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Approved by Board of Education
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A+ School

Twin Rivers High School has been designated an A+ School by the Missouri Department of Elementary and Secondary Education. Thanks to a great deal of hard work and effort by our staff, our students are able to enjoy the benefits of A+ designation. After meeting a 95% attendance requirement, 2.5 grade point (on a 4 point scale), good citizenship, and 50 hours of tutoring requirements during their time as Twin Rivers students, graduates can attend two years of community college or technical school tuition paid. Beginning with the high school senior class of 2015, students must achieve a score of proficient or advanced on the Algebra I end of course exam or a DESE approved exam in the field of mathematics. Anyone needing more information or desiring to sign up for the program should contact our A+ Coordinator.

Assessments

End-of-Course Exams: End-of-Course Assessments are taken when a student has received instruction on Missouri Learning Standards for an assessment, regardless of grade level. All districts must ensure that students complete EOC assessments in Algebra I, English II, Biology, and Government prior to high school graduation. In addition, Twin Rivers High school may elect to administer the following assessments: English I, Algebra II, Geometry, American History, and Physical Science. All students, with the exception of MAP-A and ELL students, are required to participate in EOC assessments.

ACT: Statewide administration of the ACT plus writing will occur on a single date, at the same time and under standardized administration conditions. All 11th grade students in Missouri, with the exception of MAP-A and ELL students, are required to take the ACT. A make-up date will be available for students not able to test on the designated statewide administration date.

Semester Exams: Semester examinations will be given in all classes. The tests will account for 10% of the semester grade. Semester exams will be optional for students with perfect attendance for the semester. If a student with perfect attendance chooses to take the final and it causes the semester grade to be lowered, the final exam score will be removed. If a student is failing the class, regardless of perfect attendance, he/she will be required to take the exam. Students absent on the day of a final must make up that test and take all remaining finals.

Other standardized test(s) may also be required as deemed necessary.

Attendance Policy

It is the belief of the Twin Rivers Board of Education that consistent attendance at school is vitally important for the success of our students. Something of value is presented during every class period. Attendance has an independent academic value that cannot be measured by exams or other evaluations. Any time a student misses a class, valuable learning opportunities are lost that cannot be completely regained through make-up work. Consistent attendance by all students has a profound positive

effect on district resources, which in turn affects the quality of instruction and student achievement throughout the district. These beliefs provide the rationale for the following attendance policy:

1. Consistent attendance is necessary in order to earn credit. Students who miss a class more than six times in a semester will not earn credit for the course.
2. Students who miss a class more than six times in a semester must present an appeal to an attendance committee in order to receive credits for the class.
 - a. The attendance committee will consist of appropriate members of the professional staff.
 - b. Upon a student's seventh absence, the student and parents will be notified of the failure to earn credit, the process for filing an appeal with the appeals committee, and the date scheduled to hold appeals.
 - c. Appeals will be scheduled within 10 days of the end of the semester.
 - d. The attendance committee will determine if credit is to be restored based on information presented by students and parents during the appeal. Committee decisions may be appealed to the superintendent.
 - e. **Absences subsequent to the seventh absence will be a significant factor during an appeal.**
3. The high school office will attempt to contact parents every time a student is absent.
4. Parents will be informed in writing when their child reaches four absences in any class.
5. Since the impairment to academics caused by an absence is not dependent upon the reason for the absence, there will be no categorical list of "excused" or "unexcused" absences. Administrative exceptions to the attendance policy may be made when extenuating circumstances are involved. Students should still provide notes from doctors, orthodontists, or other documentation at the time of their absence. Documentation will be kept on file in the office in case an appeal becomes necessary. Documentation should be original not copies.
6. Saturday school and/or summer school may be an option for attendance recovery.
7. Students who miss more than half of a class will be considered absent. Students will be counted absent if the student checks out anytime during the last half of a class period in excess of 3 times per quarter. If a student checks out of a class, in which they will not receive credit, in excess of 3 times, they will be assigned ASD, ISS, or OSS.
8. Students who miss school will be allowed as many days to make up work as were missed.
 - a. It is the student's responsibility to request make-up work.
 - b. Alternative assignments may be provided as make-up work and the work may be more rigorous to account for the loss of intangible academic value due to the absence.
 - c. Students who have been suspended from school will have the opportunity to make up missed work for 50% credit.
9. Days missed due to suspension will count as absences.
10. The number of absences allowed for transfer students will be prorated according to the number of days remaining in the semester when they enroll.

11. After ten consecutive days of absence without contacting the high school office, student may be dropped from school roster. Juvenile office may be contacted.

Perfect attendance is defined as: A student must not have been absent from school even one class period. Attending school functions such as Beta, FBLA, FCCLA, FFA, Student Council, Quiz Bowl, athletic events, or band and choir events are not considered to be absences from school. College or tech school visits are not considered absences if they have been given prior approval by the principal. Each senior will be allowed one documented college visit without being considered absent. A letter from the college or tech school's admissions office is required for documentation.

Attendance Appeals

Students and parents will be notified when an attendance violation occurs. They will be informed of a date to appear before the Appeals Committee. A written request for an appeal must be submitted prior to the date the committee is scheduled to meet. During the appeal the student's attendance record will be reviewed. Students and parents will have the opportunity to explain the absences and committee members may ask questions. The committee will then make a decision and notify the student and parents of that decision by mail. Committee decisions may be appealed to the Superintendent of Schools. Further information regarding the Attendance Policy and the Appeals Process is available in the High School office.

Bell Schedule

1 st Bell	7:58
1 st Hour	8:02 - 8:52
2 nd Hour	8:56 - 9:46
3 rd Hour	9:50 - 10:40
4 th Hour	10:44 - 11:08
1 st Lunch	11:08 - 11:28
5 th Hour B	11:32 - 12:22
5 th Hour C	11:12 - 12:02
2 nd Lunch	12:02 - 12:22
6 th Hour	12:26 - 1:16
7 th Hour	1:20 - 2:10
8 th Hour	2:14 - 3:04

Bus Trips

Students are required to ride the bus to any school-sponsored event. Any exceptions must have prior approval of the building principal. Behavior on the bus is expected to comply with all school rules just as if students were in our school building. Students must ride the bus home from the event unless his or her own parent signs for them with the coach/teacher/supervisor.

Cadet Teaching

Students who qualify are allowed the opportunity to assist teachers as Cadet Teachers. Responsibilities may include things such as running off copies, taking roll, basic grading, etc. To qualify to become a Cadet Teacher, students must have at least 18 credits, classified as a senior, a grade point average of 7 on an 11 point scale, and no serious prior disciplinary problems. Students must have a Cadet contract on file and turn in a cadet log at the end of each semester in order to receive credit. Cadet teachers/tutors are only allowed during 2nd, 3rd, 5th, and 6th periods.

Cafeteria

Our students have a choice of two different meals every day that provide one third to one half of the days nutrition requirements plus A-La-Cart items. High standards of sanitation are maintained. Free or reduced price lunches are available through the national school lunch program. Applications for free or reduced lunches are available in the office. Students are expected to be courteous and mannerly in the cafeteria. Any messes made should be cleaned up by those who make them.

