

Student Discipline Policy Handbook

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Welcome

The staff and administration of Twin Rivers Middle School would like to welcome you to our school. We hope that your year here will be both positive and successful. The staff values the close relationship with parents in the district and is available for conferences on a daily basis. Conferences can be set up by the building secretaries upon request.

It is our hope that you will become involved in the activities at our school. Learning to cooperate and get along well with fellow students, teachers, and administration is important to your educational growth and preparation for your future. Hard work in curricular as well as extra-curricular activities will bring many dividends to you in the future.

This handbook has been created to give you helpful guidelines. By following these suggestions and rules the total operation of the school will run smoothly. The entire staff of the Elementary and Middle School is anxious to make your school year as successful as you want it to be. Let's all work together and have a great year.

Seth McBroom, Qulin Principal
Leean Mann, Fisk Principal

The Mission of the Twin Rivers R-10 School District

The mission of Twin Rivers R-X is to empower all students to succeed in a changing world.

Goals

Our goals form the basis for the district's curriculum evaluation and revision plans. In order to lead productive and fulfilling lives and to continue learning, the education program for elementary and secondary students shall include both academic and citizenship goals.

In order to lead productive and fulfilling lives and to continue learning, Twin Rivers graduates will possess the knowledge, skills, and attitudes that will enable them to:

- make responsible decisions individually and within groups as students, family members, workers, and citizens.
- solve problems, make informed decisions and refine knowledge.
- gather, understand, analyze, and apply information, ideas, and concepts from the disciplines.
- communicate effectively in both oral and written form.
- develop the capacity for self-directed study.

Student Records

Definitions

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

Student: any person who attends or has attended a school in the school district.

Eligible Student: a student or former student who has reached age 18 or is attending a post- secondary school.

Parent: either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education records: any record (in handwriting, print, tapes, film, computer, or other medium) maintained by the school district or an agent of the district which contains information directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except temporary substitute for the maker of the record.
2. Records created and maintained by the school district law enforcement unit for law enforcement purposes.
3. An employment record which relates exclusively to an individual in his or her capacity as an employee of the school district and which is not available for any other use.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the district and which do not relate to the person as a student.

Student Records – Provisions and Guidelines

A. General:

1. Educational records shall be retained according to the guidelines set forth in the Missouri Public Schools Records Manual.
2. Students who have received services under P.L. 94-142 and/or the Education for All Handicapped Act of 1975 shall have a special services student folder included in the cumulative folder which meets the provisions of the district's compliance plan.
3. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record. Education records are distinguished from records of instructional or administrative personnel that are in the sole possession of the maker and not revealed to anyone except a substitute.
4. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

B. Review of Student Records

1. Parents of students or eligible students may inspect and review the student's education records upon request. A parent may be denied access to their child's records if a court order or divorce decree removes that parent's right to have knowledge about and/or to participate in the child's education. Parents or eligible students should submit to the student's school principal a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record, which pertains to other students.
2. If the eligible student or parents/guardians believe that the data in the student's record is inaccurate or improperly recorded they may challenge the information by following the appeals procedures outlined in Item E of this regulation.
3. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will ensure that such use will be limited to specific needs for providing the student with educational services.
4. The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

C. Annual Notification of Rights to Parents/Guardians and Students

1. A summary of the major provisions of the Family Educational Rights and Privacy Act shall be made available to students and parents/guardians by publication in the student handbook(s) or by distributing notification to the parents/guardians or eligible student at the beginning of the school year.
2. Annual public notice should be presented to parents or eligible students that "Directory Information" will be released as deemed necessary by school officials. The school district designates the following items as Directory Information: student's name, parent's name, address, telephone, number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

D. Release of Student Records

1. Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions:

a. The district may disclose student record information without consent when the disclosure is:

1) To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the district as an administrator, supervisor, instructor, or support staff member, including health medical staff.
- A person elected to the School Board.
- A person employed by or under contract to the district to perform a special task, such as an attorney, auditor, etc.
- A person who is employed by the school district's law enforcement unit

A school official has a legitimate educational interest if the official is:

- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.

2) To officials of another school, upon request, in which a student seeks or intends to enroll.

3) To comply with a judicial order or a lawfully issued subpoena.

4) To individuals requesting directory information so designated by the district in Item C of this regulation.

5) In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

6) To appropriate parties in health or safety emergency.

b. The district may disclose student record information if the parent or eligible student has been notified and provided at least three (3) working days within which to view such records when the disclosure is:

1) To organizations conducting certain studies for or on behalf of the district.

2) To accrediting organizations to carry out their functions.

3) To parents of an eligible student if the student is a dependent for

income tax purposes.

- c. The district may disclose student record information to governmental entities if the school district has obtained within the current school year and has on file prior written permission of the parent or eligible student to release such records and the parent or eligible student has been notified and provided at least three (3) working days within which to view such records.
- d. Pursuant to the Family Education Rights and Privacy Act, the district may disclose student record information to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain state and federally supported education programs as allowed by law. The district may consult with legal counsel prior to releasing student record information to such officials.
 2. A fee per copy of official records may be assessed to all graduates or other students who have terminated their education. The fee for copies will be \$1.00 per page. This fee represents copying charges and postage only.

