

# **TRENTON HIGH SCHOOL**

## **HOME OF THE BULLDOGS**



### **2025-26**

## **STUDENT HANDBOOK**

**1415 Oklahoma Avenue**  
**Ph. 660-339-6266 Ext 4 - Fax 660-358-1016**  
**[www.trentonr9.k12.mo.us](http://www.trentonr9.k12.mo.us)**

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#### OFFICE STAFF

**John Cowling**  
**Chris Wever**  
**Taylor Ormsby**  
**Tia Griffin**  
**Michelle Scott**  
**Donna Dougan**  
**Mary Woodson**

**Principal**  
**Assistant Principal, Athletic Director, A+ Coordinator**  
**Counselor, Grades 9-12**  
**Principal’s Administrative Assistant**  
**Attendance and Faculty Administrative Assistant**  
**Counselor’s Administrative Assistant**  
**Counselor, Root Ed**

#### THIS MISSION STATEMENT

*Trenton High School’s caring and professional staff will provide a rigorous and relevant education to ensure every student has the opportunity to become a responsible, resilient, career-ready citizen.*

#### TRENTON HIGH SCHOOL VISION

*Preparing students to be CAPABLE, CONTRIBUTING, CARING participants in an ever-changing world.*

#### VALUES of TRENTON HIGH SCHOOL

The teachers and students of Trenton High School will promote Bulldog PRIDE:

**Personal Excellence** – Everyone can achieve their personal best.

**Respect** – Respect for self, others, and the community.

**Inspiration** – Be our best today to achieve our dreams for tomorrow.

**Determination & Courage** – We know what’s right and we strive to do it.

**Equality** – We celebrate our differences and include everyone.

#### TRENTON HIGH SCHOOL ALMA MATER

Hail Trenton High School; hats off to you.

Ever you’ll find us, loyal and true.

Firm and undaunted, ever we’ll be.

Hail to the school we love; here’s a toast to thee.

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# **CALENDARS AND SCHEDULES**

## **SCHOOL YEAR CALENDAR**

### **August**

19 First Day of School  
29 Early Out

### **September**

1 No School – Labor Day  
12 Early Out- All Staff Work Day  
17 Mid-Term First Quarter  
19 Early Out/Homecoming  
22 NCM PD (teachers only)

### **October**

3 Early Out-All Staff Work Day  
15 Early Out: End of 1st Quarter  
16 No School- All Staff Work Day P/T Conferences  
17 No School - Fall Break  
20 No School- Fall Break

### **November**

14 Early Out-All Staff Work Day Mid-Term 2nd Q  
26-28 No School – Thanksgiving Break

### **December**

12 Early Out – All Staff Workday Mid-Term  
19 Early Out-Winter Break End of 2nd Q  
22-31 No School – Winter Break

### **January**

1-2 No School Winter Break  
5 No School/All Staff Work Day  
16 Early Out- All Staff Work Day  
19 No School- Presidents Day

### **February**

4 Mid-Term  
6 Early Out-All Staff Work Day  
16 No School-President's Day  
27 Early Out- All Staff Work Day

### **March**

9 End of Third Quarter  
12 Early Out  
13-16 No School  
27 Early Out- All Staff Work Day

### **April**

3-6 No School  
10 Early Out - All Staff Work Day  
15 Mid Term

### **May**

8 Early Out – All Staff Work Day  
15 Early Out- Last Day of School

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## **DAILY ARRIVAL/DISMISSAL/BUILDING ENTRANCE**

Students are asked to arrive after 7:40 a.m. and wait in the commons until the bell. Students are not to be outside the commons area before 8:00 a.m. School begins at 8:05 and is dismissed at 3:15 p.m. Between these hours the building's exterior doors are locked. Students and visitors requesting access to the main building will do so by pressing the security system button located near the main entrances. The district will not be responsible for supervising students after 3:30 or until the last bus makes its final pick up. Please check the district website, Twitter page (@TrentonBulldogs), Facebook (Trenton R-IX School District) and local media outlets (KTTN radio 92.3 FM, KCTV 5, WDAF FOX 4) for news regarding school cancelation, early dismissal and late starts.

## **BELL SCHEDULES**

### **REGULAR BELL SCHEDULE**

1<sup>st</sup> period (Pride Time) = 8:05 – 8:31

2<sup>nd</sup> period = 8:35 – 9:26

3<sup>rd</sup> period = 9:30 – 10:21

4<sup>th</sup> period = 10:25 – 11:16

5<sup>th</sup> period (Lunch) = 11:16- 12:31

A shift: 11:16-11:39

B shift: 11:42 – 12:05

C shift: 12:08 – 12:31

6<sup>th</sup> period = 12:34 – 1:25

7<sup>th</sup> period = 1:29 – 2:20

8<sup>th</sup> period = 2:24- 3:15

### **EARLY OUT SCHEDULE**

1<sup>st</sup> period = NO PRIDE TIME

2<sup>nd</sup> period = 8:05 – 8:31

3<sup>rd</sup> period = 8:35 – 9:00

4<sup>th</sup> period = 9:04 – 9:29

5<sup>th</sup> period = 9:33 – 9:58

6<sup>th</sup> period = 10:02 – 10:27

7<sup>th</sup> period = 10:31 – 10:58

8<sup>th</sup> period (lunch) = 11:02 – 12:15

A shift: 11:02 – 11:24

B shift: 11:27 – 11:49

C shift: 11:53 – 12:15

### **LATE START SCHEDULE**

3<sup>rd</sup> period = 10:00 - 10:36

4<sup>th</sup> period = 10:40 – 11:16

5<sup>th</sup> period (Lunch) = 11:16 – 12:25

A shift: 11:16 – 11:37

B shift: 11:40 – 12:01

C shift: 12:04 – 12:25

6<sup>th</sup> period = 12:29 -1:07

7<sup>th</sup> period = 1:11 – 1:49

8<sup>th</sup> period = 1:53 – 2:32

2<sup>nd</sup> period = 2:36 – 3:16

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## BREAKFAST SCHEDULE

Breakfast will be served in the commons between 7:40 a.m. and 8:00 a.m.

# ACADEMIC INFORMATION

## GRADUATION REQUIREMENTS

Credits Required for Graduation 2016-2023	General Education Students 25	Grand River Tech Students 24
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must be

SUBJECT	No. CREDITS	COURSES
Science	3	Physical Science, Chemistry, and Biology
Math	3	None Specified
Social Science	3	American History, World History Citizenship & Govt.
Language Arts	4	LA I, LA II, & LA III Required
Practical Arts	1	
Fine Arts	1	
Health	½	
Physical Education	1	
Personal Finance	½	Personal Finance
*Electives	Vo-Tech Elective	Gen Ed Elective
	7	8

Graduation credits earned in the following courses:

(Policy IKF)

### HIGH SCHOOL PROMOTION

A student must pass a course in order to receive credit. Students enrolled in full-year courses will receive one-half credit for each semester completed with a passing grade. Grand River Tech students may use embedded credit to complete the Language Arts requirement. Grand River Tech students may be required to attend full year courses for ½ the time earning a ½ credit for the year.

