TMS/THS

****2018-2019

# Student Handbook

**USD 429 TROY SCHOOLS**

**Mission Statement**

**TOGETHER WE ACHIEVE**

The mission of Troy Public Schools and community is to provide students with the skills that will prepare them to become life long learners and responsible productive citizens.

**DISTRICT MOTTO**

We are a school where students and staff excel; parents and community care.

**TROY MIDDLE/HIGH SCHOOL**

**STUDENT HANDBOOK**

The purpose of this handbook is to help students and parents better understand the operation and organization of our school. The rules, regulations, guidelines and information in this handbook are intended to protect your rights and the rights of others, conform to state laws and regulations and the policies of the U.S.D. 429 Board of Education and to promote a learning environment at Troy High School.

This handbook is merely a guide and it should be realized that many of its provisions can be supplemented at any time by the administration if the situation warrants.

Troy High School is an academic and social institution offering curricular and extra-curricular activities geared toward preparing young people to enter a complex and competitive society. Troy High/Middle School is funded by local, state, and federal monies for the purpose of (1) preparing young people for college, (2) preparing young people to enter a vocational training center, and/or (3) preparing young people to become worthwhile citizens. Students and parents are urged to read this handbook and to keep it for future reference.

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**ACCESS TO ELECTRONIC MEDIA:**

Acceptable Use Policy

The Board supports reasonable access to various information formats for students, employees and the community and believes it is essential for users to use this privilege in an appropriate and responsible manner.

**Safety Procedures and Guidelines**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures shall be implemented that effectively address the following:

* Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
* Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
* Preventing unauthorized access, including “hacking’ and other unlawful activities by minors online;
* Unauthorized disclosure, use and dissemination of personal information regarding minors; and
* Restricting minor’s access to materials harmful to them.
* Specific expectations for appropriate Internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.

**Permission/Agreement Form**

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on‑line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

**Employee Use**

Employees shall use electronic mail primarily for purposes directly related to work-related activities. Each employee is responsible for the security of his/her own password.

**Community Use**

On recommendation of the Superintendent, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District’s technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

**Disregard of Rules**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

**Responsibility for Damages**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

**Responding to Concerns**

School officials shall apply the same criterion of educational suitability use d to review other educational resources when questions arise concerning access to specific databases or other electronic media.

**Administrative Audits**

The administration reserves the right to monitor used of all electronic communications devices, files and accounts. Staff and students and members of the public granted permission to use district equipment shall have no expectation of privacy while using district equipment on or off school premises.

**ADDRESS AND TELEPHONE NUMBERS**

Troy schools make every attempt to keep the students and their parents/guardians informed of what is happening at our school. In order to do this the office will keep on file the current address and telephone number of each student at Troy High/Middle School. If your address and/or telephone number changes, please notify the office. The schools phone numbers are: Grade School (785) 985-3538, High School (785) 985-3533 and District Office (785) 985-3950.

**ASSEMBLIES**

When Troy Schools have guests at our school we are known for our classy actions. We feel that courteous and undivided attention should be given to the speaker or performer. Conversing with neighbors and or on phones is rude and is not allowed. Students displaying improper conduct of any kind will be dismissed to the office. Students are expected to sit by grade level unless otherwise instructed.

**ATTENDANCE AT SCHOOL**

**I. Belief Statement**

Student absence from the regular classroom learning experience disrupts the continuity of the student's instructional progress. The benefits of regular classroom instruction include class discussions, teacher presentations, and student participation. Many of these benefits are lost during absences and cannot be entirely regained even by extra after-school instruction. Irregular school attendance can be the beginning of a pattern that may severely limit a child's lifelong potential.

**II. Guiding Documents/Definitions**

1. Truant student: A student who has unexcused absences for three consecutive school days, five total days in any semester, or seven total days in a year will be considered truant pursuant to K.S.A. 72-111 to 72-113. The procedures of K.S.A. 72-1113 will be followed in reporting a truant student. A truant student will be reported to the county attorney and may be reported to SRS as a child in need of care. A truant student will be afforded the opportunity to make up work with full credit subject to the late-work policy.

2. Suspended student: A suspended student is one who has been suspended in accordance with K.S.A. 72-8901, et seq. Suspended students will be afforded the opportunity to make up work.

**III. Attendance Practices**

1. Parents are asked to notify the school before 9:00 AM on the day of their student’s absence. If the school has not been notified by 9:00 AM the secretary or principal will call the parent to verify the absence of the student. If a parent cannot be reached, the student should bring a note upon returning to school. A student who returns without a note will be admitted to class and the absence will be recorded as unexcused until a parent contact is made (24 hour maximum).

2. Students with an excused absence will be given one school day to make up any missed assignments, for each day that was missed. Work that is turned in after the one day grace period may be docked by the teacher.

3. Students with an unexcused absence will receive no credit, for any work given or assigned on the day of the unexcused absence.

4. Students will not be excused from leaving school once they have arrived except for absences already deemed excusable in this handbook (see next page). Students who leave school property without an acceptable excuse or without signing out will be subject to additional discipline. Exceptions to this rule must be approved in advance by the Principal or his/her designee.

5. Non-immunized students, including those with a religious, medical or other statutory exemption, shall be excluded from attending school during an outbreak of a particular disease for which they have not been inoculated.

6. Students who meet the criteria set forth by the principal for the Kansas Assessments will be given release time and this time will be considered a school activity and not count against the student attendance policy.

7. On the 4th absence of any kind (except school activities) students will be expected to make up missed work after school. On the 8th absence of any kind (except school activities) students will be declared truant. The truancy status of a students who misses days with an extended illness or injury documented by a health care provider will be determined on a case by case basis.

