and in a quiet and orderly manner. Each class is to stay together as a group. The teacher should be the last one to leave the room.
4. Do not worry about taking books, personal belongings, etc. with you.
5. Do not stop by your locker under any circumstance.
6. Do not re-enter the building after exiting under any circumstance until the all clear signal is given.
7. Move well away from the building so classes that are exiting behind you will have adequate room.
8. Re-enter the building when you hear two (2) two long rings. Return to class.

TORNADO DISASTER DRILL PROCEDURES

1. The signal for a disaster drill will be two (2) short rings followed by one (1) long ring of the bell.
2. Upon being excused, students are to walk quietly and directly to their designated areas.
3. Students are not to take any personal items with them, except the girls may take their purses. Do not under any circumstances go to your locker.
4. Students are not under any circumstance to leave a designated area until the all clear signal is given. The all clear signal will be two (2) long rings.

Designated areas to go to in case of disaster:

Room.....	to.....	Shelter
#50, 52, 56 all	to	Copy Room
51,53,54,57 all	to	Faculty Lounge
59,61,62,64 all	to	girls restroom
67,68,71 all	to	boys restroom
73	to	A.V. Room
72,78,80	to	Girls Locker Room
74,75,76,81	to	Boys Locker Room
Lunchroom.....	to.....	Restrooms
(Girls to girls' restroom) (Boys to boys' restroom)		

NOTE: Annual public notice should be presented to parents or eligible students that "Directory Information" will be released as seemed necessary by school officials. The school district designates the following items as Directory Information: student's name, parent's name, address, telephone number, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Unless notified to the contrary in writing within the ten (10) school days period, the school district may disclose any of those items designated as directory information without prior written consent.

*****Special Note*** Student common areas may be under video surveillance.**