### CREDIT RECOVERY/CORRESPONDENCE COURSES

Students may recapture up to 3 credits through credit recovery. Students may earn up to 2 additional credits through correspondence. Students may not take correspondence for courses available at THS and never attempted.

### SUCCESS CENTER

It is the goal of the Trenton R-9 School District to provide opportunities for all students to be successful. Students may, at the discretion of THS administration and the At-Risk Committee, be enrolled in Trenton R-9's alternative school program, the Success Center. The Success Center hosts the Missouri Options Program, homebound instruction, and other alternative methods of earning high school credit. Students enrolled at the Success Center are still considered students of the Trenton R-9 School District and subject to all its policies but are not permitted to participate in school athletics or activities (e.g. sports, dances, etc.).

### EARLY GRADUATION

Students who wish to graduate early will be required to meet with a school counselor and submit written notification to the principal. The school counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Trenton R-IX School District's graduation requirements. (Policy IKF)

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The student who chooses early graduation will be allowed to participate in prom activities and the spring graduation ceremonies but will be considered an alumni for all other activities.

### GRADING SCALES

THS offers weighted courses that require above average ability and commitment to complete. These courses include Anatomy & Physiology, School Publications, Biology II, Composition, Trigonometry, Algebra III, Algebra IV, Statistics, Pre-Calculus, Calculus, American History I, American History II, and World Literature. The grading scales for weighted and regular classes are as follows:

Wt. Course	Reg. Course	Letter	Percent
4.33	4.0	A	95-100
4.00	3.67	A-	90-94.9
3.66	3.33	B+	87-89.9
3.33	3.0	B	84-86.9
3.00	2.67	B-	80.-83.9
2.66	2.33	C+	77-79.9
2.33	2.0	C	74-76.9
2.00	1.67	C-	70-73.9
	1.33	D+	67-69.99
	1.0	D	64-66.9
	.67	D-	60-63.9
	.00	F	0-59.9

### REPORT CARDS

Report cards/progress reports are distributed eight times yearly. Parents are encouraged to study them and consult with teachers if questions/concerns arise.

### SUMMER SCHOOL

THS students attending summer school can earn up to 3 classes, 1.5 credits in the summer. Students are expected to maintain 90% attendance while attending summer school. Once a student exceeds 2 days worth of absences they will no longer be admitted to the summer school program. Once a student completes their credits before the end of summer school they will be dismissed due to completion.

1. They need to have earned no less than 50% in the classes we plan for them to recover
2. They can't earn back any more than 1.5 credits (3 courses)
3. They need to attend at least 90%. No "excused" absences for any reasons. No credit awarded for less than 90% attendance. No part-time attendance, until the credits are earned.
4. Once classes are completed students are no longer required to attend.

## HONORS AND AWARDS

### HONOR ROLLS

The Superintendent's Honor Roll (4.0 – 3.67) and the Principal's Honor Roll (3.66 – 3.0) are announced each semester. To be eligible for either, students must be enrolled in at least five courses for credit and have no grade lower than a C-.

### STUDENTS OF THE QUARTER

THS staff selects a student of the quarter at each grade level. Students may only be honored once during high school and must meet the following criteria:

- \*Exhibit outstanding *citizenship* in and out of the classroom. Be attentive, responsive, and responsible.
- \*Seek and assume *leadership*, follow through on plans, listen to others, and plan for others' participation.
- \**Participate* in a variety of interests, activities, and organizations.

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\*Achieve a solid *academic* record. Have no grade below a C during the nominated quarter.

### **T CLUB**

In 1940, T Club started as an organization to promote student involvement in the life of the school, a tradition that continues on in this modern form. To be recognized as a member of T Club, THS students must be an active member of two or more school-sponsored clubs or activities, maintain 90% attendance, a minimum 3.0 weighted cumulative grade point average, earn no grade below a C- in any semester course, and have no discipline referrals resulting in ISS or OSS throughout the semester. Students who qualify will receive a T Club membership card that will grant them a variety of incentives throughout the year. T Club membership will be established on a per-semester basis. Students who qualify for T Club membership for four consecutive semesters and have represented THS in interscholastic competition will earn an exclusive letter jacket patch.

### **VALEDICTORIAN/SALUTATORIAN**

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

1. The valedictorian will be the student with the highest weighted grade point average as computed at the end of eight semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of eight 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.
5. To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district continuously for the entirety of their junior and senior years. (replaces “following the 10th school day of the student's senior year.”)

### **HONOR GRADUATES**

Beginning with the class of 2020, recognition will no longer be given to the “Top 10”. Instead, THS Honor Graduates and Valedictorian and Salutatorian will be designated and recognized during the graduation ceremony.

Seniors who meet the following selection criteria will be recognized as “Honor Graduates”:

1. 3.5 or better cumulative grade point average
2. An ACT composite score of 22 or higher
3. Completion of at least 2.5 units of weighted credit
4. High school attendance of 95% or better.

### **ACADEMIC LETTER**

Trenton High School will annually honor those students that have attained excellence in academic achievement by granting academic letter awards. To be eligible, a student must have attained a 3.5 weighted cumulative grade point average for the entire academic year. All courses attempted will be used in calculating GPA. Students must be enrolled as a full-time student in Trenton High School and be enrolled in at least four grade-bearing courses to be eligible. Transfer students must be enrolled before the first day of the second quarter of the school year to be eligible. Those students receiving the honor for the first time will receive a chenille letter and a gold bar. Succeeding years of eligibility, students receive a gold bar to place on the chenille letter.

### **SCHOLARSHIPS**

Opportunities for other awards and scholarships are available. Notification of these and their deadlines are listed in the school bulletin, on the school website, and in local press.

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# PROGRAMS AND OPPORTUNITIES

## DUAL CREDIT

THS has a partnership with North Central Missouri College that allows students to earn both high school and college credit while receiving instruction from a high school instructor in a high school setting. There are certain classes that do require specific ACT scores and GPA requirements. Students enroll in these courses at the beginning of each semester. Beginning in the fall of 2022 the dual credit tuition has increased to \$108 per credit hour. Students will be required to pay in full when registering for classes.