An absence will be labeled **excused** or **unexcused** by the following criteria:

**1.** An **excused absence** is one that has been verified by a phone call or a note from home prior to or **within 24 hours of the absence.** All work must be made up for the day/period of the absence and the teacher will assign a grade. The make-up work can be the completion of the assignment missed or additional assignments to replace missed classroom experiences. An absence will be excused for the following reasons and with the noted documentation:

a. **School trip** –A field trip permit, signed by a parent/guardian, must be on file prior to the student being allowed to participate. School trips do not count as an absence.

b. **Illness/Medical/Legal Appointment** - a note from the doctor or dentist must be presented in the office upon return from an appointment. For a legal appointment, documentation from a legal authority is required. Upon the principal’s discretion, excessive absences for illness may require a doctor’s note.

c. **Religious events/funerals -** a note from the parent/guardian is necessary.

e. **College/Post-secondary School visits** - Juniors may take one day and Seniors may take two days to explore post-secondary options. All college visits are to be arranged by the student and the student is responsible for getting a college visitation form filled out. This form will be approved in the office before the student leaves and must be validated at the institution the student is visiting by having it stamped in the registrar’s office**.** Juniors and seniors are allowed one extra day (2 for Jr’s. and 3 for Sr’s.) if they are accompanied by a parent/guardian on all days. College visit days will not count against perfect attendance. The deadlines for college days are Dec. 1 for the first semester and May 1 for the second semester.

**2. Unexcused absences:** Unexcused absences are defined as:

a. absences which the student does not clear through the office prior to the event or within 24 hours of the absence.

b. absences without prior parental/guardian knowledge and/or consent.

c. absences determined to be for other than those listed under excused absences. Some examples include: hunting (without parent), skipping school, senior pictures, hair appointments, baby-sitting, oversleeping, work at a job. A student whose absence is unexcused may be subject to disciplinary action.

d. Students receiving an unexcused absence will receive no credit for all work done or assigned during those classes

**3. Tardy:** A tardy is defined as missing less than **20** minutes of a class. All students who are tardy during the school day must report to the office and obtain a tardy slip to be admitted to class. Students who are tardy first hour will serve a lunch detention upon their fourth first hour tardy and one lunch detention will be served for each subsequent first hour tardy. First hour tardies will start over each semester. Students who are tardy 2nd through 7th hour will be handled by each individual teacher with assistance from administration should that students tardiness become problematic. Seniors will be given one absence for every 4 tardies to the same class. This absence will count against the number of allowed absences for the senior trip.

**4.** **7-day documentation**

-Students exceeding 7 days of total absences (not including school activities) **per semester**, which are either excused or unexcused, will be required to provide professional documentation for all future absences if they are also making a grade of “D” or “F” in *any* class. Attendance/Grades will be checked at the end of the first quarter of each semester and then weekly thereafter. A letter confirming student’s placement on the 7 Day List will be sent.

-Absences without prescribed documentation will result in the absence being

deemed as unexcused.

-Assignments and time requirements must be met prior to being released to any

school activity during the school day.

-The Parent/Guardian may appeal in writing the 7-day requirement to school

administration.

\*Tracking of attendance and grades for the 7-day list will start over upon return from winter break.

**IV. Special Conditions**

Students who feel they have extenuating circumstances not addressed above may seek an appeal through the principal who will arrange for the student and parents to meet with the attendance committee. If the student is not satisfied with the ruling of the attendance committee, further appeals may be made with the superintendent, and finally, with the Board of Education.

Students desiring to use the restroom must obtain permission from their teacher. The teacher has the option of requiring any lost instructional time be made up after school within the next two school days. If the lost instructional time is not made up the student will serve one day of In-School Suspension.

**V. Recognition**

Good attendance is the mark of a student who values education and is reflected in the work they will do after leaving the school system. It is the goal of the school district to have good attendance by all students.

Excellent and perfect attendance will be recognized at the awards program. Excellent attendance is defined as missing two days (14 periods) or less within one year.

**ATTENDANCE - SCHOOL FUNCTIONS/ACTIVITIES**

It will be the policy of Troy Middle and High School that a person must attend all seven periods of the school day to be able to: participate in an athletic contest, practice, any school function (banquets, dances, etc.), or other practices (including plays or musicals).

Exceptions to this rule would be a doctor or dentist appointment that has been scheduled in advance (verified by a note or call from the physician), funeral, school sponsored trip, etc. Illness with verification from a doctor will not be an exception.

Classes and organizations may have the opportunity to attend out-of-town functions or to participate in field trips. The school may furnish vehicles and sponsors for such activities. The student should be aware that behavior on these trips will be guided by the same standards that are used in the classroom. Except for buses going to athletic events, field trip permission slips signed by the student's parent/guardian are required before leaving on a trip.

It has been the practice of the district to provide buses for students to and from athletic events. Buses will continue to be provided under the following regulations:

1. All rules of conduct for school buses must be followed.

2. Any parent wishing to transport their child, after an away school activity must sign a permission form in the presence of the coach or sponsor. The coach has the option of requiring all students who ride the bus to an activity, also ride the bus home.

3. If there is a pep club bus all students wishing to ride this bus must be signed up in advance.

4. A sufficient number of students must sign up to justify taking a bus.

Parents and other adult district patrons may be allowed to ride to athletic events on Pep Club buses (NOT TEAM BUSES) if there is enough room. Arrangements may be made, by contacting the high school principal.

**BOOK RENTAL**

Book rental fees will be charged to all Troy High School students. The fee for the current school year is $50. Art students will be charged an additional $15 fee for art materials. Musical instruments are available for rental for a fee of $10.00.

**BUILDING AND EQUIPMENT USE AND CARE**

It is the policy of Troy High School that any student who (intentionally or unintentionally) destroys or damages school property or the property of others shall be held responsible for their actions. An act of vandalism or destruction may result in one or more of the following: immediate restitution, working out the total costs, suspension from school, or any combination of the above.

Following is a list of rules to be followed by all students when in the building or on school property. Each individual should be guided by common sense for items not listed below.

1. Before school starts students may only be in the cafeteria or the hall outside the cafeteria until 7:55 a.m. Students may not go to their lockers or to the office before 7:55 a.m.

Students are not to be in the building after 3:30 p.m., evenings, or weekends unless they are attending a school activity and/or are under the direct supervision of a teacher or coach.

2. The school building may not be used for other than school activities unless written permission is obtained from the District office. There is a form that needs to be filled out and a deposit made before building use will be considered.