E. Appeals Procedures

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must ask the school district to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights.
2. The school district may comply with the request or it may decide not to comply. If it decides not to comply, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the school district will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals, including an attorney, may assist the parents or student.
5. The school district will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the school district decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.
7. If the school district decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in

the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.

F. Refusal to Provide Copies

The school district reserves the right to deny a parent or eligible student a copy of the student's education records in the following circumstances, unless failure to provide a copy would effectively prevent the parent or eligible student the right to inspect and review the records:

1. The parent or student has an unpaid financial obligation to the school district.
2. The education record requested is an exam or set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an education record subject to FERPA's access provisions.)
3. The parent or eligible student lives within commuting distance of the school district..

When the school district receives a request for records from another school district enrolling a student who had previously attended the district, a response shall be made to the request within five (5) business days of receiving the request. A student's transfer records are those referred to in Section G as cumulative school records, including discipline records.

G. Types, Locations and Custodians of Education Records

The following is a list of the types of school records that the district maintains, their location, and their custodians.

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 programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)? .

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs

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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

Revised 4/17

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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.

Enrollment Procedures for the Twin Rivers R-10 School District

New students to Twin Rivers R-10 Elementary School District may enroll during the week prior to the first day of school. Pre-enrollment for kindergarten will be accomplished at the preschool screening held in April/May of each spring.

At the time of enrollment, parents or guardians should present a complete immunization record, a state issued birth certificate, a social security card, a health history form, and present three proofs of residency.

First time kindergartners must be five years old on or before July 31st of the year of enrollment, or meet early entry admission standard of the Board of Education. Transfer students must demonstrate that they were in good standing at their prior school.

Students are not allowed to stay at school on the day they were brought to enroll.

Elementary & Middle School Attendance Policy

The 2010-2011 school year marked the first year of the 36th Judicial Program. In cooperation with five other school districts in the Butler-Ripley County Juvenile Office, the Division of Children's Services, and the Prosecuting Attorneys are working together to see that all students within this Circuit attend school on a regular basis. According to Missouri Law 167-031 any parent, guardian, or other person in this state having charge, control, or custody of a child between the ages of seven and seventeen years of age shall cause the child to attend school regularly. Nonattendance by a student shall cause the parent/legal guardian to be in violation of the provisions of state law. Violating the compulsory attendance law is a Class C misdemeanor. Penalty for violation is a fine, imprisonment, or both. Please see that your child arrives at school on time and attends every day.

It is the responsibility of the parent or legal guardian to provide professional documentation for any absence from school. This documentation must include the date and time the student was seen by the professional. The documentation must be returned to the office no later than 2 days following the student's return to school.

Guidelines

1. Accurate attendance records will be kept by the classroom teacher and in the office.
2. A student will be allowed 6 unexcused absences per semester, per class.
3. The only excused absences will be professional visits with documentation, death in the family, student away at a school function or absences that have been approved by the building principal.
4. Parents will be notified by phone or letter following the third absence, per semester.
5. Parents will be notified by phone or letter following the sixth absence, per semester.

6. Upon the seventh unexcused absence in one semester the parents will be required to meet with school officials to discuss the student's excessive absences, per semester.
7. Seven unexcused or ten overall absences constitutes violation of the attendance policy. This may result in the following:
 - a. referral to juvenile authorities or Division of Family Services; or
 - b. referral to Saturday school; or
 - c. referral to summer school; or
 - d. retention in the same grade.
 - e. Students will not be allowed to make up work on unexcused absences in violation of the attendance policy.
8. A student suspended for disciplinary reasons will not be allowed to make up any work.

Due Process

1. After six unexcused absences in one semester the parents will have one week to meet with school officials to justify the student's excessive absences.
2. In the event that the administrator and the parents do not agree, parents may appeal to the superintendent of schools.
3. Parents may appeal the decision of the superintendent to the Board of Education.
4. During the due process procedure the student will continue to attend the classes in question.

Tardies

Students who arrive at school after the beginning of the school day will be tardy and will be required to sign in at the office.

When a student receives three tardies per quarter, he/she will be assigned noon detention by the principal. For the 4th tardy and each tardy thereafter, the student will be assigned ISS or after school detention by the principal. For the 5th tardy and each tardy thereafter, the student could possibly be referred for Saturday school.

Students are expected to be in attendance the entire school day. Excessive early parental pickups could result in a referral for Saturday school.

Excessive tardiness could result in a referral for Saturday school, Juvenile Authorities, or Division of Family Services.

Placement of Students

The assignment of students to classes or particular teachers will be the sole prerogative of the principal and his/her staff. This policy is necessary to achieve class balance and provide the best possible placement for all students. No changes will be made after class lists have been posted unless approved by the principal.

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.
4. Students are not allowed visitors at school.
5. No headwear (caps, hats, bandannas, etc.) may be worn in the building. They should be left in the lockers and not taken to class.
6. Students must remain at school unless checked out by a parent or guardian. No student will be allowed to check out without parental permission. Students must be checked out through the office.
7. Students are not allowed to bring any electronic device that may cause distractions or disruptions at school.
8. Chains more than 12 inches long or of too heavy a gauge are not allowed at school.
9. Laser pointers are not allowed at school or school functions.
10. No gum chewing is allowed at school.
11. No food or drinks allowed unless approved by the principal.
12. It is important at school to maintain an environment conducive to learning that is safe for all students. 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. In general, no individual's appearance at school should ever cause a distraction to others or pose a potential danger of harming others or themselves. In addition to the general guidelines of distraction and danger, the following are specific things that are not appropriate for school and should not be worn:

Pajama/lounge pants

Racerback Shirts & T-Back Shirts

Muscle shirts Net shirts Halter tops Half shirts

Shorts that are not moderate length, no more than 6 inches above the knee

Tight fitting yoga pants or leggings are not allowed unless worn with a garment that is no more than 6 inches above the knee.