Changing Your Class Schedule

Students may schedule an appointment with the school counselor, beginning August 1st, to make any necessary changes to their class schedules. In no case may a student, on his/her own initiative, drop a class for which he/she has duly enrolled. First semester schedule changes must be requested no later than the Friday prior to school beginning in August and second semester requests must be made no later than the Friday before Christmas break.

Check Out Procedures

Students who need to leave school during the school day must check out through the office. Parent approval is required for any student to check out. This approval must be in the form of a phone call or in person. Notes from parents are not accepted as parent approval to check out.

Class Dues

In an effort to reduce the amount of fundraising, TRHS has decided to try a different approach to cover the expense of prom and various class activities. Students are asked to pay class dues, in the amount of \$20 per year, their freshmen, sophomore, and junior years. Seniors who wish to go to Prom and participate in senior activities in the spring need to have dues paid for each year of attendance at TRHS by the end of third quarter. Juniors who wish to go to Prom need to have dues paid for each year of attendance at TRHS by the end of third quarter.

Clubs and Organizations

Twin Rivers High School offers a variety of clubs and organizations for the benefit and enjoyment of our students. Students are encouraged to join and actively participate in one or more of these. Activity hours are regularly provided in order to allow for

club meetings during the school day. Anyone wishing to start a new club must meet the minimal requirements of having a faculty sponsor, a written constitution, and receiving administrative approval.

Computer Use

Internet access is available to students and teachers in the Twin Rivers School District. We believe the INTERNET offers vast, diverse, and unique resources to both students and teachers. However, with access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We, the Twin Rivers School District, firmly believe that the valuable information available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Students and parents will be expected to sign an Acceptable Use of Technology Agreement before being allowed access to computers.

Counseling Office

A full time high school counselor is available to assist students in choosing their high school courses, aid them with achieving their post-graduation plans, and provide information about scholarships, testing and financial aid. The counselor teaches classroom guidance lessons on issues relevant to the students, meets with students individually and in groups as necessary, and provides many other services.

Discipline

School must be a place where students have the opportunity and are encouraged to learn. The Twin Rivers School Board has established standards of conduct designed to create an environment conducive to learning. The Code of Conduct that follows is an incomplete list and the failure to list an infraction does not mean that it is not subject to consequences. This code 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. All discipline is at the discretion of the building principal.

Any student who receives multiple discipline referrals in a semester will be assigned 1-10 days Alternative School/OSS or long term ISS. Continued referrals will result in additional days or permanent placement in alternative school. In addition, a student who receives multiple discipline referrals may no longer be able to attend school activities for the remainder of the semester in which it occurs.

Code of Conduct

After School Dismissal – Drivers and non-bus riders are not to be released until after the second dismissal bell rings. Students who leave the classroom before the second bell rings:

First Offense: ASD

Second Offense: ASD or ISS

Subsequent Offenses: 1-10 days OSS

Assault – Any violence that directly threatens individual safety is a serious offense. Actions that attempt to cause serious physical injury to another will be considered an assault.

First Offense: ASD, ISS, or 1-10 days OSS, or Long Term Suspension, or Expulsion and notification of law enforcement officials.

Second Offense: 1-180 days OSS, or Expulsion and notification of law enforcement officials.

Third Offense: Expulsion and notification of law enforcement officials.

Arson – Starting a fire or causing an explosion at school with the intent of damaging property or buildings.

First Offense: 11-180 days OSS or Expulsion and notification of law enforcement officials.

Second Offense: Expulsion and notification of law enforcement officials.

Bullying – A repeated imbalance of power by intimidation, either physical or psychological, threats of any kind (stated or implied), assaults on students (including those that are verbal, physical, psychological, and emotional), attacks on student property, cyber and text messaging.

First Offense: Conference, Lunch Detention, ASD, ISS, or 1-10 days OSS and possible notification of law enforcement officials.

Second Offense: ASD, ISS, or 5-10 days OSS and possible notification of law enforcement officials.

Third Offense: 11-180 days OSS and possible notification of law enforcement officials.

Bus Conduct

A. The driver is in full charge of the bus and all students are expected to comply with his/her requests. When a student is in violation of a bus rule or regulation he or she will be given a bus ticket.

First Offense: Punishment at the Principal's discretion.

Second Offense: Suspended from riding any school bus for 1-5 days.

Third Offense: Suspended from riding any school bus for 10 days.

Fourth Offense: Suspended from riding any school bus for remainder of the semester or no less than 45 days.

B. Students who ride the bus to and from school are not to use another mode of transportation without prior approval from the administration. For example, after a bus stop in Qulin or Fisk, students are NOT allowed to leave school property and ride in a personal vehicle to the high school.

First Offense: Lunch Detention or ASD.

Second Offense: ASD, ISS, or SS.

Third Offense: ASD, ISS, SS, Alt School, or 1-10 days OSS.

Cell Phone

A. The use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity and academic dishonesty. As a result of this risk, student cell phones, student digital cameras, and similar electronic devices must be **turned off and out of sight** during the instructional day. School phones are

available between classes and during lunch for parents to contact their student for legitimate reasons. Violation of this policy will result in the following consequences:

First Offense: Conference, Lunch detention, ASD, ISS, SS, or Alt School.

Subsequent Offenses: ASD, ISS, SS, Alt School, or OSS

B. Students will face further consequences from the **prohibited use** of cell phones at school.

First offense: Confiscated for 3 school days.

Second offense: Confiscated for 5 school days.

Subsequent Offenses: 3-10 days OSS.

C. Photographic capable devices may not be used in a restroom, dressing room, and/or locker room. In addition, students are prohibited from photographing and/or videotaping inappropriate behavior.

All Offenses: Immediate confiscation of the cell phone, camera, or other photographic device; 1-5 days of ISS, SS, or Alt School; 1-10 days of out-of-school; and/or possible notification of law enforcement officials.

Students bring cell phones or other electronic devices at their own risk. Twin Rivers Schools will not be responsible for stolen, lost, or damaged cell phones.

Note: If phone is returned prior to the assigned number of confiscated days the student will be suspended out of school for the remainder of confiscated days. All cell phones that have been confiscated by the district will be returned to the parent, if requested, due to a holiday or weekend. On the school day following the holiday or weekend, the **same** working cell phone must be brought back into the principal for completion of the confiscation period. If the parent does not return the **same** working cell phone to the principal on the school day following the holiday or weekend, the student will be suspended the remaining number of days.

Cheating/Dishonesty – Any behavior that can be considered as dishonest such as lying, copying, forgery, etc.

First Offense: Conference/ Failing Grade, and/or Lunch detention, ASD, or ISS.

Second Offense: Failing Grade, and/or ASD, ISS, SS, Alt School, or OSS.

Third Offense: Failing Grade and up to 10 days OSS.

Computer Violation/Technology Misconduct – Any action which is in violation of student's technology use agreement or board policy.

First Offense: Conference, Lunch Detention, ASD, ISS, SS, Alt School, or 1-10 days OSS and/or loss of computer privileges.

Subsequent Offenses: Conference, Lunch Detention, ASD, ISS, SS,

Alt School, or 1-10 days OSS and/or loss of computer privileges.

Defiance/Disrespect – A willful attempt to ridicule or undermine the authority of a staff member. Any inappropriate conduct directed toward a staff member at or away from school.