3. All shop facilities are provided for the instruction of high school students and adults enrolled in courses conducted by the department. Any other use of the facilities or tools, must be approved by the high school principal and shop instructors. No tools will be removed from the shop without permission from the shop instructor.

4. Students are not to eat sunflower seeds in the school building.

5. Pride in your school is demonstrated by disposing of paper and trash properly in wastebaskets located in each classroom, hallway, and restroom. The condition of the school is something by which outsiders judge our school. All faculty, staff, students and patrons are expected to contribute to the appearance of our school.

6. Writing on desks, walls, or floors is prohibited.

7. Students are not permitted to run in the hallways or on the stairs.

8. Chairs and desks should remain on all four legs and should not be moved without permission from the teacher.

9. Water weapons (balloons, squirt guns, spray bottles, etc.) are prohibited.

**CELL PHONES**

**Cell Phone USE/Electronic Devices**

Students **do not** have permission to use or possess a cell phone during the school day (8:00-3:25). The cell phone needs to be turned off and in their locker during the school day. The exception to this rule will be the lunch period for high school and middle school. During this time students may use their device only in the cafeteria. At the conclusion of the lunch period cell phones must be returned to lockers. A staff member may give permission for educational purposes if the office staff is informed. If a student chooses to use or possess a cell phone without permission the following steps will be taken.

**1st offense-** The cell phone will be given to the staff member and turned into the office. The student will meet with the administrator and pick up the phone at the end of the school day. A warning will be issued and recorded.

**2nd offense-** The cell phone will be given to the staff member and turned into the office. A 30 minute detention will be issued. Parents will be called to note the second violation.

**3rd+ offense-** The cell phone will be given to the staff member and turned into the office. The student’s parents will arrange a meeting with the administrator to pick up the phone. The student will receive a day of in school suspension.

**Electronic device misuse:** Any student misusing an electronic device during the lunch period will be subject to discipline. Examples of misuse include but are not limited to: Looking up or showing inappropriate images, taking pictures or recording video, using inappropriate language on the internet. Evidence of a student being inappropriate on social media during school time will be subject to discipline as judged by the administrator. Any student caught using devices for any form of cyberbullying during school time will be subject to further discipline and may lose cell phone privileges permanently.

**CHANGING CLASSES**

Courses may be dropped within the first week of school if there is a good reason for the change. No course may be dropped unless extenuating circumstances exist. The instructor, counselor, and principal will evaluate these circumstances on an individual basis.

**CLASSIFICATION**

In order to graduate from high school a **students graduating in 2012 will need 25 credits. Students graduating in 2013 will need 24.** High school students are required to have accumulated the following number of credits to be classified for the following grade levels:

Sophomore - - - - - - - - - - - - - **5** credits

Junior - - - - - - - - - - - - - - - - -**11** credits

Senior - - - - - - - - - - - - - - - - **18** credits (Or reasonable anticipation of meeting graduation requirements.)

A student will not be promoted to the next grade until the end of the school year. A student who has completed the required number of units of credit for advancement to the next grade by the midterm will remain classified in the previous grade until the end of the school year except in the case of a graduating senior.

**COURSE INFORMATION**

All course information may be obtained from a copy of the "Curriculum Guide for Troy High School" or by seeing the counselor or instructor.

**DAILY BULLETIN**

The office will publish a bulletin each day of the school year. A copy of the bulletin will be posted on the bulletin board outside the office door. Each **student** is responsible for knowing the information printed in the bulletin each day.

**DANCE REGULATIONS**

Teachers are encouraged to attend all school functions for the purpose of building school spirit. Sponsors are responsible for the proper chaperoning of school dances. Dances shall be chaperoned by at least two faculty members. In the event that a regular sponsor cannot be present, he or she must secure a substitute and notify the principal that he or she cannot be present.

High school dances may be held between the hours of 8 and 12 at the discretion of the sponsor and school administration. Troy high school dances may be attended by guests from outside of the school, if they are the date of a troy student. All outside guests need to be registered in the high school office prior to the date of the dance.

Troy Middle school dances are to be attended by Troy Middle School students only. Middle school dances will last 2 hours and will be scheduled during the year by the middle school staff.

Once a student leaves a school sponsored dance, party, or other scheduled activity, that student may not return. Emergencies should be handled through one of the sponsors.

**DISCIPLINE MEASURES**

*Detention:*

Detention will be assigned by a teacher resulting from a violation of classroom rules.

1. Students must serve the detention on the day it is given or on the following day. Teachers may allow students to serve time before school if it is convenient for the teacher.

2. Students must arrive and be seated by 3:30 p.m.

3. Students must bring schoolwork to work on. It is not time for talking, sleeping, or sitting.

4. Detentions will be served in 20 or 40-minute blocks of time with the maximum for any night being 40 minutes.

5. Any student breaking any of the detaining teacher’s rules will be asked to leave. The time served will not be counted and the student will be subject to referral to the office.

Lunch Detention:

Lunch detention will be assigned by the Principal and will take place in the Principal’s office.

1. Students must serve the detention on the day it is given or on the following day.
2. Students must arrive and be seated by 11:45 (HS) or 10:50 (MS).
3. Students may not go to the lunch room. Lunch will be brought to the Principal’s office.
4. Students must stay until the bell rings. Students may sit quietly or work on homework once they have finished their lunch.

*Suspension/Expulsion*

Students suspended “In-School” may attend school activities and practice but may not compete or take part in contests during the term of suspension. Students suspended “Out-of-School” may not attend any school related function during the term of suspension.

Suspension and Expulsion Procedures:

A student may be suspended or expelled for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, or assistant principal.

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended for a period exceeding ten days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearing for weapons possession shall be conducted by the superintendent/designee. An Expulsion hearing shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the student is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled:

1. Refusal or failure of the student and/or the student’s parents to attend the hearing shall result in a waiver of the student’s opportunity for the hearing.
2. Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
3. A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student’s attitude and behavior.
4. A student who has been suspended or expelled shall be notified of the day the student can return to school
5. If the suspension or expulsion is not related to a weapons violation the principal may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation.
6. If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation.
7. The days a student is suspended or expelled are not subject to the compulsory attendance law.
8. During the time a student is suspended or expelled from school the student may not:
9. Be on school property or in any school building without permission of the principal.
10. Attend any school activity as a spectator, participant or observer.