Dual Credit Offerings:

	<i>ACT Score</i>	<i>Credit</i>	<i>Subject Area</i>
<i>American History I</i>	18	3	<i>Reading</i>
<i>American History II</i>	18	3	<i>Reading</i>
<i>Composition I &amp; II</i>	18	3-6	<i>English</i>
<i>Trigonometry</i>	22	3	<i>Math</i>
<i>Statistics</i>	22	3	<i>Math</i>
<i>College Algebra</i>	22	3	<i>Math</i>
<i>Intermediate Algebra III</i>	17	3	<i>Math</i>
<i>Biology II</i>	18	5	<i>Reading</i>
<i>Speech</i>		3	
<i>Accounting I &amp; II</i>		3-6	
<i>Spanish 3 &amp; 4</i>		3-6	

## CAREER EXPERIENCES

Senior students enrolled in this course earn credit while released from school to complete an occupational experience in an approved setting to learn skills necessary for future employment.

## JOB SHADOWING

A student can have two excused job shadowing days during high school. These two days can be taken during your junior and/or senior year. To receive a job shadow waiver a student must adhere to the following procedure.

1. Obtain a Job Shadow Form from the counselor's office.
2. Make arrangements with the workplace and employee to shadow.
3. Have the employee/supervisor sign your form during the job shadow experience.
4. Return the form to the high school office to receive credit for the day missed.

## VOCATIONAL-TECHNICAL SCHOOL

Junior and senior students may choose to attend Grand River Vocational-Technical School at Chillicothe as part of their high school course of studies. Tuition and transportation are provided. Students not earning at least a 70% in their program of study will not be eligible to return the following school year.

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## **A+ SCHOOLS PROGRAM**

Trenton High School has been designated as an A+ school in the state of Missouri. A summary advising the parent of the participating student's progress toward achieving A+ status will be included on their grade card each semester.

Student requirements are the following:

- a. Sign an A+ Student Participation agreement
- b. Attend THS for the two years prior to graduation
- c. Graduate with a 2.5 GPA or higher on a 4.0 scale
- d. Have at least a 95% attendance record
- e. Perform 50 hours of tutoring or mentoring for academically younger students
- f. Maintain a record of good citizenship and avoidance of the unlawful use of drugs/alcohol
- g. Make a good faith effort to first secure all available federal post secondary financial assistance funds that do not require repayment
- h. Students must earn a score of proficient or advanced on the Algebra I EOC exam (Students may use, ACT, or Algebra 2 EOC as alternative scores)

Please refer to the A+ Scholarship Handbook for specific questions about the A+ Program

## **COLLEGE VISITS**

Any student can make two excused college visits during either their junior or senior year. To receive this attendance waiver a student must adhere to the following procedures:

1. Obtain a College Visit Form from the counselor's office.
2. Have a college representative sign the form during the visit.
3. Return the form to the high school office to receive credit for the day missed.

## **SCHOOL FLEX PROGRAM**

The School Flex Program (Section 160.539 RSMo) affords schools the opportunity to offer an alternative delivery system for students in grades 12, who have been identified by their high school principal, parents, or guardians, as potentially benefiting from an alternative delivery system in order to pursue a timely graduation. Participants in this program must attend school for at least two instructional hours per day and be earning credit in classes needed for graduation, maintain a 95% attendance rate, and avoid suspension or expulsion. In addition, there must be evidence that participants are enrolled and attending college or career technical programs and/or proof of employment. All components of the plan must align to the student's Individual Career Academic Plan (formerly known as a Personal Plan of Study), which has been developed by the school District with the student.

This program does not require the Department of Elementary and Secondary Education (DESE) to approve prior to implementation. Eligible students participating in the School Flex Program shall be considered full-time students of the school District or charter LEA and shall be counted in the school's average daily attendance for state aid purposes.

# ***ACTIVITIES AND ATHLETICS***

## **OFFERINGS**

Basketball, cheerleading, football, golf, softball, tennis, track, volleyball, wrestling, baseball, Gold Rush choir, concert choir, pep band, concert band, marching band, color guard, FBLA, FCA, FCCLA, FFA, FTA, NHS, Science Club, Spanish Club, Student Council, Key Club, Art Club, Drama Club and Academic Team.

## **MSHSAA REQUIREMENTS AND TRENTON HIGH SCHOOL PHILOSOPHY**

Participation in activities is a valuable educational experience, not a reward for academic success. Participation is for all students making appropriate progress toward graduation.

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## **GRADE REQUIREMENTS**

- a. Student grade checks will be performed eight times a year at each grading period (Midterm, Quarter, Semester). Students failing more than one class will be ineligible to participate in contests or performances (but may still participate in practices) until the next grade check, when eligibility is reassessed.
- b. Students' cumulative attendance will also be monitored at each grading period after the first quarter. Students who fall below 90% attendance will be ineligible to participate in contests or performances (but may still participate in practices) until the next grade check, when eligibility will be reassessed. \*
- c. The minimum standards do not apply to 9th graders entering their grade level for the first time.
- d. Students must adhere to MSHSAA academic eligibility standards.

\*All Attendance actions are to be handled by the discrepancy of the administrative staff.

## **GENERAL RULES**

- a. Students must attend school the day of the activity/practice unless special arrangements are made through the Principal. When ill students must be in school from 11:30 until the end of the day.
- b. Students who are serving ISS must attend practices, but may not participate in contests or performances.
- c. Students will follow all team rules, maintain good citizenship, and represent THS in an appropriate manner.

Additional and more detailed information on rules and regulations pertaining to activities is located in the activities handbook. Each participant is given one. Copies are also available in the THS office.

# **SCHOOL GUIDANCE**

The Trenton R-IX District implements the Missouri Comprehensive Guidance Program. A student needs survey is administered every three years and results are used to revise curriculum and includes sequential activities organized and implemented by certified school counselors with the support of teachers, administrators, students and parents.

## **CAREER RESOURCES**

Information on careers, *Missouri Connections*, Internet searches, college and vocational /technical schools, financial aid and scholarship opportunities, and ACT registration are available in the Guidance Office.

## **SCHEDULE CHANGES**

Students may change classes until the end of the 3rd day of the semester.

## **TESTING**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migrant or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

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The testing program at Trenton High School is designed to assist students in formulating realistic educational and/or vocational goals.

ASVAB – all juniors – Scores identify combinations of abilities relevant to career paths.

Pre-ACT - all sophomores - allows students to see benchmark areas of college readiness and prepare for the ACT Test

EOC – state mandated by course

ACT – voluntary for college prep students and all juniors will take the test in February

### **CAREER PATHWAYS**

Career pathways include a variety of occupations that require different levels of education and training, organized by occupational interest. Selecting a pathway provides an area of focus, along with flexibility and a variety of ideas to pursue. Pathways include: Arts & Communication; Business, Management, & Technology; Health Services; Human Services; Industrial & Engineering Technology; Natural Resources/Agriculture.