First Offense: Conference, Lunch Detention, or ASD, ISS, SS, Alt School, or 1-10 days OSS.

Second Offense: ASD, ISS, SS, Alt School, or 1-180 days OSS.

Third Offense: 1-180 days OSS or Expulsion.

Disparaging or Demeaning Language – Use of words or actions, verbal, written, or symbolic, meant to harass or injure another person at or away from school.

First Offense: Conference, Lunch Detention, ASD, ISS, or 1-10 days OSS.

Second Offense: ASD, ISS, or 1-180 days OSS.

Third Offense: 1-180 days OSS or Expulsion.

Disruptive/Inappropriate Speech or Conduct – Conduct or verbal, written symbolic language, which disrupts the learning process in the classroom and/or distracts or disrupts the school day.

First Offense: Conference, Lunch Detention, ASD, ISS, SS, or Alt School.

Subsequent Offenses: ASD, ISS, SS, Alt School, or OSS.

Drugs/Alcohol

A. Possession of or distribution of over the counter medication.

First Offense: 1-10 days ISS.

Second Offense: 1-10 days OSS.

B. Possession of or attendance under the influence of alcohol.

First Offense: 1-180 days OSS and notification of law enforcement officials.

Student is also suspended from extracurricular activities and driving on campus for 30 school days.

Second Offense: Expulsion and notification of law enforcement officials.

C. Possession of, attempt to purchase, or attendance under the influence of any unauthorized prescription drug, unauthorized inhalant, controlled substance, illegal drug – natural and synthetic, or drug-related paraphernalia.

First Offense: 1-180 days OSS and notification of law enforcement officials.

Student is also suspended from extracurricular activities and driving on campus for 30 school days.

Second offense: Expulsion and notification of law enforcement officials.

D. Sale, attempt to sell, or distribution of any prescription drug, alcohol, inhalant, controlled substance, illegal drug – natural and synthetic, or drug-related paraphernalia.

First offense: Expulsion and notification of law enforcement officials.

Students being suspended have the rights to the following due process procedures:

1. The student shall be given an oral or written notice of the charges against him/her.
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts that form the basis of the proposed suspension.
3. The student shall be given an opportunity to present his/her version of the incident.

4. In the event of a suspension for more than 10 days, where the student gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent of Schools the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic processes. In such cases the hearing shall follow as soon as practicable.

In the event that the student agrees to an evaluation by a specifically trained consultant (at student expense) to determine the necessity of treatment, the number of days recommended for suspension could be reduced. Verification of any evaluation, consultation, or counseling must be forwarded to the superintendent. Any student who abuses by overdose, or otherwise, his/her prescription medication, shall be subject to the same penalties as above.

Students who participate in any extracurricular activity, those who wish to drive and park a motor vehicle on the campus, or those suspected to be under the influence shall be required to participate in the school's drug testing program.

If a student who loses activity and driving privileges enrolls in an approved drug rehabilitation program, the suspension from activities and driving on campus will be reduced to 15 days. A second positive test by the same student will result in a 365 day suspension from activities and driving on campus. Before being reinstated after the suspension, the student must again be tested and must test negative.

False Alarms – Tampering with emergency equipment, setting off false alarms, or making false reports.

First Offense: Conference, or ASD, ISS, SS, Alt School, or 1-10 days OSS.

Second Offense: ASD, ISS, SS, Alt School, or 1-180 days OSS.

Third Offense: 1-180 days OSS or Expulsion.

Fighting – Mutual combat in which both parties have contributed to the conflict by verbal or physical action or by failing to avoid the altercation.

First Offense: ASD, ISS, SS, Alt School, or 1-10 days OSS and possible notification of law enforcement.

Second Offense: 1-180 days OSS and possible notification of law enforcement.

Third Offense: 1-180 days OSS or Expulsion and possible notification of law enforcement.

Gang Activity – Wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures, which symbolize gang membership, or any other attribute which indicates or implies membership or affiliation with such a group.

First Offense: Conference, or ASD, ISS, SS, Alt School, or 1-10 days OSS.

Second Offense: 11-180 days OSS.

Third Offense: Expulsion.

Hazing – The practice of hazing is prohibited at Twin Rivers High School. Hazing is defined as any conduct or method of initiation into a student organization at or away from school that endangers the health of any person. The definition of hazing is also extended to include mistreatment of underclassmen by upperclassmen. TRHS staff members must report suspected hazing to the office. Students who have been subjected to, or are aware of, hazing should report it immediately to the principal. All allegations of hazing will be investigated as discreetly as possible.

First offense: ASD, ISS, SS, Alt School, or up to 10 days OSS and referral to the superintendent.

Second offense: 1-180 days OSS.

Inappropriate Clothing – See General Rules number 16 for dress code guidelines.

First Offense: Warning and the student will be required to change clothes or ISS.

Second offense: ISS

Subsequent Offenses: OSS

Parking Lot/Driving Violations – Inappropriate parking in areas not designated as parking spaces and/or careless and reckless driving. Student vehicles are not to leave the parking lot ahead of buses. Students who do not ride a bus will be dismissed by the second bell.

First Offense: ASD.

Subsequent Offenses: ASD, ISS, SS, Alt School, OSS and/or loss of parking privileges.

Public Display of Affection – Physical contact which is inappropriate for the school setting.

First Offense: ASD, ISS, SS, or Alt School.

Subsequent Offenses: ISS, SS, Alt School, or OSS.

Profanity/Obscenity – Any obscenity, obscene gesture, swearing, or cursing, whether written, verbal, or otherwise, is not permitted at school.

First Offense: Conference, Lunch Detention, ASD, ISS, SS, or Alt School.

Second Offense: ASD, ISS, SS, Alt School, or 1-180 days OSS.

Third Offense: 1-180 days OSS.

Sexual Harassment – The Board of Education strongly believes that no person in the Twin Rivers R-10 School District shall on the basis of gender, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any educational program or activity. Sexual harassment of students and employees whether committed by supervisors, employees, or students, and regardless of whether the victim is an employee or student, will not be tolerated. All allegations of sexual harassment will be investigated. The investigation will be discreet.

Sexual harassment includes but is not limited to:

1. Sexual slurs, threats, verbal abuse and sexually degrading descriptions.
2. Graphic verbal comments about an individual's body.
3. Sexual jokes, notes, stories, drawings, pictures, or gestures.
4. Spreading sexual rumors.
5. Touching an individual in a sexual way.
6. Displaying sexually suggestive objects.
7. Unwelcome sexual flirtation, advances, or propositions.
8. Acts of retaliation against a person who reports sexual harassment.

- A. Use of verbal, written, or symbolic language that is sexually harassing.
First Offense: Conference, ASD, ISS, or 1-10 days OSS and possible notification of law enforcement officials.
Second Offense: ASD, ISS, or 5-10 days OSS and possible notification of law enforcement officials.
Third Offense: 11-180 days OSS and possible notification of law enforcement officials.
- B. Physical contact that is sexually harassing.
First Offense: ASD, ISS, or 1-10 days OSS and possible notification of law enforcement officials.
Second Offense: 5-10 days OSS and possible notification of law enforcement officials.
Third Offense: 11-180 days OSS or Expulsion and possible notification of law enforcement officials.

Tardies – Five tardies per quarter.