Reasons for Suspension/Expulsion:

Students may be suspended or expelled for one or more of the following reasons:

1. Willful violation of any published adopted student conduct regulation;
2. Conduct which substantially disrupts, impedes, or interferes with school operation
3. Conduct which endangers the safety or impinges on the rights of others.
4. Conduct which constitutes the commission of a felony.
5. Conduct which constitutes the commission of a misdemeanor.
6. Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operation.
7. Possession of a weapon at school, on school property or at a school-sponsored event;
8. Violation of the district drug/alcohol policy.

Short-term Suspension Procedures:

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after the imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student’s parent or guardian within 24 hours after the suspension has been imposed. Any person designated in policy as having the authority to suspend may conduct short-term suspension hearings. Students suspended out-of-school will be allowed to make up school work for one-half credit upon their return.

At the informal suspension hearing, the student shall be:

1. Notified of the right to be present.
2. Informed of the charges.
3. Informed of the basis for the accusation, and
4. Allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Long-Term Suspension or Expulsion Procedures:

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days) a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearing shall be conducted according to procedures outlined in current Kansas law and:

* The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
* The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations, and handbooks.
* The hearing may be conducted by either a certified employee or a committee of certified employees.
* Expulsion hearing for weapons violation shall be conducted in compliance with Kansas law by persons appointed by the board.
* The finding required by law shall be prepared by the person or committee conducting the hearing.
* Records of the hearing shall be available to students and parents or guardians according to Kansas law.
* Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Student Rights During a Long-term Suspension / Expulsion Hearing:

The student shall have the right:

* To counsel of his/her own choice;
* To have a parent or guardian present;
* To hear or read a full report of testimony of witnesses;
* To confront or cross-examine witnesses who appear in person at the hearing;
* To present his or her own witnesses;
* To testify in his or her own behalf and to give reasons for his or her conduct;
* To an orderly hearing; and
* To a fair and impartial decision based on substantial evidence.

Appeal to the Board:

The following conditions shall apply if a student or the student’s parent or guardian files a written appeal of a suspension or expulsion:

* Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
* The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
* The student and the student’s parents shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
* The hearing shall be conducted as a formal hearing using the same rules noted earlier in expulsion hearings.
* The board shall provide a certified court reporter or electronic recording of the hearing.
* The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

*Probationary Status:*

The principal or superintendent may defer any punishment, suspension, or expulsion. The student involved may be placed on probation for a set period of time.

The punishment, suspension, or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student’s parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions of the probation have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

The superintendent shall handle any probation arrangements resulting from violations of the weapons policy.

Interrogations and Investigations:

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code without prior consent of a parent or guardian. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When a law enforcement officer conducts an investigation and/or questions a student during school hours, the building principal shall make reasonable attempts to contact parents, guardians, or representatives of the student prior to questioning. To the extent possible reasonable requests of the parents, guardian, or representative shall be observed. The administrator involved shall document notification or attempted notification of parents, guardian, or representative. If a student’s parents, guardian, or representative is not present during the questioning of a student, the principal or a certified school staff member shall be present.

**DEFINITIONS**

### Weapons

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon, any knife commonly referred to as a switchblade, or any bludgeon, sand club, metal knuckles, or throwing star, any explosive, incendiary or poison gas. Pocket knives with a blade length of 3” or less are acceptable. Pocket knives will be considered unacceptable and treated as such, if the student has it out of his pocket without permission, is playing with it, is threatening someone with it, or if the faculty or staff feel that it is disrupting school.

Definition of Firearms and Destructive Devices:

As defined in district policy, the term “firearm” means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

The term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to these devices.

*Vandalism:*

The board shall seek restitution according to law for loss and damage sustained by the district.

When a juvenile is involved in vandalism to district property, the superintendent or his designee shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Juveniles or their parents shall make restitution payments to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time period may be processed for legal action.

*Sexually Explicit, Vulgar or Violent Material*

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, threatening or violent material including but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

*Electronic Images and Photographs*

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, depictions of nudity –themselves or others – lewd, threatening, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

*Sexual Harassment:*

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

* Submission to such conduct is made, explicitly or implicitly, a term or condition of the individuals education;
* Submission to or rejection of such conduct by an individual is the basis for academic decisions affecting that individual; or
* Such conduct has the purpose or effect of interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

* Verbal harassment or abuse;
* Pressure for sexual activity;
* Repeated remarks to a person, with sexual or demeaning implication;
* Unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

* Making sexual comments or jokes;
* Looking or gesturing in a sexual manner;
* Touching, grabbing, or pinching in a sexual way;
* Calling someone gay or lesbian;
* Flashing or mooning;
* Spreading sexual rumors about an individual;
* Writing sexual messages or graffiti on walls, locker rooms, etc.
* Forcing a kiss on someone;
* Showing or giving sexual pictures, notes or messages;
* Forcing a kiss or sexual contact on someone.

*Sexual harassment recourse*

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district’s discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual’s status or grades. Confidentiality shall be maintained throughout the complaint procedure.

***Anti-Bullying/Harassment Policy***

Harassment is defined as annoying or tormenting repeatedly and persistently.  USD 429 will not tolerate the harassment of others, whether the harassment is physical, sexual, verbal, or through the use of electronic devices.  This section prohibits bulling on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, through the use of the school’s internet system while on or off campus, through the use of personal digital device on campus, or off-campus activities that cause or threaten to cause a substantial disruption at school.  In any specific situation, administrators may decide that the harassment/bully behavior is severe enough to receive the harshest consequence.

Sexual harassment is defined as unwanted sexual advances.  This could include touching without permission, speaking of sexual matters or using sexual language, telling sexual jokes or making comments about others’ appearance or habits, or any perceived derogatory sexual comment or action.

Physical harassment is defined as touching, slapping, hitting, pinching, or attempting to do these things to another individual.  The physical touches may be intended to intimidate and control another’s actions.