## ***STUDENT LIFE***

### **LIBRARY MEDIA CENTER**

The media center is open before, during, and after school. Guidelines include the following:

- a. Books, other than reference, may be checked out for two weeks and renewed one time. Reference books may be checked out for one hour for classroom use only.
- b. There is no limit to the number of books a student may check out unless the policy is abused. In that situation, a limit will be set for that student.
- c. Overdue book fines are \$.05 per day.
- d. The media center is a quiet zone with no food, gum, or drinks allowed.
- e. Magazines are for library use only and may not be checked out except in the case of special assignments such as research papers or reports.

### **PRIDE**

PRIDE classes meet daily. THS PRIDE time has multiple purposes. It allows for students to have an opportunity to complete homework and get tutoring from instructors. It is a portion of the day in which class activities can be conducted and promotes team building. It also serves as the base of operation of the THS BRIDGE mentoring program that provides each student with an adult mentor in a non-grading situation and allows for student/teacher relationship building. It also allows for a student incentive program to help create a positive school culture. Students are required to bring homework or reading material and participate in the PRIDE time activities.

### **BREAKFAST & LUNCH/FOOD & DRINKS**

All students are required to eat in the cafeteria during their assigned shift. In the cafeteria, students are expected to use good manners. Students should talk at a reasonable volume, be orderly in line, clean up after themselves, and not bother others' food.

Breakfast will be served in the commons between 7:40 and 8:00. Students may take water in a water bottle to classes but students will not be permitted to carry other food or beverages to classes. Any food product served to students, including those brought in by parents/guardians or students, must be purchased from a licensed vendor. Soda and snack machines are located in the commons, but may not be used by students until after school. Similarly, outside food orders (e.g. fast food whether delivered by the establishment or by a parent) will remain in the office and be delivered at the end of the school day. Students will not be permitted to have food orders delivered during the school day. Food products served to students may be purchased from a store. No home-made food is to be served.

Lunch fees should be paid in the office before or after school. Students may not accumulate more than ten (10) unpaid meal charges. Students may not charge à la carte items. The District will make every effort to work with families to resolve situations involving unpaid meal charges. However, the District may, if necessary, turn over delinquent debt, including unpaid meal charges, to a collection agency. Free and Reduced applications are included in student enrollment packets. Parents are encouraged to complete and return these because many state and federal aid programs for our school are

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based on the number of Free and Reduced approvals our district has. Please take advantage of this opportunity; it helps us both! Please refer to Board Procedures ADF-AP1 and EF-AP1 for more information.

### **BULLETIN**

The office issues a daily bulletin which will be read and emailed to students. Bulletin items need to be submitted by 1:00 the previous day. Student submissions need administrative approval. Bulletins can be viewed by parents through the SIS Parent Portal.

### **LOCKERS**

Each student is issued a locker at enrollment. Students are responsible for the upkeep of their locker and must keep it locked. Locker decorations must be in good taste. School administration has the legal right to search lockers and other school property used by students.

### **CELL PHONE & PERSONAL ELECTRONIC DEVICES**

Our goal as a school is to prioritize the importance of instructional time and to minimize potential distractions that may jeopardize learning. As such, students will not be permitted to use their cell phones or other personal electronic devices during school hours. It is an expectation that when students enter the school that Smart watches or other similar devices used in a manner that is disruptive or impedes learning will also be confiscated for parent pick up in the office. Students are not to use classroom phones without faculty or staff permission. Students may use the office phone at the discretion of school personnel. The office will take messages for students and deliver them promptly.

### **PARKING**

Student parking is in the west lot, not along the curb or in the grass. Students are not allowed in their cars or in the lot during school hours without administrative permission. Violations of this will result in disciplinary action. Careless or inappropriate driving will result in loss of parking rights.

### **TRIPS/ASSEMBLIES/DANCES**

Students attending THS sponsored trips must utilize school transportation unless arrangements are made through the principal. Non-THS guests at dances must be registered in the office prior to the event and have administrative approval. Guests must be at least in the ninth grade, under the age of 21. Students who have dropped out of high school or on homebound status may not attend THS activities or social events. Students who owe dues, fines, or fundraiser money may not attend activities or social events. Students must be in attendance at school the day of the activity to participate. Student conduct rules apply during these events. \*

\*All attendance actions are to be handled by the discrepancy of the administrative staff.

### **CARE OF SCHOOL PROPERTY**

All supplies, equipment and facilities used by THS staff and students are paid for by taxpayers. Anyone who defaces or destroys school property may face discipline and/or be required to pay for damages.

## ***SCHOOL PROCEDURES***

### **ACADEMIC ATTENDANCE POLICY**

#### **I. Attendance Policy Principles**

A. The Trenton R-IXI Board of Education finds that regular school and classroom attendance is key to satisfactory achievement within the school district's curriculum and that attendance has an independent academic value which examinations or other evaluations do not fully measure. Consistent attendance by all students also has a profound positive effect on the district's resources, which in turn, affects the quality of instruction and student achievement district-wide.

B. Students who fail to meet the district's standards for attendance are presumed to have failed to satisfy a necessary academic prerequisite to credit or promotion. Unless the instructional staff of the district review the student's case as provided in Part III of this policy and find that the student has academically mitigated the effect of the absences.

C. To earn a passing grade or credit in a credit-based course, students who have missed school in excess of six (6) days per semester must have their individual cases considered under Part III of this policy. In the High School the six (6) absences are per class. (Reference G)

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collecting and completing those assignments prior to returning to school. Absences for disciplinary reasons count toward the attendance limit triggering academic review under Part III of this policy.

### **III. Academic Review/Saturday School**

A. Regardless of whether a student has kept current with all missed assignments or not, when a student fails to meet the district's academic attendance standards as established by this policy, the superintendent will ensure that student's case is reviewed by appropriate members of the administrative and professional instructional staff.

B. Students who miss in excess of the attendance limit could be considered as "at risk" of potential failure, retention and/or eventually becoming a dropout. In order to assist all students in school success, the district will offer Saturday School for academic review, study, and preparation for academic programs. After exceeding the absences limit, all days must be made up during Saturday School. After becoming in violation of the Attendance policy a student will not be permitted to make-up any unverified absence.

C. Saturday School will be from 8:00 a.m. to 12:00 p.m. during the first semester, starting in September if necessary. Second semester Saturday School will be offered throughout the fourth quarter and for the first two days following the last day of school. Parents and students are responsible for notifying the school of their attendance. The school must be contacted by 2:00 p.m. on the Thursday before the Saturday School will be served. Students who do not take advantage of Saturday School will not receive credit for the semester in which they fail to meet the attendance policy requirements. Senior students in violation of the Attendance Policy and not receiving credit for the second semester of their senior year will not be permitted to participate in graduation activities. High school students will be eligible to attend Summer School for credit.