Fifth tardy: 2 days Lunch Detention.

Sixth tardy: 1 day ASD

Seventh tardy: 2 days ASD

Eighth tardy and each subsequent tardy: ISS, SS, or Alt School.

Theft

- A. Attempted theft or willful possession of stolen property when the value of such property is less than \$25.
First Offense: Restitution and ASD or ISS and possible notification of law enforcement officials.
Second Offense: Restitution and 1-10 days OSS and notification of law enforcement officials.
Third Offense: Restitution and 11-180 days OSS and notification of law enforcement.
- B. Attempted theft or willful possession of stolen property when the value of such property is \$25 to \$150.
First Offense: Restitution and ASD, ISS, or 1-10 days OSS and notification of law enforcement officials.

Second Offense: Restitution and 11-180 days OSS and notification of law enforcement officials.

Third Offense: Restitution and Expulsion and notification of law enforcement officials

- C. Attempted theft or willful possession of stolen property when the value of such property is \$150 or more.

First Offense: Restitution and 11-180 days OSS and notification of law enforcement.

Second Offense: Restitution and Expulsion and notification of law enforcement officials

Threats – The Twin Rivers School has a no tolerance rule regarding written or verbal threats. Any student who threatens, verbally or in writing, to harm another student or staff member will be subject to discipline consequences at the Principal’s discretion. If necessary, a report may be filed with local law enforcement officials.

Tobacco/Lighters

- A. Possession, distribution, or sell of any tobacco products, lighters/matches, or e-cigarettes (with or without nicotine) on school grounds, buses, or any school activity.

First Offense: Confiscation and ASD, ISS, SS, or Alt School.

Second Offense: Confiscation and ASD, ISS, SS, Alt School, or 1-3 days OSS.

Third Offense: Confiscation and ASD, ISS, SS, Alt School, or 3-10 days OSS.

- B. Use of any tobacco products, lighters/matches, or e-cigarettes (with or without nicotine) on school grounds, buses, or at any school activity.

First Offense: Confiscation and ASD, ISS, SS, Alt School, or 1-3 days OSS.

Second Offense: Confiscation and ASD, ISS, SS, Alt School, or 3-10 days OSS.

Truancy – Absence from school or the classroom without the knowledge and consent of parents/guardians, school administration, and teachers.

First Offense: 1-3 days ASD, ISS, SS, or Alt School.

Second Offense: 3-5 days ASD, ISS, SS, or Alt School.

Third Offense: OSS.

Vandalism

- A. Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students at or away from school, when the value of such property is \$750 or less.

First Offense: Restitution and ASD, ISS, SS, Alt School, or 1-10 days OSS and possible notification of law enforcement.

Second Offense: Restitution and 11-180 days OSS and notification of law enforcement officials.

Third Offense: Restitution and Expulsion and notification of law enforcement officials.

- B. Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students at or away from school, when the value of such property is more than \$750.

First Offense: Restitution and 5-180 days OSS and notification of law enforcement officials.

Second Offense: Restitution and Expulsion and notification of law enforcement officials.

Weapons

- A. Possession or use of any instrument or device which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. This includes look-alike devices.

First offense: 1-10 day ISS or 1-180 OSS.

Subsequent Offenses: One calendar year suspension or expulsion.

- B. Possession or use of a firearm or explosive device.

First Offense: One calendar year suspension or expulsion and notification of law enforcement officials.

Disciplinary Consequences

All disciplinary consequences will take precedence over any school function or activity.

Conference: Discussion of a disciplinary problem involving an administrator and the student. If deemed necessary parents and/or teacher involvement may occur.

Lunch Detention: Student is to be in the lunch detention room within 4 minutes after the lunch bell rings. The student will then be released to go to the cafeteria to get his/her lunch tray (**No Ala Carte**), and then go back to the lunch detention room. **NO TALKING** is allowed at any time. The student may not talk in the lunch line or at any time during detention unless spoken to by the supervisor. The student is not to leave a mess in the lunch detention room. All food, drink, napkins, etc. on the table or floor should be cleaned up before leaving. The lunch tray will be taken back to the cafeteria after the final lunch bell. The student is to give full cooperation to the lunch detention supervisor. Students who are absent on the assigned day(s) or who sign out before lunch will be automatically assigned to lunch detention the next day. If the student does not comply with the rules listed above, the student will be assigned an additional day of lunch detention or ASD/ISS.

After School Detention: After School Detention (ASD) will be scheduled after school from 3:10 p.m. until 4:00 p.m. as needed. Students will receive at least one day notice before being required to attend ASD. Students who fail to appear for an assigned ASD will be assigned ASD, ISS and/or OSS. Students who are absent on the assigned

day(s) or who sign out before school is dismissed will be automatically assigned to the next 8th hour day. Students who sign out of school on an assigned ASD day more than two times will be reassigned OSS.

After School Detention General Rules:

- A. Be in the ASD room before the 3:10 p.m. bell rings.
- B. Must bring work from a core academic subject (English, Math, History, or Science)
- C. Bring pencil/pen and paper.
- D. Stay in your seat.
- E. No talking.
- F. No sleeping.
- G. No gum, food or drinks.
- H. Give full cooperation to the ASD teacher.
- I. Student will be released by the 4:00 p.m. bell.

Failure to comply with ASD rules will result in the same consequences as failing to appear for ASD. At administrator discretion, students may be assigned to serve detention in the office before school from 7:30 a.m. until 8:00 a.m.

In-School Suspension: In-School Suspension (ISS) is a structured disciplinary action in which a student is isolated or removed from the regular classroom activities, but is not dismissed from the school setting. Students will be required to serve the specified time before they are allowed back into the general student population.

Saturday School: Saturday School (SS) will be schedules from 8:00 to 12:00 as needed. Students who fail to appear for an assigned Saturday School will be assigned OSS.

Suspension: (OSS) Removal of a student from school for a specified period of time. During a suspension students are not allowed to attend any school functions or be on school property. In Missouri a principal may suspend a student up to 10 days and a superintendent can suspend up to 180 days. The following steps must take place when a student is suspended.

1. Prior to the suspension the school official must tell the student either orally or in writing what misconduct he/she is accused of. If the student denies the conduct the school official must explain the facts that form the basis of the proposed suspension, and give the student an opportunity to present his or her version of the incident.
2. When a suspension is imposed, the student's parents/guardians must be promptly notified of the suspension and the reasons for the action.
3. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either in part or in full, at any time.
4. If a student is suspended more than 10 days the following rules also apply:

- A. The student, his/her parents, guardians, or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee appointed by the Board president.
 - B. If the student gives notice that he/she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, or in the judgment of the principal, superintendent, or Board of Education a student poses a threat of harm to himself/herself or others, as evidenced by the prior conduct of the student. Prior disciplinary actions shall not be used as the sole basis for removal. Removal of any disabled student is subject to state and federal procedural rights.
5. For 1-10 days OSS, upon return, students will be assigned 1-5 days ISS in order to make up any missed school work for up to 50% credit.

Alternative School: Alternative School operates to serve students in both short and long term placement. The goal of Alternative School is a return to regular school, if possible. It is the responsibility of the student to show that they can function both educationally and socially. The student must realize that this is one of his or her last options before more harsh actions are taken. Alternative School staff encourages students to identify the kinds of problems and attitudes that caused placement with the Alternative School and work to correct those.