Clothing advertising or implying alcoholic beverages, tobacco, drugs or vulgarity.

Shirts should be long enough that when standing straight with arms by your sides, no part of your midriff or back is showing.

Straps on shirts or tops must be worn on the shoulders and no less than 2 inches wide

Very low-cut tops are not to be worn.

Pants or shorts are to be worn on or above the hips. No undergarments should be showing at any time.

Shorts are to be worn only during daylight savings time days.

This policy is applicable to 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. Students whose appearance is determined to be inappropriate for school will be given one warning. On the next offense the parent will be contacted and the student will be sent home to change. Continual violations of the dress code could result in more severe action.

Violation of the conduct code or dress code could result in noon detention, ISS, 8th hr., swats or suspension.

Playground Rules

- A. Students should stay in playground area and not go back into the building without permission from the teacher on duty.
- B. Those who take balls or any other equipment outside are responsible for bringing them back in.
- C. Students should not pick up, play with or throw rocks, sticks, etc.
- D. Fighting, bad language, or obscene gestures are not allowed.
- E. Students should not climb on trees, fences, or swing set poles.
- F. Swing only while sitting. Students should not jump out of swings, swing double, sideways or twist swings.
- G. Students should not jump off of any equipment.
- H. Balls should not be bounced in the building.

Students should enter the building quietly after recess and remain quiet while going to the bathroom and getting drinks.

Violation of the playground rules could result in noon detention, ISS, 8th hr., swats, or out of school suspension.

Outdoor Play Temperature

The teacher on recess duty will determine when the weather is too cold for students to go outside. During the winter time, and as seasonal changes occur, please dress your child appropriately for the weather. If your child is required to stay inside, a note must be provided.

Bus Conduct

To help assure the safety of the many students who ride the school buses, with the exception of normal conversation, classroom conduct will be expected. 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 ride or regulation he or she will be given a ticket by the driver in charge.

The following sanctions are based upon the school calendar year and are the final discretion of the principal:

- 1st bus ticket consequence will be at the principal's discretion.
- 2nd bus ticket consequence will be a bus suspension of up to a maximum of 5 days.
- 3rd bus ticket consequence will be a bus suspension for 10 school days.
- On the 4th bus ticket consequence, the student will be removed from the bus for the remainder of the semester of no less than 45 days.
- On the 5th bus ticket consequence, the student will be removed from the bus for the remainder of the school year.

The student must then have the bus ticket signed by the parent before being allowed to ride the bus again, or until the parents or guardian meet with his or her building principal. Students will obey the driver.

On field trips, school sponsored trips, etc., the same conduct as indicated above is to be maintained. The teacher-sponsor will be in charge of the bus.

If students ride the bus to an activity, they must also ride it back, unless the parents see the principal or sponsor in charge.

Students who cause bus damage must pay for the same.

Students who board school buses to or from school are not to leave the school premises during the exchange of buses in the morning or afternoon runs.

Students may not ride another bus unless they have a note from the office.

Students may also face further consequences from their bus conduct depending on the severity of their conduct.

Cafeteria Conduct

We are fortunate to have a cafeteria that serves wholesome and nourishing lunches and breakfasts. The following guidelines should apply to all students for cafeteria conduct.

1. Students should enter and leave the cafeteria quietly.
2. Students should demonstrate good manners and courteous eating habits.
3. Students should show proper respect to all cafeteria personnel by talking quietly.
4. Students should clean up their own mess.
5. Lunch prices:
Students - No Cost
Adults -Breakfast....\$1.00 per day. Lunch....\$2.50 per day.

6. Students can charge up to \$12.00. After \$12.00, students will be given a non-traditional meal until the debt is paid. Students with lunch bills over \$12.00 may not be allowed to attend end of school year field trips or play days.

Report Cards

Report cards are issued every nine weeks. **Report cards will be held in the office if a student has any unpaid charges or fines for the quarter or semester.**

Progress Reports

Progress Reports and/or Deficiency Reports will be sent home with students or mailed at mid-quarter. Teachers and/or parents/guardians may request a conference at this time by contacting the teacher or school office.

Grading System

The Twin Rivers system uses the following marking system:

- A.....Indicates excellent or outstanding work.
- B.....Indicates superior or above-average work.
- C.....Indicates average work.
- D.....Indicates inferior, but passing.
- F.....Indicates failure.

		Points Assigned		Points Assigned	
SCALE: A.....	95-100	11	C.....	73-76	5
A-.....	90-94	10	C-.....	70-72	4
B+.....	87-89	9	D+.....	67-69	3
B.....	83-86	8	D.....	63-66	2
B-.....	80-82	7	D-.....	60-62	1
C+.....	77-79	6	F.....	59-below	0

Honor Roll > 10.0 Average

Merit Roll > 8.0 Average

The parents of any student failing in any course at the end of the first five weeks of the first and third quarter will be notified.