D. Instruction will take place during Saturday School.

1. Students will be expected to stay awake and participate in the learning activities in order to get credit for attendance. Students will be expected to complete a packet of work provided by the Saturday School instructor.

2. Students who are uncooperative, disruptive, or create a discipline problem will be asked to leave and attend another session at a later date.

3. Students who are not able to make it to Saturday school at the starting time will not be allowed to start after 8:00 a.m.

4. Saturday School hours may be scheduled at alternative times only with prior approval from the high school principal or the assistant principal. The academic guidelines listed above must be followed during these alternative times.

E. Students are not permitted to attend any extra or co-curricular events that cause a loss of class time during the school day until they have satisfied their Saturday School hours. Saturday School hours will be calculated each Monday and that number will be used for the consecutive week. Students will have the opportunity to serve hours after school in the detention room.

### **IV. Appeals Process**

A. The Academic Attendance Program is designed to ensure students have the opportunity to be successful in school. The program is also designed to provide parents and students with the flexibility to meet the attendance requirements.

B. Individuals who do not think they fall under the attendance policy or require a waiver should appeal to the Principal.

### **EXCESSIVE ABSENCES**

Students are expected to be in school everyday. By law it is the parent's responsibility for the regular attendance of their child(ren). Excessive and/or undocumented absenteeism will be reported to the Grundy County Children's Division and Juvenile Office.

Consequences for excessive absences include the following: notification letter, conference, and referral to appropriate agencies. Board Policy JED-R states that students missing more than fifteen days a year may be retained for the following year.

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## TRUANCY

If a student does not attend school or leaves school without the proper authorization from parents and school administration, that student is truant. Truancy is considered an unexcused absence. When a student is determined to be truant, parents are notified and the student disciplined. Repeated truancy will result in a referral to juvenile authorities.

## TARDINESS

Students should be prepared and seated when the bell rings to start class. Students tardy to the first period should report to the office for an admit slip before going to class. Any other time, students report directly to class. There are no excused tardies.

## LEAVING SCHOOL GROUNDS

Students leaving school must check out through the office first and have parental permission by note or phone call. If students return, they must check in through the office before returning to class. Students not following this procedure will face disciplinary consequences.

## EARLY DISMISSAL FROM SCHOOL

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee.

The Trenton R-IX School District will supervise its students in attendance during the school day. Therefore, each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons. Procedures must adhere to the following:

- Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be identified as the student's parent or guardian.
- Any person requesting release of a student must present proper identification prior to release of the student.
- Children of single parent families will be released only upon the request of the custodial parent, i.e., the parent whom the court holds directly responsible for the child and who is identified as such on the school record.

For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian. (Policy JEDB)

## STUDENT TECHNOLOGY AND INTERNET USAGE

Trenton R-9 Schools believe in making resources available to provide the best possible education to its patrons. As such, each student and faculty member at THS will be issued an iPad or Chromebook with pre-approved applications and Internet access. These devices and resources are the property of and will be managed by the Trenton R-9 School District. Students are expected to use these tools in a manner pursuant to the policies set forth in the [Trenton R-IX iPad Handbook](#) and other general school policies. Students will also be issued a Google Apps for Education (GAFE) account with a username and password created by the district in the following format:

Username: Graduation Year, First Initial, Last Name, @dogs.trentonr9.k12.mo.us

Password: Last Name (first letter capitalized), Lunch PIN

Example: Username: 2004jdoe@dogs.trentonr9.k12.mo.us Password: Doe9999

Each student's GAFE account grants them access to several important and useful tools, including:

**Gmail:** Student and staff email service. This is the primary method of correspondence between teachers and parents/guardians and is also frequently used for teacher/student communication. Students are encouraged to check email often and to use it for productive and educational communication only. Accounts may be checked by administration. Teachers' email addresses are in the following format: First Initial, Last Name, @trentonr9.k12.mo.us (e.g. jdoe@trentonr9.k12.mo.us)

**Calendar:** Student and staff calendar/planner. This tool is provided to students in lieu of a print planner.

**Google Drive:** Student and staff file storage and sharing service. Students and teachers may create, store, and share files including Google Docs (text documents), Google Slides (presentations), and Google Sheets (spreadsheets).

**Classroom:** Teacher, student, and parent communication and collaboration tool. Teachers use Classroom to post assignments and announcements and to share resources. Students use the classroom to communicate and collaborate with teachers and other students. They can also check the class calendar and turn in assignments. Parents/Guardians may elect to receive updates via email from Classroom. Assistance may be obtained by contacting the office.

***Parents who do not want their children using the Internet should notify the THS office in writing***

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## **ELECTRONIC COMMUNICATION AND RECORDING**

A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts. The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. Students, patrons, and outside entities will refrain from making audio or visual recordings on district property, district transportation or at a district activity unless they have obtained permission from a school or district administrator and from the person or entity to be recorded. This prohibition does not apply to performances or activities to which the general public is invited, such as athletic competitions, concerts and plays or to students fulfilling the requirements of a district-sponsored class or activity. Any audio or visual recording activity will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Please refer to Board Policies EHB-AP1, KKB, and GBH for a complete explanation.

## **PARENT PORTAL/ONLINE GRADE BOOK**

Parent Portal allows parents/guardians to view grades, attendance, homework, discipline, and lunch balances online. Parents/guardians will need to have access to an email account. Additional information and assistance is available by contacting the office.

## **NURSE**

A school nurse is on duty at THS during regular school hours. If a student becomes ill at school, he/she should have their teacher call down to the nurses office before heading down. Students are to be checked out by the nurse and the nurse will contact parents if students are ill. All students who are being checked out of school for an illness must be examined by the nurse for documentation. School officials shall be authorized to require a physical exam by a physician and, if the condition warrants, exclude the child from school as long as there is any liability of such disease being transmitted by the pupil.

## **MEDICATION**

Only designated school personnel may dispense medications (prescription & over the counter). General stock medications (Tylenol, Ibuprofen, etc.) are not provided by the school. All medications must be in the original container, age appropriate, and have specific instructions from the parent and stored in the nurse's office. Parents must sign a medication permit, as well. Over the counter meds will only be dispensed five consecutive days without a doctor's order. It is the parents' responsibility to bring new prescriptions when there is a dosage change. Students are not allowed to keep medications in their lockers or bags. Students may carry a prescribed inhaler, providing the nurse has a doctor's order and parental permission. Students are highly encouraged to keep a second inhaler in the nurse's office.