Expulsion: Expulsion from school requires action by the Board of Education. In instances of very serious misbehavior, the superintendent will recommend this action to the Board. When a student is expelled, he/she is dropped from the class roster and may never return.

Emergency Drills and Procedures

Emergency drills will be held from time to time so that students and staff may be prepared to react properly in case of fire, tornado, earthquake, or any other crisis situation. Escape routes and instructions are posted in each room. Students should follow teachers' instructions in an emergency. **The warning in case of fire is a series of short bell rings. A tornado warning is indicated by a continuous long ring of the bell.**

Extra-Curricular Activities

Student participation and attendance in extra-curricular activities is a privilege and not a right. Students who represent our school in extra-curricular activities must meet citizenship standards established by the Missouri State High School Activities Association. The conduct of students who represent our school in or at activities is a reflection upon everyone in our school; therefore it is reasonable to expect high standards of conduct from these students. Students are not eligible to participate in or attend extra-curricular activities while under suspension from school, this includes ISS

and OSS. Attendance of at least ½ day on the day of an activity is required in order to attend or participate. Any exceptions will be up to the Principal. Students who participate in any extra-curricular activity or club will be required to maintain at least 92% attendance. Students will be allowed to participate in extra-curricular activities with less than 92% attendance for the first 20 days of school. Anytime after the first 20 days the 92% attendance rule will apply.

Waiver of attendance will not override eligibility to participate. Students must also be enrolled in at least 85% of the maximum allowable classes in order to be eligible for activities. Participants in extra-curricular activities at Twin Rivers are subject to random drug testing according to Board of Education policy. Refusal to participate in the testing program will result in ineligibility. Positive drug test results will result in a 30 school days suspension from competition.

Extra-curricular activities should be exciting and enjoyable for participants, students, parents, and all other fans. Everyone involved should keep in mind the importance of good sportsmanship to preserving the enjoyment for all. Positive support for Twin Rivers' teams and students is always welcome and encouraged.

General Rules

1. Students are expected to follow the directions of their teachers and school employees.
2. Common courtesy and respect for the rights of others should be observed at all times.
3. Students are expected to be prepared for classes with books and supplies necessary to carry out class activities successfully. Students are not to take gym bags, book bags, etc. into the classroom. Such articles are to be left in the student's assigned locker.
4. Students are not allowed to go to lockers or be in the hallways without permission during lunch.
5. Students are not allowed visitors to school.
6. No headwear (caps, hats, bandanas, hoods, sunglasses, etc.) may be worn in the building. They should be left in lockers and not taken to class.
7. Students are to remain in the cafeteria or gym lobby area until 7:58 a.m.
8. No food or drinks in classrooms unless a teacher chooses to allow it for a special occasion. Students are not to take food from the cafeteria area.
9. Students who are out of their assigned class must have teacher pass.
10. Students need to clear any locker changes through the office.
11. Students must remain at school unless checked out by a parent or guardian. No student will be allowed to check out without parental permission.
12. Students are not to bring any devices that may cause distractions or disruptions at school.
13. Chains more than 12 inches long or of too heavy a gauge are not allowed at school.
14. Laser pointers are not allowed at school or school functions.
15. Students are not to be in the gym or the weight room without supervision. This includes before and after school or during lunch.

16. It is important at school to maintain an environment conducive to learning that is safe for all students. In addition, Twin Rivers High School feels that an integral part of a well-rounded education is to prepare our students for the world of work. We expect our students to dress in a professional, studious manner. With that in mind, it becomes necessary to provide some guidelines to students with regards to general appearance and what is appropriate to wear to school. The following are specific items that are not appropriate for school and should not be worn:

- All shirts worn with jeggings/leggings/yoga pants must be fingertip length
- Shorts and skirts must be fingertip length. Depending upon the cut/fabric of the skirt, shorts may need to be worn under the skirt in order to be considered appropriate
- Pants cannot contain open holes above fingertip length. Pajama bottoms, pajama tops, house shoes, and blankets are not permitted
- Pants or shorts are to be worn on or above the hips
- Racerback, t-back shirts, muscle shirts, net shirts, halter tops, and half shirts
- Shirts should be long enough that when standing straight with arms by your sides, no part of your midriff or back is showing
- Very low-cut tops are not to be worn
- Straps on shirts or tops (2) must be worn on the shoulders and no less than 2" wide.
- Clothing advertising or implying alcoholic beverages, tobacco, drugs or vulgarity
- Undergarments should not show at any time
- Piercings and body art that detract from the purpose of school

The building principal will have the final say in determining the appropriateness of a student's appearance. The guidelines listed above are to be adhered to during the school day and at any extracurricular activity.

17. Students should not be in the parking lot during the school day without office permission. Students who do not ride a bus will be dismissed by the second bell.
18. Students are expected to come into the building immediately upon their arrival at school, but not before 7:30.
19. A variety of soft drinks, juices and sports drinks are available at school. No outside drinks are to be brought into the building. Students may bring an empty clear cup (no glass) with a screw top lid for use during the school day.
20. Students are to have prior approval from the building principal before circulating any petition.
21. Students assigned lunch detention, ISS, ASD, or OSS will not be allowed to participate in activities that conflict with the discipline assigned.
22. Students will be allowed to use school phones only during their assigned lunch shift or between classes.
23. Drivers and non-bus riders are not to be released until the second dismissal bell rings.
24. Students are to dress "out" for Physical Education class and dress back "in" before going to another class.

25. Students are not to be making excessive noise in the cafeteria, hallways, classrooms or any school activities.
26. The concession stand is not a locker. Books or other items are not to be left on the concession stand during the school day or in the evenings.

Grading

Twin Rivers High School uses the following grading system:

A = Excellent or outstanding work.

B = Superior or above average work.

C = Average work.

D = Inferior, below average work, but passing.

F = Failing.

A	95-100	B+	87-89	C+	77-79	D+	67-69	F	60-Below
A-	90-94	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		

Twin Rivers uses an eleven point grading scale to figure grade point averages with an A equaling 11 points and an F equaling zero. Only semester grades are recorded on permanent records. Progress reports will be given out during parent teacher conferences 1st and 3rd quarters. No report cards will be handed out or mailed home except at the end of the school year. Parents and students have access to their grades through the SIS portal. If this service is unavailable, parents should not hesitate to call the office with questions or requests for paper report cards. Grades will be withheld for students owing fees at school.

Graduation

All course requirements for graduation are listed on the following pages. In addition, students must pass the U.S. and MO Constitution tests as required by the state of MO. Seniors must attend at least their last quarter of school at Twin Rivers in order to graduate from here. In order to walk in the graduation processional students must have completed all requirements. **No student** will be allowed to walk if requirements have not been met. All students must attend eight semesters to qualify for graduation. Special circumstances may require a written appeal to the Twin Rivers School Board for further consideration.

Graduation Ceremony

Graduation commencement ceremony is considered a privilege not a right. Students who demonstrate disrespect for the ceremony by way of dress or actions will not be allowed to participate. Graduates are to dress accordingly: dresses or dress pants, and dress shoes for lady graduates, and dress shoes, dress socks, dress pants, and dress shirts for gentlemen graduates. Students must attend the scheduled graduation practice, as well as, pay all fines, fees, etc., in order to take part in the commencement ceremony.