Reading Policy

The Twin Rivers R-10 School District, consistent with its mission to empower all students to succeed in a changing world, and consistent with state law (HB 889 & SB 319) addresses the reading skills of all students K-6. It is the goal of Twin Rivers R-10 School District that all students read at or above his/her current grade level.

Assessment

Reading skills of all students in grades K-6 will be assessed a minimum of 3 times per year – beginning of the year, at the end of first semester and at the end of the year. The following tools may be used either individually or in combination to determine that level:

- AimsWeb

- Standardized Reading Instrument
- Standard Test for Assessment of Reading (STAR) grade equivalent
- Accelerated Reader – reading record
- Daily Performance in Reading
- Developmental Reading Assessment (DRA)
- Running Records

Students determined to be reading more than one year below grade level will be considered at-risk in reading. Students in grades K-2 who are assessed as reading more than one year below grade level may be retained in that grade. Any student reading below current grade level may be required to attend summer school.

End of Current Grade	Minimum Reading Level Required for Promotion
1	K.9
2	1.9
3	2.9
4	3.9
5	4.9
6	5.9

The parents of any student reading one year below current grade level in the third quarter will be informed that retention is a possibility.

Grade 3

Any student in Grade 3 who is reading below 2.9 at the end of the school year shall be required to attend summer school, if available, for reading instruction. The student will be assessed at the end of summer school to determine the student’s reading level. If the student is still reading more than one year below grade level, a Reading Improvement Plan will be written for the student’s 4th grade year.

Grade 4

A student in Grade 4 with a Reading Improvement Plan must be assessed at the end of 4th grade to determine reading level. If the student is more than one year below grade level, the student shall be required to attend summer school, if available, to receive reading instruction. At the end of summer school the student shall be assessed again. If the student is reading below 3rd grade level the district must notify the parents or guardians, **“and the child shall not be promoted to fifth grade.” (SB 319)**

Grades 5 & 6

Annual assessment and developing Reading Improvement Plans “shall be repeated as necessary through the end of sixth grade, with the target grade levels rising accordingly.” At the end of grade 6, the school district **MUST** make a notation on the permanent record of any student who is determined to be reading more than one year below grade level. This notation may be removed at any time the student reaches his/her appropriate reading level.

Reading Improvement Plan

It will be the responsibility of the classroom teacher to write a Reading Improvement Plan at the end of the school year for any student who is reading more than one year below grade level. This plan may be revised at the Improvement Plan at the end of the school year for any student who is reading more than one year below grade level. This plan may be revised at the beginning of the next school year by the classroom teacher. All Reading Improvement Plans must be approved by the building principal and counselor. The counselor will be responsible for arranging the out of school reading instruction. The Reading Improvement Plan may include the following:

- Mandatory summer school, if available
- 30 hours reading instruction outside of the regular school day
- Remedial reading instruction during the regular school day

Summer School (If Available)

A summer reading program shall be offered for any student with a Reading Improvement Plan. The program will consist of 40 hours of reading instruction. Students must have a 95% attendance in the summer school program. Failure to attend summer school may result in retention.

Exceptions

- Mandatory retention for students reading below grade level may be imposed only once.
- Students with limited English proficiency may be exempt from this policy.
- Students receiving special education services under an individualized education plan are exempt from the provisions of this policy.

Approved by Twin Rivers Board of Education 01-15-02

Last Modified: June 2017

Middle School Retention Policy

A student receiving four semester F's in the core subjects (Language Arts, Math, Social Studies, Science) during one school year will not be promoted to the next grade. Final decision will be left to the building principal.

Any student receiving an F in any of the core subjects at the time of the 1st quarter progress report will have a student conference, tutoring referral, and/or have teacher contact with parent or guardian.

Parent Teacher Conferences are set for September 21, 2017.

Any student receiving an F in any of the core subjects at the end of the 1st quarter will complete the following: A minimum of one day of ISS or be assigned to a student conference, tutoring referral, or have teacher contact with parent or guardian.

Any student receiving an F in any of the core subjects at the end of the 2nd quarter will complete the following: A minimum of one day of ISS or be assigned to a student conference, tutoring referral, or have teacher contact with parent or guardian.

Parent Teacher Conferences are set for February 15, 2018.

Any student receiving an F in any of the core subjects as the end of the 3rd quarter will complete the following: A minimum of 1 session of Saturday School, if available, up to 5 days of alternative school, a minimum of one day of ISS or be assigned to a student conference, tutoring referral, or have teacher contact with parent or guardian

Elementary School Retention

The final decision to retain students in the elementary grades will be determined by the certified personnel of Twin Rivers R-10 School District. Retention will be recommended only if it will be beneficial to the student.

MAP Testing

All students enrolled in the Twin Rivers R-10 School District will be required to take the state MAP Tests unless exempted through an IEP.

Principals and teachers in their individual buildings may set a policy of rewards to insure that students perform their best on the MAP Achievement Test.

Awards

Students who work hard during the year will have the opportunity to earn awards for academic, extracurricular, and co-curricular achievement. The awards will be presented during a special assembly during the last week of school.

Cheating on Tests or Homework

Students caught cheating on tests will be given a score of zero. Students can then take the test home and get the test signed by a parent. This will allow the student to retake the test at a reduced score of 10% for each day the test is not returned signed by the parent. Students caught cheating on homework will be given a score of zero and parents contacted.