## **EMERGENCY MEDICATION**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a live-threatening anaphylactic reaction or life-threatening asthma episode. Epinephrine and asthma-related rescue medication will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medication based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies. The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma related rescue medications. A current copy of the list will be kept with the devices at all times.

## **STUDENT HEALTH INFORMATION**

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Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

## ***BEHAVIOR AND DISCIPLINE***

### **GENERAL BEHAVIOR EXPECTATIONS**

- Students will be on time, prepared, and behave appropriately.
- Students may not possess, sell, purchase, distribute, or be under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances anywhere on school property or at school activities. Violations of this are considered “severe” infractions and will result in suspension and/or loss of privileges. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.
- Students may not possess weapons of any type on school property or at school activities. Violations of this are considered “severe” infractions and will result in suspension and referral to legal authorities. Board Policy JFCJ defines weapons as firearms, explosives, switchblade knives, “brass knuckles”, knives, or any instruments used/designed to threaten or assault, whether in attack or defense. A pocket knife used inappropriately will be considered a weapon.
- Fighting is prohibited on school grounds or at school activities. Violations of this are considered “severe” infractions and will result in suspension and/or loss of privileges.
- Students should keep halls and commons area clean. Failure to do so will result in loss of vending/ice cream privileges.
- No open beverages are allowed in the halls or lockers. Food from outside vendors is prohibited during school hours.
- Students out of class will need a designated hall pass from their current classroom.
- Visitors should report directly to the office.
- Materials posted in the school should be neat, attractive, and not offensive. Students may not post items without administrative approval. When taking these items down, remove all tape, putty, string, etc.
- Textbooks, equipment and other school property issued to students are the students’ direct responsibility. If lost, stolen, or damaged, the student will pay for replacement.
- Flowers/balloons/packages will not be delivered to students. They will be made available for pick-up in the office after school.
- Skateboards, toys, and similar items have no place at school and will be confiscated.
- Public displays of affection have no place at school. Violators will be disciplined.

### **CLASSROOM BEHAVIOR PLANS**

All teachers have a classroom discipline plan approved by the principal and posted in their rooms that students are expected to follow. Failure to do so may result in an office referral. Office referrals are regarded as serious matters because the student has already received warnings and teacher consequences, or the student has committed a severe infraction of school policy.

### **TRANSPORTATION**

Bus transport is a privilege that will be denied if rules are not followed. School discipline rules apply on all school bus trips. Riders will not use inappropriate language, abuse or make fun of others, or extend anything out of the windows. Riders will keep the bus clean, treat the driver respectfully, and follow the driver’s instructions. The bus will not wait for tardy students.

Students who drive their own vehicles are expected to park in the student parking lot on the South side of campus and follow normal traffic safety rules. Students who violate these expectations may have their parking privileges revoked.

### **SEARCHES**

School lockers, desks, and other district property are provided for the convenience of students and are subject to periodic inspection without notice. Students’ property may be searched based on reasonable suspicion of a violation of district rules, policy, or law. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. If reasonable under the circumstances, students may be required to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing. The district may, at times, conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.

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## **DRESS CODE**

The School Board recognizes the value of allowing individual student expression, as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures are designed with the goal of balancing these competing interests. All dress will adhere to health and safety codes and comply with applicable law.

Dress that materially disrupts the educational environment will be prohibited. Please note the following expectations:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. 2. Biker shorts as outerwear will be inappropriate.
3. Caps, hats, or other forms of head covering are not to be worn in buildings unless otherwise permitted by law or with permission of the building principal.
4. Students are not to wear see-through or bare-midriff blouses/shirts.
5. Clothing which illustrates with words or symbols statements condoning alcohol, tobacco or drug use, views concerning sexual issues and depiction of violence or profanity, is prohibited.
6. All students must wear shoes, boots or other types of footwear.
7. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
8. Dress and grooming will not disrupt the educational environment.
9. Bags and backpacks are not to be carried from class to class. They should be stored in lockers.

It is impossible to address all grooming and attire issues. Reasonable judgment applied fairly and consistently is required. Dress code violations are complaint driven with the administration making the final decision on appropriateness. Health, safety and good taste will be used as guiding principles in this area. In the event it is determined that a student has violated the dress code, he/she will be asked to change or will be provided a change from the nurse. The building administrator will use personal judgment on clothing not worn as designed; i.e., fastened at the waist, or straps worn down. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities. (Policy JFCA-AP1)

## **STUDENT ALCOHOL/DRUG ABUSE**

The Trenton R-IX School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. The District may use dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including parking lots, and may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. Please refer to Board Policies JFCH, JFCI, and JFG for more information.

## **TOBACCO-FREE DISTRICT**

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times.

## **STUDENT DEMONSTRATIONS**

To ensure the orderly process of education and business affairs connected with the school and the safety of persons and property, Board Policy JFC directs that certain procedures be followed in case of any type of disruptive demonstration on school property or within school buildings. Anyone who becomes aware of such a demonstration shall immediately bring it to the attention of the superintendent or a school administrator. Students participating in a disruptive demonstration shall be directed by their building principal or his or her representative to return to their regular classes. Students who do not immediately return to class will be considered truant and appropriate suspension steps are to proceed. This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas of students but to maintain an appropriate program of instruction and to bar any disruption of the schools or interference with their normal operation. Please refer to Board Policy JFC for more information.

## **BULLYING/HAZING/CYBERBULLYING**

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All forms of hazing, bullying, and student intimidation are prohibited. Violators will be disciplined. In order to promote a safe learning environment for all students, the Trenton R-IX School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

**Bullying** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

**Cyberbullying** – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

**Hazing** – activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

## **Disciplinary Plan**

<b><u>Level 1</u></b> <b><u>1Day-ISS</u></b>	<b><u>Level 2</u></b> <b><u>2Days</u></b> <b><u>-ISS</u></b>	<b><u>Level 3</u></b> <b><u>3 Days-ISS</u></b>	<b><u>Level 4</u></b> <b><u>4 Days-ISS</u></b>	<b><u>Level 5</u></b> <b><u>3Days OSS</u></b>	<b><u>Level 6</u></b> <b><u>5Days OSS</u></b>	<b><u>Level 7</u></b> <b><u>1-10 Days OSS</u></b> <b><u>Possible Referral to</u></b> <b><u>Superintendent</u></b>
General Misconduct		Tobacco		Physical attack w/the intent to do bodily harm including but not limited to biting, choking, hitting, kicking, or punching	Pulling the Fire Alarm	Drugs/Alcohol
Disrespectful to staff, student, or school property		Student to Student harassment		Theft		Indecent Exposure
Riding to Vo-Tech without permission		Driving to Vo-Tech without permission		Vandalism /payment of damages		Illegal Weapons
Profanity				Verbal Abuse to a Staff Member		Physical Abuse to Staff Member
		Verbal Abuse to a student of threatening nature				Arson
Uninvited contact with another person such as but not limited to:						Fireworks on School Grounds