Qualifications for Valedictorian

Student(s) who complete the Twin Rivers High School Honors program graduation requirements, earn an eleven (11) point or better cumulative grade point average (GPA) on an eleven point scale and have been enrolled in the Twin Rivers School District for at least the last three (3) full semesters, will be recognized as Valedictorian of their graduating class. If no student(s) earn an eleven (11) point or better cumulative grade point average, then the student(s) who earn the highest GPA on an eleven (11) point scale will be recognized as Valedictorian.

Qualifications for Salutatorian

Student(s) who complete the Twin Rivers High School Honors program graduation requirements, earn the second highest cumulative GPA on an eleven (11) point scale, and have been enrolled in the Twin Rivers School District for at least the last three (3) full semesters, will be recognized as Salutatorian of their graduating class.

Honors Program Graduate Requirements

English**	4 credits
Mathematics***	4 credits
Science****	4 credits
Social Studies	3 credits
Foreign Language	1 credit
Physical Education	1 credit
Health	½ credit
Personal Finance	½ credit
Practical Art	1 credit
Computers	1 credit
Fine Art	1 credit
Electives****	4 credits
Total	25 credits

* In order to graduate from the honors program, students must have a cumulative GPA of 8.0 or higher.

** English I, II, III, and AP English or College Writing

*** Algebra I, Geometry, Algebra II, Advanced Math.

**** Must include either Chemistry or Physics

***** At least two must be advanced electives

Graduation Requirements

The following requirements must be met in order for students to graduate from Twin Rivers High School (excluding the Honors Program requirements).

English	4
Math	3
Social Studies	3
Science	3
Health	½
Personal Finance	½

Practical Art	1
Fine Art	1
PE	1
Computers	1
Electives	7
Total	25

Student Classification Requirements*

Freshman	<4
Sophomore ...	4-10 credits
Junior	11-17 credits
Senior	18 or more

* Classification is based upon credits as of August 1st of each academic year

Honor Roll

The honor roll will be compiled on a quarter basis only.

1. Those students who have a quarter GPA of 10 points or greater on an 11 point scale will receive the Honor Roll.
2. Those students with a quarter GPA of 8 points to 9.99 will receive Merit Roll.

Lockers

Lockers will be assigned to students by the office. Students are to use only the locker that is assigned to them unless they have their locker assignment changed in the office. As school property, lockers may be searched at any time by school officials. Students who wish to put a lock on their locker must provide a spare key or the combination to be kept in the office. Lockers should be kept clean and closed when not in use. Students who are assigned a locker in the gym are to use this locker for gym classes only, not to keep regular classroom books in.

Media Center

The TRHS Media Center contains 5,000 volumes plus many periodicals and other sources of information in a pleasant study atmosphere. Students are encouraged to use the media center for study, research, and pleasure reading.

Medication Policy

TRHS will provide for the administering of medication to students that must occur during the school day. All medications must be brought to the office by the parent/guardian. The school nurse will dispense the medication.

- **Non-Prescription Medications**

A RELEASE TO ADMINISTER THE MEDICATION FORM MUST BE COMPLETED AT SCHOOL. An individual, written standing order can be accepted from the doctor, along with a statement of need for use during the school year. THE MEDICATION MUST BE IN THE ORIGINAL CONTAINER.

- **Prescription Medications**

REQUIRES A DOCTOR'S ORDER (OR A PRESCRIPTION LABEL). A RELEASE TO ADMINISTER THE MEDICATION FORM MUST BE COMPLETED AT SCHOOL. The district will not administer the first dose of any medication. The medication must be supplied in a properly labeled pharmacy container with only those doses to be given at school (maximum supply is 30 days). The label on the container must include the student's name, name of the drug, dosage, frequency, and prescriber's name.

The pharmacy can supply an extra, labeled container for school use. Parents/guardians must bring the medication to the office, do not send it with students.

Saturday School

Saturday School is a supervised study period designed to allow students to recover missed class time and lost credits lost due to attendance violations. Students that miss more than 6 class periods per class per semester will need to attend a Saturday School for each day they miss beyond day 6 in order to receive credit for the classes in which they have violated the school's attendance policy. Saturday School will be offered from 8:00 a.m. to 12:00 p.m. on specially assigned Saturdays. Students with attendance that is out of compliance will be assigned a Saturday School to attend. They will not be punished for failure to attend Saturday School but the attendance appeals committee will note whether the student attended the assigned Saturday School(s). If the student misses an assigned Saturday School they will not be able to recover that particular day in a future Saturday School. Saturday school will not be assigned if school is scheduled to be out of session the Friday preceding or the Monday following a particular Saturday. Attending Saturday school and/or successfully appealing to the attendance committee will be the only way that students can recover their credit if they are in violation of the school's attendance policy.

School Dances

Each year several dances are held at school for the enjoyment of our students. The same general rules of conduct that students go by during school time are applicable at dances. Guidelines for student dress do not change at dances. Public displays of affection are not permissible and students engaged in "dirty dancing", obscene or vulgar behavior will be asked to leave. Students who leave the dance will not be allowed to return. Complete cooperation with school chaperones is expected. Non-student guests at dances must be at least a freshman in high school and no older than 20. Guests must sign a dance agreement, provide verification of age, and be approved by faculty sponsors by the posted deadline for approval.

School Flex Senior Status

To be considered for School Flex, students would need to meet the following qualifications:

- Submit a letter to the high school principal by November 1st.
- Complete school flex agreement that includes a parent/guardian's signature.

- Attend classes in a consecutive order and abide by the attendance policy.
- Cannot participate in any MSHSAA related activities (athletics, band, choir, scholar bowl, etc.).
- Need 1.5 credits or less in order to graduate.
- Have no pending discipline to be served.
- Furnish own transportation to/from school.
- If arriving after 7:58, arrive no earlier than 5 minutes before class starts and leave no later than 5 minutes after class is over. (Exceptions can be made for special circumstances.)
- Do not transport any students from school unless it has been approved.
- Do not create or participate in any serious discipline infractions.
- Attend classes in a consecutive order (example: 2nd, 3rd, 4th hours)

Minor discipline infractions will be treated in the same manner as they are for full-time students. Any lunch detentions, After School Detentions, or ISS would need to be served in their normal way. If school flex seniors fail to abide by any of the qualifications, their school flex status would be revoked and they would be required to return as full-time students.

Searches

In order to protect the safety and security of students, the standard, which allows administrators to conduct searches, is more lenient than the standards that have to be met by law enforcement officials. Rather than “probable cause”, school officials only have to have “reason to believe” that evidence of wrongdoing or a violation of school rules will be found, in order to conduct a search.

1. Lockers, as school property, may be searched at any time without warning to, or permission from students.
2. Duffle bags, purses, etc., as student property, require a more stringent standard before a search will be conducted. As stated above, school officials must have reason to believe evidence of wrongdoing or violation of school rules will be found.
3. Automobiles on school grounds are subject to being searched with the same “reason to believe” standard applying.
4. Drug sniffing dogs may be used to search at school at any time school officials believe it will be beneficial. School Board policy requires the use of dogs at least once per year.