Verbal harassment is defined as talking in a derogatory, insulting   or threatening manner to another individual.  The intent of this type of language may be to intimidate or control another’s actions.  This includes gossip used to insult or threaten another person and the use of racial slurs.

Cyber-bully and Cyber-threats is defined as creating an educational environment for any student that is intimidating, threatening, abusive, or hostile, and keeps that student from being able to participate in or benefit from a USD 429 education program or activity. Cyber-bullying and bullying behavior on USD 429 property, in a USD 429 vehicle, at any USD 429-sponsored activity or event, and/or through the use of electronic devices whether on or off campus, are strictly prohibited.

Hazing is another form of physical harassment and means to harass by exacting unnecessary, disagreeable, or difficult tasks, or by banter, ridicule, or criticism, or to play abusive or humiliating tricks on by way of initiation.  Hazing is frequently found in schools or universities as an initiation rite into special groups or sports teams. **Hazing is against Kansas law.**

Consequences for involvement in above offenses will include:

All items listed under definitions are considered to be a Level 4 violation.

 1st offense: Depending on the severity, detention or In-school Suspension, parent contact; visit with school counselor and warning of more severe consequences if repeated. **Report to law enforcement if the bullying behavior is a crime.**

 2nd offense: Depending on severity, In-school suspension or Short-term out-of-school suspension, parent contact; visit with school counselor with possible follow-up visit and warning of more severe consequences if repeated. **Report to law enforcement if the bullying behavior is a crime.**

3rd offense: Long-term out-of-school suspension, parent contact **Report to law enforcement**

**if the bullying behavior is a crime.**

**DRESS CODE**

Neatness and decency are emphasized as guidelines for the dress code. Troy USD 429 and the people who make up our school are a class act and our appearance is a large part of how we are judged, by our community and our peers. While individual dress defines who we are, students who are a distraction to others and thus interfere with the learning process will be asked to change their appearance. The principal shall make the final determination regarding the appropriateness of a student’s appearance. Students who are inappropriately dressed will be required to change their clothing.

The board-approved dress code for school days and school activities is as follows:

* Decency and good taste are required.
* Shorts, Skirts etc. must be “finger tip length” when the arms are at the side
* Shirts must have straps on both shoulders and must cover the midriff, cleavage, and undergarments. Halter tops are prohibited.
* Shirts with cut off sleeves must be cut off at the sleeve seam. Shirts cut below the seam must have another garment (sleeveless t-shirt, tank top etc.) underneath that covers the side. A sports bra does not qualify as adequate coverage.
* Writing or pictures on clothing shall not display or promote alcoholic beverages, tobacco products, illegal drugs, suggestive or obscene language or violent acts.
* Hats (including stocking caps, doo-rags, bandanas or scarfs) shall not be worn in the building during school hours. Students wearing hooded sweatshirts in the school building will do so with the hood down.
* Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor’s requirements, subject to approval by the administration.
* Students may not have blankets in the building during the school day. Students are encouraged to dress in warmer clothing during the winter.

**LIMITS**

Our purpose is to make Troy MS / High School a safe and highly productive educational environment for all students. Sometimes long-term suspensions or expulsions are needed. All directives set out by state or federal laws will be strictly adhered to. Also, all guidelines established by IDEA for special needs students will be followed. Typically, each behavior “choice” will be dealt with on a case-by-case basis. However, if the behaviors create a clear pattern the behavior will be dealt with on a more serious level.

**OUT OF SCHOOL SUSPENSION**

All students on out of school suspension are expected to make up missed work while on suspension. Any student who is assigned OSS is not considered a student in good standing and cannot be on school property until their OSS assignment is complete.

**IN-SCHOOL SUSPENSION**

Students who fail to complete their assigned work by the end of their suspension will not be allowed to return to school until the assigned work is completed. Failure to comply with the rules while in ISS will result in OSS being assigned.

**DRUG AND ALCOHOL POLICY**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district’s students. The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### Philosophy

The Troy School District recognizes that the use of alcohol, tobacco and other drugs and the problems associated with them are becoming increasingly commonplace in our society. We believe that it is in the best interests of the community to take steps to promote, enhance, and maintain a drug-free school system and student body. Through the cooperation and interaction among the parents, law enforcement agencies, and other segments of the community, we can achieve a common goal, which is to help students remain alcohol, tobacco and drug free.

# *Policy*

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities act, P.L. 102-226, 103 St. 1928.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, posses or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to disciplinary sanctions.

Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds.

Possession and/or use of any e-cigarette or other vaping product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds.

In enforcing the provisions of this policy, the administration will act on reasonable and

responsible evidence substantiated verbally and in writing by a law enforcement official, faculty member, or school administrator.

Drug and alcohol use is a Level 4 violation.

*Prevention*

Recognizing the extensive use and promotion of alcohol, tobacco, and other drugs in our

society the school has an obligation to prepare students for decision-making against their use. Drug education units shall be integrated within the standard curriculum at all grade levels.

The goal of this policy's drug/alcohol prevention program is healthy, responsible, young people capable of resisting alcohol and other drugs and enabling them to reach their academic potential.

*Intervention*

The USD 429 School District will work through curriculum and classroom activity, administration and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of alcohol and drugs by members of the school population. Students who exhibit behaviors of concern, such as absenteeism, tardiness, attitude change, etc., will be referred to the counselor.

These guidelines have been created as one part of the alcohol and drug policy. They are intended to provide a consistent means for effectively responding to alcohol and drug related situations that may occur at school or at school-sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations. Student behavior, as it relates to alcohol, tobacco (including smokeless), illegal drugs, other controlled substances, being high or intoxicated, in possession of, using or selling any of the substances listed above is a violation of school policy. Students who assist in possession, use, or sale of substances listed will be subject to disciplinary action.

*Search and Seizure*

All search and seizure action will be taken with the guidelines set forth in this policy. Students have limited control over their lockers, desks, work areas, or any other designated assigned areas. These areas mentioned above are the property of the school district. Therefore, school officials have the right, upon "reasonable grounds", to search and seize as necessary. (With regard to search and seizure, whenever the term "principal" appears, it is meant to include any person designated to act on his or her behalf). That designated person would be any of the following in rank order (superintendent, principal, counselor, A.D.)