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pushing, pinching, roughhousing or minor slapping/hitting/kicking						
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- Upon the third violation of level 1-4 the student will progress to the next level for disciplinary action.
- Upon the second violation in levels 5-6 the student will progress to the next level for disciplinary action.
- Truancy-Students will serve twice the time gone in ISS. Repeat offenses will acquire an additional day per offense.
- Tardies- A student will be assigned a detention when his/her total reaches 5 tardies, 7 tardies, and 9 tardies. Upon the student's 10<sup>th</sup> tardy referral students will receive ISS for each offense. Tardies will be tracked on a cumulative, per-semester basis.
- Cheating and plagiarism is to be reported to the office (1<sup>st</sup> offense) students will receive a zero and serve a detention before or after school at the convenience of the teacher. (2<sup>nd</sup> + offense) student will receive a zero for the assignment and then be handled individually by the office according to the level each student would be.
- Bullying – According to state law, bullying is defined as “intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.” If you have been the target of bullying or have witnessed the bullying, complete the proper form available in the office and submit it to the building principal/assistant principal/counselor. Reports of bullying will be investigated and disciplinary action will be taken as warranted.
- Bus Referral - 1<sup>st</sup> offense: principal conference, phone call home. 2<sup>nd</sup> offense: 3-5 day bus suspension. 3<sup>rd</sup> offense: 7-10 day bus suspension. Subsequent offenses: indefinite bus suspension.
- Student Transportation Referral - 1<sup>st</sup> offense: 3-5 day parking privilege suspension. 2<sup>nd</sup> offense: 7-10 day parking privilege suspension. Subsequent offenses: indefinite parking privilege suspension.
- Cell Phone – 1<sup>st</sup> offense: detention, parent must pick up the phone from the office. Subsequent offenses: Level 1 offense – minimum 1 day of ISS/parent must pick up phone from office.

Note: For the purpose of interpreting violations of student conduct, this handbook will use the definitions provided in Board Policy JG-R1. Depending upon the severity of the offense the student will be disciplined at the appropriate level. Upon the office referral students will progress through the levels of discipline. Example: If a student has been referred to the office (5) times and if the referral was classified as a minor violation, the least amount of disciplinary action issued to this student would be Level (3) which in turn would be (3) days of ISS.

**\*All discipline actions are to be handled by the discrepancy of the administrative staff.**

**Disciplinary actions outlined in this plan are to be viewed as general guidelines and subject to modifications based on the situation. Board policy JG-R1 will be used as a final reference with any disciplinary action.**

### **DISCIPLINARY ACTIONS**

**DETENTION:** When assigned detention, students will be given at least one day's notice and must make necessary arrangements. Failure to serve a detention results in ISS.

**PARENT CONFERENCE:** When inappropriate behavior is chronic or severe, parents will be notified and asked to conference with the teacher, counselor, and/or principal.

**IN-SCHOOL SUSPENSION:** ISS is located at the high school. Students are able to do class work for full credit. Assignments are due the day the student returns to class. Students need to bring materials to work, stay busy, be quiet and respectful, and follow ISS rules. Students serving ISS may not attend or participate in school activities that day.

**OUT-OF-SCHOOL SUSPENSION:** OSS is a result of repeated office referrals or a serious violation of school policy. During OSS, students may not be on school grounds or at school activities. Students are able to complete assigned work for full credit. Parents may request work and pick it up in the office. The work is due the day the student returns to school.\*

**EXPULSION:** In certain rare circumstances students may be excluded from the school environment for an indefinite amount of time.

**CORPORAL PUNISHMENT:** Corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Trenton R-IX School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools. A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

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\*Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, or custodian and has permission of the principal of the school that suspended the student.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or other custodian. The principal must receive advanced, written notice regarding the designee.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

\*\*Any student committing any of the offenses listed in 160.261, RSMo. or any act which if committed by an adult would constitute such an offense, will be reported to the appropriate law enforcement agency as soon as reasonably practicable.

### **AI USE AND PROHIBITIONS**

District students and employees must use AI responsibly and in accordance with this AI Use Plan. AI users are responsible for any harm caused by their AI use. District instructional staff will oversee student AI use in the classroom to monitor whether the use is safe, educational, and effective.

District students and employees are strictly prohibited from engaging in the following uses of AI:

1. Using AI in a way that violates any district policy or applicable law;
2. Inputting into any AI any confidential or critical data, as defined in policy EHBD, or any other confidential information unless the AI coordinator has approved the use as safe, appropriate, and legal;
3. Using AI to violate the instructions or requirements of any assignment;
4. Representing AI-generated content as their own work;
5. Using AI to create or disseminate false information on matters or events of public importance;
6. Using AI to create any altered image or voice of any person without obtaining that person's permission;
7. Using AI to generate any material that is obscene or harmful to minors;
8. Using AI to harass, embarrass, defame, misinform, or otherwise harm any person;
9. Using AI to cause disruption to district operations, including instruction;
10. Using an AI product that is not permitted by the AI Use Plan; or
11. Using AI to negatively affect the district or in a way that causes harm.

The AI coordinator may intervene in or prohibit additional AI use that, in the AI coordinator's determination, poses unacceptable risk to the privacy or safety of any person.

Students may be disciplined and employees may be disciplined or terminated for violating these prohibitions, including violations that occur off campus and create a nexus to the educational environment. When AI is involved in other misconduct, the principal or designee may view the use of AI as an aggravating factor that justifies stronger disciplinary consequences.

#### **Reporting AI Concerns and Misuse**

Individuals who have a concern about the safety or effectiveness of approved AI products should report the concern to the AI coordinator, who will investigate the matter and take steps to resolve the concern.

Individuals who suspect AI misuse or are aware of AI use that is potentially harmful or otherwise violates the law or district policies or procedures must report the matter to the AI coordinator. The AI coordinator will notify the building administrator of the allegations and work with the administrator to investigate the alleged misuse or harm.

#### **Approved AI Products**

The AI coordinator will identify AI products and uses that align with the philosophy and strategy set by the board and that meet the criteria for AI use in the district as set out in this AI Use Plan. The AI coordinator will maintain a list of approved AI products and make the list available to employees and students.

#### **New AI Products or Uses**

District employees and students who wish to use an approved AI product for an unapproved use or who wish to use an unapproved AI product may submit a request to the AI coordinator. The request must:

1. Clearly identify the AI product and use being requested;
2. Articulate an educational or productive purpose for the new product or use;

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3. Include a copy of the product's data privacy policy and terms of use; and
4. Explain why the requester believes the requested use of the product would be safe.