Homework

Teachers use their best judgment in determining the need for homework. They assign homework as an extension to the learning that takes place in the classroom. If students have difficulties completing homework when assigned, they should confer with the teacher and/or counselor and extra tutoring can be assigned if available.

Missing Assignment Policy

1 day late = 50% credit

2 days late = No credit, but assignment must be completed or 8th hour may be assigned

Weekly Missing Assignments:

1. 1 missing assignment = documented in office
2. 2 missing assignments in a week (all subjects combined) = EH
3. 3 missing assignments in a week (all subjects combined) = 1 or more EH
4. 4 missing assignments in a week (all subjects combined) = 2 EH or ISS
5. 5 missing assignments in a week (all subjects combined) = ISS

** If student becomes a habitual offender, the consequences will be increased at the Principal's discretion.*

** Students will complete missing assignments during EH, ISS, Saturday School, Alternative School, etc.*

Library Media Center

The Library Media Center will open at 8:00 a.m. and close at dismissal time. Our LMC offers a wide variety of resource materials including reference selections, magazines, newspapers, and books for reading pleasure. Computers are also available for internet research and Accelerated Reader testing.

Students who use the library must follow regulations listed below:

1. Students assume responsibility for the materials checked out from the LMC.
2. LMC books will be checked out for a period of two (2) weeks with renewals when necessary.
3. Students may check out books only when previous book is returned.

Replacement costs of books will be assessed to students. Notices will be sent to parents when necessary.

Computer Use Policy

Internet use 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.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In general this requires efficient, ethical, and legal utilization of the network resources. Any use of Twin Rivers R-10 School's Internet Access program for illegal, inappropriate or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle. Use or display of sexually profane, obscene, or offensive material is prohibited. If a Twin Rivers School District user violated any of these provisions, his or her account will be terminated and future access could possibly be denied. Students and parents will be expected to sign a computer agreement before being allowed access to computers.

Textbook Replacement

Textbooks and other educational materials are provided for student use. Students are responsible for materials assigned to them. The loss or destruction of these materials will require their replacement at cost or a reasonable price as determined by the building principal. ALL BILLS MUST BE PAID AT THE END OF EACH QUARTER.

School Spirit and Pride

School spirit is the positive feeling you have for your school at all times. Being a gracious host, a mature guest, and enthusiastic spectator or participant are vital ingredients for good school spirit.

Each student is an important part of the overall image of your school. Always represent yourself, your family, your community, as well as your school by showing your spirit, your pride and your maturity.

School Trips

When school-sponsored activities are held outside of the school district, the school will provide transportation. Students will be required to use this transportation. Parents/guardians who wish to take their son/daughter home following the activity may do so if they make prior arrangements through the office or with the sponsor in charge that night. This must be done by PARENTS, not family members, friends of the family, etc.

Students will be required to bring in a signed permission slip from parents/guardians before traveling on school transportation to school-sponsored field trips outside the school district.

Denial of School Trips

Any student out of compliance with the attendance policy will be allowed to attend school trips only at the discretion of the building principal.

Any student who has severe discipline issues will only be allowed to attend school trips at the discretion of the building principal.

Extracurricular Activities

Students' participation in extra-curricular activities is a privilege and not a right. Students who represent our school in extra-curricular activities must meet standards established by the Missouri State High School Activities association. The conduct of students who represent our school in 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 extra-curricular activities while under suspension from school, this includes ISS and OSS.

Attendance of at least 1/2 day on the day of an activity is required in order to participate or attend activity. Any exceptions will be up to the Principal.

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.

Lockers

Lockers are provided for student use. The administration of Twin Rivers Middle School reserves the right to maintain the integrity of the school environment and to protect other students. Lockers and books are not student owned, but property of the school district. **LOCKER CHECKS MAY BE CONDUCTED WHENEVER THE ADMINISTRATION CONSIDERS IT NECESSARY.**

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items, which cause an interference with school purpose or that violate school rules. No food products are

allowed in any locker overnight, to avoid rodent and insect infestation. Lockers are not burglar proof and students should not leave valuables such as money, and expensive personal property in the lockers. Students must keep their possessions only in the assigned lockers and may be responsible for an assigned school property and may be taken from lockers. Posters, stickers, mirrors, hooks, or any other type of decorations are not allowed inside or outside of the lockers. Final decisions on locker decorations will be at the discretion of the building principal.

Students should not keep money and valuables in their lockers. The school will not be responsible to replace personal items missing from lockers.

Visitors

All parents and visitors must report to the office upon arrival to school. Students are not allowed to have student visitors unless the visit is related to the academic curriculum.

Parental Custodial Rights

When parents separate or divorce, it sometimes results in problems regarding the custody of children. At such times, one parent may ask that a child not be visited or allowed to go with the other parent. Such requests cannot be honored unless they are supported by legal documents. Custody papers must be on file in the school office.

Emergency Drills

Fire, tornado, earthquake and intruder drills are required by the state of Missouri throughout the school year. The signals of these drills are posted in the classroom. Drills are conducted several times each year and at different hours of the day.

Lost and Found

All items found should be turned in to the secretary. Students who have lost items should check with the office. Unclaimed items will be donated to local charities at the end of each semester.