*Search and Seizure-Personal Possessions*

Students have control of their personal possessions; however, this control is not meant to exclude school officials when there are "reasonable grounds" to believe that such possessions are illegal, dangerous, or disruptive.

*Administrative Implementation Procedures*

1. The principal will make the decision to conduct a search and/or seizure.

2. The principal will notify the parents of the seizure, as soon as possible, within 24 hours. When confiscation occurs during the search and seizure, parents will be given a receipt of all confiscated items.

3. A staff member must be and student may be a witness to the search and seizure, which will be conducted in the most discretionary manner possible.

4. The search may include not only the designated space, but also items found within that space.

5. This policy excludes routine inspections of school facilities by school officials.

6. Items considered to be illegal, illicit, dangerous, or disruptive, will be confiscated and the police may be notified. Storage, return, or destruction of seized items is left to the judgment of the principal, subject only to legal impoundment.

*Medical Emergency*

In the case of a medical emergency related to substance abuse, the appropriate health professional, as well as parents or legal guardians, will be contacted. In the case where the parents or legal guardian cannot be contacted, the person designated on school records as a contact person in the case of a medical emergency will be informed. All information available will be made known to the parent or guardian, physician, and all others responsible for care and treatment.

*Removal from Class*

A staff member shall request assistance of the intervention team, principal, or his/her representative when they observe a disoriented student, one who does not appear to have reasonable control of self, in addition, the principal or representatives will:

a. Remove the student from the class/activity, etc., then question the student about the behavior as soon as possible.

b. Inform the student of the consequences of his/her behavior.

c. Notify the parent of the student when applicable. If the parent is not available, notify the legal guardian, if one has been legally appointed. If no parent or legal guardian is available, notify the person who has responsibility for the student.

d. Suspend the student (in-school if necessary) until a parent conference is scheduled.

e. In the case of a medical emergency, the school administration will call an ambulance for which the parents are financially responsible.

*Self-referral*

Students who are concerned about their substance abuse and notify faculty or staff, will not be subject to disciplinary action. Confidentiality will be observed while seeking and finding support of such a student. Self-disclosure can only be used once to avoid disciplinary action.

**CONSEQUENCES FOR ALCOHOL/OTHER DRUGS**

Students identified by school personnel as being in violation of this policy will be dealt with as follows:

First Offense:

* A punishment up to and including short-term suspension.
* Suspension from participation in all student activities for four weeks.
* The administrator will notify the parent/guardian of the student in violation. Notification may include a request for a conference to discuss evaluation and assessment.
* The administrator will notify the appropriate law-enforcement or juvenile agencies.
* Students are encouraged to complete an approved drug and alcohol rehabilitation program. Names of acceptable programs are on file with the clerk.

Second Offense

* The administrator will notify the parent/guardian of the student in violation.
* The administrator will notify the appropriate law-enforcement or juvenile agencies.
* Suspension from participation in all student activities for the remainder of the year.
* Students who have been through treatment as a result of their 1st offense will be subject to short-term suspension. Continued enrollment will be contingent upon following through with recommendations made by health care professionals.
* Students who have refused assessment or treatment recommended at the time of their 1st offense will be subject to long-term suspension or expulsion.
* A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete an approved drug and alcohol rehabilitation program. Names of acceptable programs are on file with the clerk.

Third and Subsequent Offenses:

* A punishment up to and including expulsion from school.
* A student placed on long-term suspension under this policy may be readmitted on a probationary status only if the student maintains regular attendance at an approved drug and alcohol rehabilitation program. Names of acceptable programs are on file with the clerk.

### Confidentiality

The practice of confidentiality is essential to the effectiveness of any substance abuse prevention/intervention program.

Information about student drug use, drug treatment, or other personal problems should be shared only with those staff members who "need to know" because of their involvement or relationship with the student. The "need to know" is best determined by the principal.

The concept of limited confidentiality should always be shared with the students involved. Limited confidentiality is the sharing of information which will be held in confidence by the listener, with the exception of information which could result in danger to the student or to someone else.

Documentation of substance abuse violations shall be maintained in the student's file. Such record will be kept in the student's confidential file accessible to only the principal and representative, until the student no longer attends school in the district.

### Commitment

Although parents have the ultimate, primary responsibility for their children's drug use, individual differences in parental standards regarding their children's drug and alcohol using behavior in on-school related settings cannot be permitted to compromise the school's fundamental commitment to maintaining a drug-free educational environment. The "In loco parentis" concept provides the basis for school officials and teachers to act, as necessary, to protect and educate each student. Thus, the purpose of the above policy is to provide a clear message to students, parents, and the citizens of this community that the use, possession, distribution, or being under the influence of alcohol or drugs will not be tolerated in school, on school grounds, or during school related functions.

**ELIGIBILITY GUIDELINES AND POLICY FOR**

**TROY HIGH/MIDDLE SCHOOLS**

Eligibility will be figured beginning with the third week of the semester and every week following it in that grading period except the last week.

1. Requirement

a. Each semester a student must pass 5 or more new classes. Kansas State High School Activities Rule 13

b. A student must meet the eligibility requirements set by the Kansas State High School Activities Association SHSAA to be eligible for participation in KSHSAA activities.

c. Each week a student must be passing 6 or more classes.

2. Procedure

a. Grades will be entered in the gradebook by the staff no later than 12:00 noon on Thursday.

b. Student eligibility will be determined at 10:00 Friday morning.

c. Students, parents, and coaches will be notified of ineligible status.

d. Students and parents are encouraged to check grades frequently via the internet.

e. A student determined to be ineligible will be ineligible for one week (Sunday through Saturday).