The AI coordinator will decide whether the request meets these requirements and whether the requested use is safe, appropriate, and legally compliant. The AI coordinator will promptly approve or deny all requests. If a request is denied, the AI coordinator will provide an explanation for the denial to the person who made the request. AI Training

## ***EMERGENCY PROCEDURES***

Everyone should remain calm. Teachers are always responsible for class counts and should take rosters with them. Specific procedures are posted in each room.

**TORNADO:** The tornado signal is a pulse sound over the school intercom. On this signal, all occupants of the building will go directly to their designated area. Leave classroom doors and windows as they are.

- \*Use the route nearest to your classroom.
- \*Walk briskly; do not run.
- \*Do not talk; talking leads to confusion and panic.
- \*Do not go to your locker.
- \*Stay away from the windows at all times.
- \*Once you have arrived at your designated location, you should assume the “tornado posture” of head down and hands clasped behind your head.
- \*Your teacher will take roll and give you further instructions.

**EARTHQUAKE:** The earthquake signal is an intercom announcement. On this announcement, all occupants of the building will move to the closest interior wall away from windows and take cover. When the quake is over, classes will evacuate the building according to fire exits and meet in a safe, open location. For more information about earthquake safety, please review materials prepared by the Federal Emergency Management Agency at <http://www.fema.gov/earthquake/earthquake-safety-school>

**FIRE:** The fire signal is a siren sound over the school intercom. On this signal, all occupants of the building will evacuate by exiting from the door nearest their classroom. Classroom doors and windows should be closed.

- \*Walk briskly; do not run.
- \*Do not talk; talking leads to confusion and panic.
- \*Do not go to your locker.
- \*Upon leaving the building, go with your teacher to your designated area without stopping.
- \*Once you have arrived at your designated location, your teacher will take roll and give you further instructions.

**EMERGENCY EVACUATIONS:** During an emergency evacuation instructions will be announced over the intercom. On this signal, teachers will instruct students on proper procedures, moving them to a predetermined area that will not be disclosed to the public. Teachers will take roll at that location and await further instructions from the administration.

**LOCKDOWN:** A lockdown message will be announced over the intercom. Teachers will lock all doors to their classrooms and move students to an exterior wall – away from the door and not visible through the windows.

## ***ADMINISTRATIVE INFORMATION***

Trenton High School is required by law to provide parents with the following information. Please read and contact the THS office at 359-2291 for any questions or concerns that you have. The Trenton R-9 Policy manual can be located on the district website [www.trenton9.k12.mo.us](http://www.trenton9.k12.mo.us) under the district tab/district links/MSBA Adopted Board Policies.

### ***PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION***

The Trenton R-IX School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Trenton R-IX School District is an equal opportunity employer. Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be

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unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. Inquiries related to Trenton School employment practices or to file a grievance, contact the Superintendent, 1607 Normal Street, Trenton, MO 64683; telephone number 660-359-3994. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Director of Supportive Services, 1607 Normal Street, Trenton, MO 64683. Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Offices, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106; telephone: (816)268-0550; FAX: (816)823-1404; TDD: (877)521-2172. Please refer to Board Policies AC and IGBA for more information.

#### ***BOY SCOUTS OF AMERICA EQUAL ACCESS ACT***

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

#### ***SPECIAL EDUCATION POLICY***

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Trenton R-IX School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Trenton R-IX District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. The Trenton R-IX District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

For more information on any of our services, please contact the Director of Special Services at 359-2003 or the Superintendent at 359-3994 *Please refer to Board Policy IGBA for more information.*

#### ***PROGRAMS FOR HOMELESS STUDENTS***

The Trenton R-IX School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to free and appropriate public education.

#### ***TEACHER QUALIFICATIONS***

Parents may request professional qualifications of teachers including certification about teaching assignments, whether their student is served by a paraprofessional and that person's teaching assignment, degrees, and endorsements. Schools will notify parents if their student is taught by a nonqualified teacher for four or more consecutive weeks. The school will inform parents on their student's level of performance on statewide assessments.

#### ***SUICIDE AWARENESS AND PREVENTION***

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Trenton R-IX School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. Any district employee who has a reasonable belief that a student may be at risk of suicide will make every effort to locate the student immediately and notify an administrator, counselor, or school nurse. The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Students will receive age-appropriate information and instruction on suicide awareness and prevention.

#### ***TRAUMA-INFORMED SCHOOLS INITIATIVE***

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Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative.” The “Trauma-Informed Approach” is an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan. A “Trauma-informed school” is a school that:

- a. realizes the widespread impact of trauma and understands potential paths for recovery
- b. recognizes the signs and symptoms of trauma in students, teachers and staff
- c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
- d. seeks to actively resist re-traumatization

To find out more about Missouri’s Trauma-Informed School Initiative, visit <https://dese.mo.gov/traumainformed>

### **TEACHING ABOUT HUMAN SEXUALITY**

THS will teach students about human sexuality in accordance with state law and Board Policy IGAEB. Parents/guardians have the right to remove their student(s) from any part of the district’s human sexuality instruction. Please contact the THS office with questions or concerns.

### **MO HEALTHNET FOR KIDS PROGRAM**

The Federal Children’s Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. In order to qualify for this benefit program, you must be a resident of Missouri, under 19 years of age or be a primary care giver with a child under the age of 19, not covered by health insurance (including Medicaid), and a U.S. national, citizen, legal alien, or permanent resident. For more information, visit <http://www.benefits.gov/benefits/benefit-details/1606>

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

#### **NOTICE FOR DIRECTORY INFORMATION**

*The Family Educational Rights and Privacy Act* (FERPA) a Federal law, requires that Trenton R-9 School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Trenton R-9 School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Trenton R-9 School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Trenton R-9 School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the first day of school. Trenton R-9 School District has designated the following information as directory information: Note: a LEA may but does not have to, include all the information listed below.)

Name, address, student ID (MOSIS), telephone listing, date and place of birth, electronic mail address, photograph, dates of attendance, grade level, participation in officially recognized activities and sports, last institution attended, weight and height of members of athletic teams, degrees, honors, awards received, major field of study.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) 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 written request that identifies the records(s) 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, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent of eligible student 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 privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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One exception, which permits disclosure without consent, is 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent, or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 education 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request).

(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 the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

#### **SECTION 9524**

Trenton R-IX School District has no policy that "otherwise denies participation in, constitutionally protected prayer in public...schools as detailed" in accordance with Section 9524 of the No Child Left Behind Act.

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), requires Trenton R-9 School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

#### **COMPLAINT RESOLUTION PROCEDURE FOR FEDERAL PROGRAMS**

The Trenton R-IX School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA. The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution. The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy. The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

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The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

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