Student Discipline

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education. Excessive discipline could result in a referral to juvenile authorities.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Saturday School

"Saturday School" is a supervised study period designed to allow students to recover missed class time due to having missed seven or more days of school. Saturday School may also be assigned for other discipline purposes the Principal deems necessary. Saturday School will be offered from 8 a.m. to 12:00 p.m. on specially assigned Saturdays (or on approved half days). Students with attendance that is out of compliance may be assigned a Saturday School to attend.

Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In some instances, a disciplinary consequence may include a student being assigned to an alternative school.

1. **Arson** – Starting a fire or causing an explosion with the intention to damage property or buildings.

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

2. **Assault**

a. Attempting to kill or cause serious physical injury to another.

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

b. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

First Offense: In-school suspension, 8th hr., or 1-10 days out-of-school suspension, notice to law enforcement officials, and documentation in the student's discipline record.

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

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

3. **Bullying** – 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.

Teasing or exclusion – Verbal warning, noon detention, ISS, 8th hour, OSS or swats. The severity and the consequence will be at the discretion of the principal.

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.

4. **Disparaging or Demeaning Language** – Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin.

First Offense: Principal/Student conference, in-school suspension, 8th hr., 1-10 days out-of-school suspension, or corporal punishment.

Second Offense: In-school suspension, 8th hr., or 5-10 days out-of-school suspension.

Third Offense: 10-180 days out-of-school suspension and documentation in student's discipline record.

5. **Disrespectful Conduct or Speech** – Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member or another student.

First Offense: Principal/Student conference, in-school suspension, 8th hr., 1-10 days out-of-school suspension, or corporal punishment.

Second Offense: In-school suspension, 8th hr., or 5-10 days out-of-school suspension.

Third Offense: 10-180 days out-of-school suspension and documentation in student's discipline record.

6. **Disruptive Speech or Conduct** – Conduct or verbal, written symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Principal/Student conference, in-school suspension, 8th hr., 1-10 days out-of-school suspension, or corporal punishment.

Second Offense: In-school suspension, 8th hr., or 5-10 days out-of-school suspension.

Third Offense: 10-180 days out-of-school suspension and documentation in student's discipline record.

7. **Drugs/Alcohol**

- a. Possession of or distribution of over the counter medication.

First Offense: Principal/Student conference, in school suspension, 8th hour, 1-10 days out of school suspension, or corporal punishment.

Second Offense: In-school suspension, 8th hr., or 1-10 days out-of-school suspension.

- b. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

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

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

- c. Sale, attempt to sell, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

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

8. **Extortion** – Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, in-school suspension, 8th hr., 1-10 days out-of-school suspension, or corporal punishment.

Second Offense: In-school suspension, 8th hr., or 5-10 days out-of-school suspension.

Third Offense: 10-180 days out-of-school suspension and documentation in student's discipline record.

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

First Offense: Principal/Student conference, in-school suspension, 8th hr., 1-10 days out-of-school suspension, or corporal punishment.

Second Offense: In-school suspension, 8th hr., or 1-180 days out-of-school suspension. Third Offense: 1-180 days out-of-school suspension or expulsion.

Third Offense: 1-180 days out-of-school suspension or expulsion.

10. **Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, in-school suspension, 8th hr., 1-10 days out-of-school suspension, or corporal punishment and possible notification to law enforcement officials.

Second Offense: In-school suspension, 8th hr., or 5-10 days out-of-school suspension or corporal punishment and possible notification to law enforcement officials.

Third Offense: 10-180 days out-of-school suspension and documentation in student's discipline record and possible notification to law enforcement officials.

11. **Gangs** – 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: Principal/Student conference, in-school suspension, 8th hr., 1-10 days out-of-school suspension, or corporal punishment.

Second Offense: 1-180 days out-of-school suspension.

Third Offense: Expulsion and documentation in student's discipline record.

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

First Offense: Principal/Student conference, in-school suspension, 8th hr., 1-10 days out-of-school suspension, or corporal punishment.

Second Offense: In-school suspension, 8th hr., or 5-10 days out-of-school suspension.

13. **Sexual Harassment (see Board Policy)**

Board of Education is committed to maintaining a work environment for its employees that is free from sexual harassment. Furthermore, 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 be 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. Each offense could result in notification to law enforcement officials and/or Division of Children's Services.

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's body or clothes in a sexual way
6. Displaying sexually suggestive objects
7. Unwelcome sexual flirtation or propositions
8. Acts of retaliation against a person who reports sexual harassment
9. Inappropriate exposure

a. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/Student conference, in-school suspension, 8th hr., 1-10 days out-of-school suspension, or corporal punishment.

Second Offense: In-school suspension, 8th hr., or 5-10 days out-of-school suspension.

Third Offense: 10-180 days out-of-school suspension and documentation in student's discipline record.

b. Physical contact that is sexually harassing.

First Offense: In-school suspension, 8th hr., corporal punishment, or 1-10 days out-of-school suspension.

Second Offense: 5-10 days out-of-school suspension.

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

14. **Theft** – Any theft, attempted theft, or the willful possession of stolen property. Each theft offense will require full restitution of stolen property.

a. If value of property is less than \$25.

First Offense: Principal/student conference, in-school suspension, 8th hour, 1-10 days out of school suspension, or corporal punishment.

Second Offense: In-school suspension, 8th hour, 5-10 days out of school suspension, or corporal punishment.