Student Assistance Team

The Student Assistance Team (S.A.T) is a team of TRHS staff members that is in place to offer help to students who are having difficulties. Students and teachers should refer any student/peer when concerned to the team. The S.A.T will then help the student in ways that seems most appropriate. All referrals will be **CONFIDENTIAL**; the team will not discuss who made the referral. Possible reasons for referrals could be: a drastic change in mood, academic difficulties, drug/alcohol use, signs of abuse, poor attendance (missed more than 3 consecutive days), etc. If you are worried about a

friend or you or someone you know is in need of help and you do not know how to ask for it, please do the following:

1. Pick up a referral form in the S.A.T file folder in the counselor’s **outer** office.
2. Complete the referral form, seal it in the provided envelope, and slide it under the counselor’s door or put it in the counselor’s mailbox.
3. After the S.A.T meets, the individual who made the referral will be notified that the referral was received and is being addressed.

Please keep in mind that the S.A.T is intended to help students find assistance when they are in need, not to get them in trouble.

Student Parking/Driving

Students must be at least 16 years of age and a legal licensed driver to drive their vehicles on school property. Students are to register their vehicles by providing make, model, year, and license plate number to the office. Students are required to park between the yellow lines in designated parking spots in the student parking lot in front of B building. Do not park in ways that block other vehicles or disrupt the flow of traffic in the parking lot. Parking violations and careless driving on school grounds are subject to the consequences listed in the discipline code. Speeding or careless driving in the vicinity of school will be reported to law enforcement officials. Students are expected to enter the building immediately upon arriving in the morning. Sitting in vehicles is not allowed at any time during the school day. Banned substances or items such as alcohol, drugs, or weapons found in vehicles will be considered to be in the possession of the driver. Disciplinary consequences will apply just as if the items were in the school building. Those who wish to drive and park a motor vehicle on campus must participate in the school’s drug testing program.

TIPS

TIPS is a completely anonymous system for students, parents, and teachers. To securely and confidentially report a suspicious incident, select the “TIPS” button on the Twin Rivers R-X Schools webpage: www.tr10.us. (Note - This is not an emergency reporting system. If this is an urgent matter, please immediately dial 911.) The following is a list of incidents that can be reported:

- Acts of Kindness
- Anxiety/Stress
- Conflict
- Disrespect
- Drugs/Alcohol
- Harassment
- Parent Concern
- Self-Harm
- Suspected Abuse/Neglect
- Theft
- Threats to Harm
- Truancy

- Unusual Affect, Behavior, Hygiene, Mood
- Vandalism
- Weapons

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The Win River R-10 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 impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Twin Rivers R-10 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Twin Rivers R-10 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Twin Rivers R-10 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Administrative Office in Broseley, Mo during the regular school session hours of 7:45-3:15.

This notice will be provided in native languages as appropriate.

Family Educational Rights and Privacy Act (FERPA)

Each year our school district releases "Directory Information" to outside organizations at the discretion of school officials. "Directory Information" includes the following information relating to the student; the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized extracurricular activities, weight and height of members of athletic teams, dates of attendance, diplomas, and awards received photographs and the most recent school attended. If parents/guardians or eligible students do not want information of this type released, written notification must be sent to the principal of school where the student attends by **September 7, 2018**.

Discipline of Disabled Students

Definitions

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

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

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

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

2. *Disabled Student:* A student identified as disabled in P.L. 94-142/IDEA or Section 504 of the Rehabilitation Act, or a student referred for a single disciplinary or multidisciplinary evaluation.
3. *Suspension:* Removal of a student from school for a definite period of time for misconduct. A suspension of more than ten (10) consecutive days constitutes a change of placement.
4. *Expulsion:* Removal from school for an indefinite period of time for serious misconduct.

Procedures

1. If a disabled student is charged with misconduct which may result in a suspension, the student and the student's parents or guardian shall be given oral or written notice of the charges. If the charges are denied, the student, parent or guardian shall be given an oral or written explanation of the facts which form the basis of the proposed suspension. The student, with assistance of a parent or guardian, shall then be given an opportunity to present his or her version of the incident.
2. The principal shall keep a record of all disciplinary action taken against a disabled student which, if continued for more than ten consecutive/cumulative days, would amount to a change in placement.
3. If any disciplinary action which will result in a change in placement is proposed against a disabled student, the supervisor of special education and the chairperson of the student's multidisciplinary committee responsible for determining placement shall be notified, and the committee shall be convened as soon as practicable.

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

1. Notice of the proposed action,
 2. The right to examine the record,
 3. Re-evaluation if a significant change in placement is proposed,
 4. The right to appeal,
 5. A hearing with representation of counsel, and
 6. If a parent requests due process, the student has a right to remain in the current placement until resolution of the due process proceedings unless an agreement is reached with the parents for an alternative placement or a court injunction is obtained.
4. If a disabled student is found by the district to present a danger to himself or herself or others, and the student's parent or guardian has not consented to an immediate change in placement pending due process procedures, then the district may seek a court order for an immediate change in placement, pending the completion of such procedures. If the court does not determine the nature and extent of services to be provided to such child during this period, the multidisciplinary committee shall make such determination. In the case of a disability resulting in violent behavior which causes a substantial likelihood of injury to the student or others, the district shall initiate procedures to remove the child to a more appropriate placement if the district has made reasonable efforts to minimize the risk.
 5. If the discipline proposed would result in a change in placement, the committee shall determine whether the behavior for which discipline is proposed is related

to the child's disability, and whether the child is currently placed in the appropriate least restrictive environment based on a multidisciplinary evaluation.

6. If the committee determines that the behavior is unrelated to the disability, discipline resulting in a change of placement may be imposed, including suspension or expulsion. Parents or guardians must be notified of a change in placement. However, special education services cannot be ceased. A determination that the student's behavior is unrelated to the disability indicates that normal disciplinary measures recommended by the administration are appropriate. The committee's determination may be appealed. The nature and extent of educational services to be provided during any such period of suspension or expulsion, if any, shall be based on recommendations of the multidisciplinary committee, subject to the right of appeal.
7. If the committee determines that the behavior is related to the student's disability, the student shall remain in the current placement pending completion of the administrative process. Disciplinary action resulting in a change in placement may not be taken against such a student. The committee shall modify the student's placement of IEP as appropriate.
8. Due process procedures, applicable to suspension or expulsion under state law as provided in sections 167.161 and 167.171, RSMo, shall be provided prior to suspension or expulsion of disabled students.

* * * * *

Adopted: September 16, 1996

Legal Refs: Individuals with Disabilities Education Act, P.L. 94-142

§ 504 of the Rehabilitation Act of 1973

§§ 160.261, 162.680, .955 - .963, 167.161 - 171, RSMo

Honig v. Doe, 108 S.Ct. 592 (1988)

Americans With Disabilities Act (42 U.S.C. 12101 et seq.)

Discipline Reporting and Records

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff and patrons of the district. The purpose of this policy is to designate specific actions committed by students which must be reported to teachers, administrators and/or law enforcement officials as well as those actions which must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

1. *Act of School Violence/Violent Behavior*: The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.
2. *Serious Physical Injury*: Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
3. *Serious Violation of District's Discipline Policy*: One or more of the following acts if committed by a student enrolled in the district.
Any act of school violence.
 - Any offense which occurs on school grounds, on school buses or at any school activity which is required by law to be reported to law enforcement officials.
 - Any offense which results in an out-of-school suspension for more than ten (10) school days.
4. *Need to Know*: Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Reporting to School Staff

School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other district employees with a need to know.

Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The report from the juvenile officer shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Reporting to Law Enforcement Officials

Any felony listed in this section, or any act which if committed by an adult would be a felony listed in this section, that is committed on school property, on any school bus or at any school activity must be reported by the appropriate school administrator to

the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement.

1. First or second degree murder under §§ 565.020, .021, RSMo;
2. Voluntary or involuntary manslaughter under § 565.024, RSMo;
3. Kidnapping under § 565.110, RSMo;
4. First, second, or third degree assault under §§ 565.050, .060, .070, RSMo;
5. Sexual assault under §§ 566.040, .070, RSMo;
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo;
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo;
8. Robbery in the first degree under § 569.020, RSMo;
9. Possession of a weapon under chapter § 571, RSMo;
10. Distribution of drugs under §§ 195.211, .212, RSMo;
11. Arson in the first degree under § 569.040, RSMo;
12. Felonious restraint under § 565.120, RSMo;
13. Property damage in the first degree under § 569.100, RSMo;

In addition, the superintendent shall notify, the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school district is aware is under the jurisdiction of the court.

The principal shall immediately report to the appropriate law enforcement agency and superintendent any incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

* * * * *

Adopted: September 16, 1996

Legal Refs: §§ 160.261, 167.010, 565.002, RSMo

Missouri Safe Schools Act, H.B. 1301 & 1298 (1996)

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. **How will appeals to the Department be investigated?**

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

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

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

Revised 4/17

¹Programs include Title I. A, B, C, D, Title II, Title IV.A, Title V

²in compliance with ESSA Title VIII- Part C. Sec. 8304 (0)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. *Record.* Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Notification of LEA.* Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. *Report by LEA.* Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.

4. *Verification.* Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA

1. *Record.* Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Investigation.* The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. *Hearing.* If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. *Record.* The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. *Decision.* The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. *Appeal.* The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. *Second Appeal.* An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file

written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. 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 Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966

NOTICE OF NONDISCRIMINATION

As per Board of Education policy, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Twin Rivers R-10 School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Twin Rivers R-10 School District compliance with the regulations implementing Title VI and Title IX is directed to Tonya Snider, Title IX Coordinator, PO Box 146, Broseley, Missouri, 573-328-4321 or compliance with the regulations implementing Section 504 is directed to contact Anna Whitlow, Section 504 Coordinator, PO Box 146, Broseley, Missouri, 573-328-4730. These employees have been designated to coordinate institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

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

Jeremy Siebert
Superintendent

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Non-Discrimination Notice – Title IX, ADA, Section 504, and Title VI
The Twin Rivers R-10 School District does not discriminate on the basis of sex, race, creed, color, national origin, or disability in the recruitment, selection, treatment, or promotion of employees; in the admission and participation of students in the educational program or activities; in vocational opportunities; or in the treatment, counseling, and placement of students. For further information concerning Title IX, ADA, Section 504, and Title VI, please contact the superintendent's office.

Twin Rivers R-X Public Schools

Acceptable Use of Technology Agreement

Policy 6320 and Purpose

The Board of Education recognizes that it is important for students to have access to electronic based research tools and master skills for their application to learning, problem solving, production of work and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are confidential, have restricted access, are inappropriate and are disruptive to the classroom or workplace. It is the purpose of District policy and regulations to outline acceptable student and employee behavior with respect to use of District technology and electronic resources.

Expectations for All Users

The Twin Rivers R-X Board of Education believes the expectation for all users is to be able to operate in an environment that promotes both responsible and ethical conduct in all related activities. Therefore, it is necessary for students and staff who use the system to follow the guidelines set forth in this agreement and to conform to the expectations below:

- The system is for educational and legitimate district business purposes only.
- Students should treat the equipment and system network in a manner that conforms to all of the expectations in the student and faculty handbooks. All school rules apply.
- Staff members are responsible for professional behavior on the school's computer network just as they are in their regular positions. They should use the utmost care and discretion when writing and responding to emails. A general rule to observe is that there is no expectation of privacy.
- Security of the system is of the highest priority. The district Technology Coordinator or an administrator should be notified if there is any reason to believe that there is a security problem.

Safety Practices

- Students are never to reveal identifying information about themselves or another individual. Identifying information includes names, addresses, photos, field trip destinations or other such information that could compromise an individual's safety. Staff members should only give identifying information about themselves when needed to fulfill their required duties or when related to legitimate District business.
- Network storage areas are similar to school lockers. School administrators, the district Technology Coordinator, or their designees may review any and all electronic communications to maintain system integrity and to insure that the system is used responsibly. Periodic checks should be expected.

- Staff will instruct students in the proper use of all electronic means of communication and will regularly check that students are following correct safety procedures. Students will inform their teachers if they find anything on school equipment that may be considered inappropriate or violate the rules of this agreement. Likewise, staff members will inform the administration of any similar breach of the system.
- While effective web filtering software is employed by the district, there is always the possibility that materials may be accessed that are of questionable educational value, or may be deemed inappropriate, offensive or objectionable. Students and staff are still responsible for what they access.
- Always be polite and professional in all electronic communication.

Prohibited Activities

It is prohibited to:

- Use the computer, electronic mail, social media, or Internet for anything other than educational purposes.
- Transmit or access material that is profane, obscene, harmful to minors, or advocates illegal acts, violence or unlawful discrimination.
- Share passwords with any other user.
- Use the network for commercial or for-profit purposes.
- Use the network for advertising or political purposes.
- Interfere or disrupt others' use of the network.
- Use profane, abusive or impolite language.
- Vandalize the network. Vandalism, for the purpose of this agreement, is defined as any malicious attempt to harm or destroy data of another user, Internet, any of the agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- Alter, mishandle or abuse any software or hardware.
- Interfere with the operation of the network by installing any software, shareware, or freeware.
- Violate copyright laws.
- Trespass into another's folders, work, or files.
- Use any form of electronic communication to harass, intimidate or bully another person. This includes hate messages, discriminatory remarks, or other anti-social behavior.
- Use the network for any games, except when provided by the district for educational purposes. Gambling activities are prohibited.
- Access proxy avoidance sites.

System Capacity

- Periodically, all users should review their files and discard any material that is no longer needed.

- Documents should be printed only when necessary. Reading on line and maintaining files electronically are encouraged as an alternative to printing.
- Students are never to download or install any software, shareware, or freeware onto any school equipment. Staff members should only do so with the permission of the district Technology Coordinator.

Consequences of Failure to Observe This Agreement

The use of the district system and equipment is a privilege, not a right. This privilege may be revoked, if abused, and may subject the individual to discipline, civil penalties, and/or criminal penalties. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. A good rule to follow is to never view, send, or access materials which you would not want teachers, parents or supervisors to see. The range of consequences for misuse are listed in the Student Handbook.

Users or their parents/guardians will be personally charged and held responsible for any costs related to damages to district technologies caused by intentional misuse, lack of care and/or reasonable precautions.