3. Student Responsibilities

a. The student should visit with each teacher in whose classes they average a “D” or an “F”. They should make arrangements to spend time before/after school with the teacher until the grade is acceptable.

c. Athletes and others who must practice after school for extracurricular activities must first attend a study session with the teachers of the classes they are failing. They are expected to attend practice following the study period.

d. Students that are ineligible may not take part in KSHSAA activities during the time covered (Sunday through Saturday)

e. The following school activities although not specifically sponsored by KSHSAA guidelines would also fall into the category covered in section “d” above: Fall Play, Spring Play, FFA contests, dances.

**ENROLLMENT**

### Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in grades 7-12 shall provide a certified transcript or similar pupil records. Other documentation, which the board determines to be satisfactory, may be provided.

### Resident Students

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent that is a resident of the district. Homeless children located in the district will be admitted as resident students. For purposes of this policy, parent means the natural parent, adoptive parents, stepparents and foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for and support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

### Nonresident Students

Nonresident students are those who do not meet the qualification of a resident student. Nonresident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

As it pertains to this policy, the following procedures and guidelines shall be in effect.

1. Any request to attend district schools must be submitted, in writing, to the superintendent. Said request should identify the reasons associated with the desire to attend Troy Public Schools.

2. The superintendent, in consultation with appropriate personnel, will determine if the request is approved. The Superintendent shall, as part of the approval process, make all attempts to contact appropriate officials of the district(s) previously attended by the student. The student's attitude, conduct, and performance in the previous district(s) shall be considered as part of the admission process.

3. Any non-resident student under suspension or expulsion in another district shall not be considered for approval.

4. The duration of approval is for one school year, as defined by the school calendar.

5. The decision of the superintendent may be appealed to the Board of Education.

Renewal of admission status shall be reviewed yearly. The following conditions shall apply to renewal of a previously admitted student.

1. All non-resident students’ status shall be reviewed annually by school personnel.

2. Student attitude, conduct, and general performance are to be considered in said review.

3. Results of the annual review shall be submitted to the Superintendent of Schools who will make a recommendation to the board for continuation status approval.

4. Any student denied continuation status shall be informed, in writing, by the Superintendent.

**EQUIPMENT USE FEES**

Students taking certain classes will be charged a small fee to cover the cost of consumable products. High school agriculture class students will be charged $25.00 and HS art students will be charged $15.00.

**EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities policies can be found in the activities handbook.

##### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

##### **ANNUAL NOTICE TO PARENTS AND STUDENTS**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 429. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:  
   a. we have your prior written consent for disclosure;

b. the information is considered “directory information” and you have not objected to the release of such information; or

1. disclosure without your prior consent is permitted by law.

* The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
* The district will disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.

3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 429 has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.

5. The right to obtain a copy of Unified School District No. 429 policies for complying with FERPA. A copy may be obtained from: District Office, 230 W Poplar, Troy, KS 66087

**Directory Information:** For purposes of FERPA, Unified School District No. 429 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 429 at District Office, 230 W Poplar, Troy, KS 66087 on or before Sept. 20, 2011. If a refusal is not filed, Unified School District No. 429 assumes you have no objection to the release of the directory information designated.

**Recruiting information:** Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

# EMERGENCY DRILLS

We are required to have 16 emergency drills each year. These drills must consist of four fire drills, three tornado drills and 9 safety drills.

Fire Drills:

1. The signal for the drill will be the ringing of the fire alarm.

2. When the signal is given, students and teachers are to stop work immediately. Everyone shall leave the room in single file and go toward the exit indicated on the map in the classroom.

Tornado Drills:

1. The signal for a tornado drill will be a series of short rings on the regular bell system and by an announcement over the intercom system.
2. Students should follow their teacher's instructions for taking the shortest route to the designated area (lower hallway in the high school, center pods in the middle school).
3. Move quietly and quickly (without running) and stay away from windows, restrooms, and the old gym.
4. When arriving at the designated area, move to the sides of the hall, sit down on the floor, facing the wall, knees up, head between them, hands clasped over back of the head and no talking. Pupils will remain seated until given further instructions.

Other Safety Drills:

1. An announcement will be made over the intercom.
2. Students will follow the directions given over the intercom or of the nearest staff member

Evacuation and Exit Routes

* A diagram with two different evacuation routes shall be posted in each classroom
* Classroom teachers will review routes with each class during the first week of school
* Teachers will bring their class rosters, seating charts, or grade book with them to account for students
* Teachers will lead their students to the exit and at least 50 feet from the building
* The principal and custodian will verify that restrooms have been evacuated
* The principal and custodian will notify teachers when the drill or danger is over

Procedures for Occupants with Disabilities

* Any student with a temporary or permanent disability, which could impede their ability to evacuate the building will remain in the classroom as an area of refuge. The building principal will notify the student and teacher in advance of the drill.
* If no forewarning of the drill occurs, the teacher should take measures to evacuate the disabled student when the alarm sounds. Measures may include carrying the student and/or designating students to do so.
* All students with physical disabilities should be taken to the football field for accounting by rescue personnel
* Wheelchair-bound students should be carried without their wheelchair.
* Elevators must not be used during drills or fires

# FOOD AND BEVERAGE

Food and candy attract vermin (mice & bugs) and will not be permitted in lockers. Items in violation of this rule are subject to confiscation and will not be returned to the student. Staff are discouraged from allowing pop in the classroom and under the wellness policy food for parties should consist of healthy snacks and drinks.

The vending machines will be on before and after the school day. At 8 a.m. the vending machine will be turned off until the lunch period. During lunch students may leave to use the vending machine with 5 minutes left in the lunch period. After lunch the vending machines will be turned off until 3:25.

All drinks require twist off or hard snap on lids. No fountain drinks or Styrofoam containers. Students who come in late from an appointment may not bring food into the building other than a lunch container. All outside food needs to be checked in through the office. All students must follow individual teacher food and drink policies.

**GRADING/STUDENT WORK**

Grade Reports

Troy High/Middle School issues grades to students every semester during the school year. After the ninth week of each grading period, progress reports will be mailed to all parents and guardians of students. Parents can request special reports at any time at the high school. Communication with parents of students who are ineligible will occur weekly. Students and parents are encouraged to check grades online at least once per week. Instructions for checking grades online will be given to students and parents at open house.