Third Offense: 10-180 days out of school suspension and possible notification to law enforcement officials

b. If value of property is between \$25 and \$150.

First Offense: In-school suspension, corporal punishment, or 1-10 days out of school suspension, and possible notification to law enforcement officials.

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

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

c. If value of property is over \$150.

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

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

15. Tobacco, E-Cigarettes and Cigarette Lighters

a. Possession of any tobacco products, e-cigarettes, or cigarette lighters on school grounds, bus or at any school activity.

First Offense: Principal/Student conference, corporal punishment, in-school suspension, 8th hr., or 1-3 days out-of-school suspension.

Second Offense: In-school suspension, 8th hr., or 1-10 days out-of-school suspension.

Third Offense: In-school suspension, 8th hr., or 3-10 days out-of-school suspension.

b. Use of any tobacco or e-cigarette products on school grounds, bus or at any school activity.

First Offense: In-school suspension, 8th hr., corporal punishment, or 1-3 days out-of-school suspension.

Second Offense: In-school suspension, 8th hr., 3-10 days out-of-school suspension.

16. Truancy – Absence from school without the knowledge and consent of parents/guardian and/or the school administration. Truancy could result in a referral to Saturday school.

First Offense: Principal/Student conference, corporal punishment or 1-3 days out-of-school suspension or 8th hr.

Second Offense: 3-10 days out-of-school suspension or 8th hr.

17. Vandalism

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

First Offense: In-school suspension, 8th hr., corporal punishment, or 1-10 days out-of-school suspension, and possible notification to law enforcement officials.

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

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

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

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

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

18. Water Apparatus and Other Inappropriate Items

Water apparatus and other inappropriate items are to be kept from school property and school functions. Infractions of this rule will be handled by the Principal at his discretion.

19. Narcotic Drug Team

It is the philosophy of the Board of Education that the superintendent may make use of the narcotic inspection team (drug-sniffing dog) any time he/she deems it is in the best interest of the R-10 School District. An inspection shall be held in the senior high school and junior high schools at least once per school year and any other place in the district as determined by the superintendent of schools.

20. Weapons

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

First Offense: In-school suspension, 8th hr., corporal punishment or 1-10 days out-of-school suspension.

Second Offense: 10-180 days out-of-school suspension, and documentation in student's discipline record.

Third Offense: Expulsion and documentation in student's discipline record.

- b. Possession or use of firearm as defined in 18 U.S.C. 921 or any instrument or device defined in § 571.010, RSMo.

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

21. Cell Phones

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in school poses increasing risks of school disruptions, bullying, criminal activity and academic dishonesty. As a result, beginning with the 2008-09 school year, cell phones will be banned during the instructional day, as well as, in dressing areas during curricular activities. If you bring a cell phone to school,

you must turn the cell phone in to the office before the beginning of the school day. You will be allowed to pick it up after the bell rings to dismiss classes at the end of the day. ***Twin Rivers R-10 Schools will not be responsible for stolen, lost, or damaged cell phones. Students bring cell phones at their own risk.***

Violation of this policy will result in:

First Offense- Cell phones will be confiscated for 3 school days and will have to be picked up by the parent or guardian. If the cell phone has to be returned prior to the 3 school days of confiscation, the student will be suspended the remaining number of days.

Second Offense-The cell phone will be confiscated for 5 school days and will have to be picked up by the parent or guardian. If the cell phone has to be returned prior to the 5 school days of confiscation, the student will be suspended the remaining number of days.

Third offense and each offense thereafter: The student will serve a 3-10 day out of school suspension.

Students may also face further consequences from the prohibited use of cell phones at school. 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 to 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.

Corporal Punishment

Corporal punishment, a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form. It should never be inflicted in the presence of other pupils, nor without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

Corporal punishment may be administered by any certified staff member or district administrator.

Use of Reasonable Force

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

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Adopted: September 16, 1996

Detention and/or In-School Suspension of Students

The provisions of detention or an in-school suspension program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

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Adopted: September 16, 1996

Refs: §§ 160.261, RSMo

Student Suspension and Expulsion

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children. The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations is essential for permitting others to learn at school.

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

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

Suspensions

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

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent conclude that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to

suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.

4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have the right to appeal the superintendent's decisions to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, or in the judgment of the principal, superintendent or Board of Education a student poses a threat of harm to him - or 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.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the Office of the Superintendent, to the secretary of the Board. Oral notices, if made to the Office of the Superintendent of Schools, shall be reduced to writing and communicated to the secretary of the Board by that office.
 - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 Days and Expulsion

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

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

3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

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

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

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

Remedial Conference

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

Right to Know Policy

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide you in a timely manner, and the following information.

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent-

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part: and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

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Adopted: September 16, 1996

Legal Refs §§ 160.261, 162.955-963, RSMo
§§ 167.161-.171, RSMo
Chapter 536, RSMo
P.L. 94-142, The Education for All Handicapped Children
Act of 1975

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 Twin Rivers 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 impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The 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 extra-curricular 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:

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

5. If the discipline proposed would result in a change in placement, the committee shall determine whether the behavior for which discipline is proposed is related to the child's disability, and whether the child is currently placed in the appropriate least restrictive environment based on a multidisciplinary evaluation.
6. If the committee determines that the behavior is unrelated to the disability, discipline resulting in a change of placement may be imposed, including suspension or expulsion. Parents or guardians must be notified of a change in placement. However, special education services cannot be ceased. A determination that the student's behavior is unrelated to the disability indicates that normal disciplinary measures recommended by the administration are appropriate. The committee's determination may be appealed. The nature and extent of educational services to be provided during any such period of suspension or expulsion, if any, shall be based on recommendations of the multidisciplinary committee, subject to the right of appeal.
7. If the committee determines that the behavior is related to the student's disability, the student shall remain in the current placement pending completion of the administrative process. Disciplinary action resulting in a change in placement may not be taken against such a student. The committee shall modify the student's placement 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.

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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.

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Adopted: September 16, 1996

Legal Refs: §§ 160.261, 167.010, 565.002, RSMo
Missouri Safe Schools Act, H.B. 1301 & 1298 (1996)

Reporting Child Abuse

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his or her designee, who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law. The building principal will make the superintendent aware that a report has been made, and will keep him or her aware of the status of the case.

The school, as a mandated reporter, will be entitled upon request to the local DFS office or to the social worker completing the investigation to information on the general disposition of the report. The information should be shared with the staff member who originated the report, but should not be released to anyone else without written

authorization from DFS. Parents/guardians should be referred to DFS for information regarding the investigation. Parents or legal guardians have access to the DFS records after the investigation is completed, except that the identity of the reporter is not released.

When DFS receives a child abuse report which alleges that an employee of a school district has abused a student, the report is immediately referred to the school superintendent (or the president of the school board in situations concerning the superintendent) who will conduct an initial investigation. If the report relates to a spanking by a certified school employee administered pursuant to written district policy or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent or board president will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. Findings and conclusions will be issued as required by section 160.261, RSMo.

All other reports of any nature will be immediately returned to DFS for investigation, and the superintendent will take no further action. The superintendent/school board president will be considered a member of the multidisciplinary team, and as such will be involved in the investigation and have access to appropriate information including the outcome of the investigation.

Any person who in good faith participates in the making of such reports, or in any judicial proceeding resulting there from, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

The superintendent will prepare and implement procedures as are necessary to accomplish the intent of this policy and of the law.

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Adopted: September 16, 1996

Legal Refs: §§ 160.261, 210.110-.165, RSMo

Twin Rivers R-10 School Medication Policy

In order to comply with the Missouri Department of Health and the Missouri State Board of Nursing, our medication policy has been revised and is effective August 1998. The following guidelines and policy have been submitted and approved by the Twin Rivers School Health Advisory Council and submitted to the Twin Rivers Board of Education to be added to the school policy manual.

The district will provide administration of medications for any student if the parent/guardian is willing to comply with requests for documentation of need, provision of medication and physician orders. It is recommended that prescriptions for medications be given outside of school hours whenever possible. Medications will be administered from the school health office by the licensed school nurse or a person delegated by the district's registered nurse.

Non-Prescription Medications (Over the Counter)

1. Requires a written request from the parent/guardian. The note must include the child's name, the date, the name of the medication and the time of administration.
2. If the child requires a non-prescription medication on a scheduled or regular basis, a signed physician's order may be required. The nurse reserves the right to use professional judgment in the administration of non-prescription medications. Frequent visits to the health room for "as needed" medications, will result in parental contact.

3. Non-prescription medications should be brought to the Health Office by the parent. **The medication should be in a new, sealed container.**

Prescription Medications

1. Requires a Physician's order and written request from the parent/guardian. The prescription label can serve as a Doctor's order. The label must be current.
2. Parent request must include the student's name, the name of the medication, the date, and parent signature. The district will not administer the first dose of any medication.
3. 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 drug, dosage, frequency and prescriber's name. The pharmacy can supply an extra-labeled container for school use.
4. **Do not send medications to school with your child. The parent or guardian must bring the medication to the office. Medications not picked up at the end of the school year will be disposed of by the nurse and a witness.**

Self Administration of Medications at School

1. Older students may be responsible for taking their own medication after it has been determined that the requirements of the above policy have been met and the student is able to take the medication with little or no assistance. Students should not have any medication with them without permission from the office.

All medications are to be checked in at the office.

Head Lice Policy

The Twin Rivers School District R-10 Board of Education has determined that any student found to have evidence of pediculosis infestation (lice or nits) shall be excluded from school attendance until pediculicide has been applied and all nits have been removed.

Parents must bring the student, along with proof of treatment to the nurse's office where the student will be examined, before being readmitted to the classroom. Students are NOT allowed to ride the bus until being checked and cleared by the nurse. If nits or lice are noted, the child will be sent with the parent/guardian to complete the treatment or nit removal and referred for follow-up treatment by their physician if necessary. Any exceptions to the district policy will be at the discretion of the School Health Coordinator.

The nurse may screen the student periodically at her discretion to monitor for reinfestation for a period of 3-4 weeks. In persistent cases, the nurse may opt to screen the child more often or regularly in an attempt to prevent the transition of lice to classmates. Continued absences due to the presence of lice/nits may result in the contacting of the Division of Family Services and/or Saturday school.

New students enrolling in the Twin Rivers R-10 School District are subject to having their hair examined for the presence of lice/nits before the child enters the classroom. This will be done by the nurse or persons appointed by the nurse.

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.

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