Cheating

It is the policy of Troy High School that each student, unless assigned by a teacher to work with others, is responsible to do his or her own work on any assignment, project, or test. Any student not doing his or her own work is considered to be cheating. A student who, at the judgment of the teacher, is determined to have cheated will receive no credit for the work in question and may be subject to other disciplinary action as deemed necessary by the principal.

*Late Work*

All work is due as assigned. Assignments not turned in on the due date may be turned in for half-credit on the class period following the due date. Thereafter, no credit will be given for assignments not turned in.

# GRIEVANCE PROCEDURE

The Board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

Discrimination again any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, of treatment or employment in the district’s programs and activities is prohibited. PO Box 190, Troy, Kansas, 66087, (913) 985-3950, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provision of these Acts, and the rights provided there under, are available from the compliance coordinator.

Complaints by an employee should be addressed to the employee’s supervisor, the building principal, or the compliance coordinator. Complaints by a student should be addressed to the building principal or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building administrator or the compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

1. A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.

2. A complaint should be filed within 10 working days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

3. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In any other instance, theinvestigation shall be conducted by the superintendent. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit relevant evidence, written or oral, to the investigator.

4. A written determination of the complaint’s validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 working days after the filing of the complaint.

5. Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.

6. The complainant may appeal the resolution of the complaint to the board of education. The request to appeal the resolution shall be make within 10 working days after the date of the written resolution of the complaint at the lower level. The Board shall review the evidence gathered by the investigator and the investigator’s report, and shall afford the complainant and the person against who the complain is filed an opportunity to submit further evidence, orally or in writing within 15 working days after the appeal is filed. The Board will issue a written determination of the complaint’s validity and a description of its resolution with 30 working days after the appeal is filed. The decision of the local Board of Education, upon such review, shall be final.

7. If the decision is deemed unsatisfactory by the complainant(s) a complaint of alleged discrimination may be filed with the:

Kansas Commission on Civil Rights Equal Employment Opportunity

Landon State Office Building, 8th Floor 911 Walnut, 10th Floor

900 Jackson, Suite 851 South Kansas City, MO 64106

Topeka, KS 66612-1258

Department of Health,

Education and Welfare

Office of Civil Rights

10220 N. Executive Hills Blvd.

Kansas City, MO 64153

8. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

**HEALTH RELATED ISSUES**

MEDICATION IN SCHOOL

The following policy has been adopted by the USD #429 Board of Education concerning administration of medication in school:

USD #429 realizes that certain children, at certain times, will need to take medication during the regular and extended school day. The following policy will be adhered to whenever parents request that their children take any type of medication during school.

1. Written permission from the physician or dentist will accompany any request for administration of prescribed medication.

2. Written permission from the parent/guardian requesting the administering of medication (including over the counter).

3. A physician permission form will be dated and will identify the medication, dosage, time of day to be given, and anticipated number of days to be provided.

4. The **original** prescription container should accompany all medication. Two containers, one for home and one for school, should be requested from the pharmacist.

5. Only oral medication will be administered, except in emergency situations.

6. Any changes in type of drug, dosage, or time of administration should be accompanied by a new physician permission form.

7. Medications stored in the office will be inventoried each semester. All out of date stock will be destroyed by the school administrator.

8. No prescription or over the counter medication should be maintained on any school premise, including athletic areas, unless a prescription is provided along with written permission to administer.

(IMMUNIZATIONS REQUIRED BY STATE LAW # K.A.R 28-1-20)

VARICALLA (CHICKEN POX): two doses required for grades K-2 and 7th; one dose required for grades 3-6 and 8-11 unless history of varicella disease documented by a licensed physician. Or laboratory evidence of varicella immunity. Two does are currently recommended by the ACIP for all ages.

HEPATITIS A:two doses required for children less than 5 years of age in early childhood programs

PNEUMOCCOAL CONJUGATE (PCV):four doses required for children less than 5 years of age in early childhood programs. Total doses needed dependent on the age of the child when doses given.

HAEMOPHILUS INFLUENZAE TYPE B (HIB): three doses required for children less than 5 years of age in early childhood programs. Total doses needed for series completion is dependent on the type of vaccine and the age of the child when does given.

**(REVISED May 2011)**

WHEN TO STAY HOME FROM SCHOOL

- Students diagnosed by a doctor with any contagious rash, infection, and or disease, will need to stay home until he or she has been under treatment or released by a physician’s note, to return to school.

- You will be notified to pick up your child if he or she develops a fever or any illness the school nurse or secretary feels necessary to send your child home from school.

HEAD LICE POLICY

No student with live head lice or nits will be allowed to stay at school. Students have to be treated with head lice shampoo or medication prior to returning back to school and be lice and nit free. The school nurse or secretary will check students returning to clear for school entry and for several weeks thereafter.

STUDENTS WITH HEALTH CONDITION/FOOD ALLERGIES

Parents need to talk to the school nurse to set up health care plan with nurse and teacher to help appropriately care for your child, enrollment in a good time for this process. Paperwork will also be given out and will be need to be reviewed over by your child’s physician.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Graduation Requirements for students graduating after 2013:

English 4 credits

Social Science 3 credits

Mathematics 3 credits (one credit must be Algebra I or higher)

Natural Science 3 credits

Physical Education/Health 1 credit

Computer Science 1 credit

Fine Arts 1 credit

Electives 8 Credits

Seniors who have not secured the mandated credits to graduate will not participate in graduation exercises. Students who have not secured enough credits to graduate may apply to take Troy High School approved Internet classes on their own time and at their own expense during their senior year. Valedictorian and salutatorian candidates must have attended THS for 10 full months.

**HONOR ROLL**

The requirements for the Troy High School Honor Roll are as follows:

4.0 GPA - High Honor Roll

3.5 GPA - Honor Roll

3.0 GPA - Honorable Mention

No student may have a "D" or "F" on his/her report card and be eligible for any of the above.

**ILLNESS AND ACCIDENTS**

Students who become ill or are injured at school will be directed to the office. Students will be allowed to go home **ONLY** after the office has contacted the parents of the child.

**INSURANCE**

The district no longer carries limited student accident and injury insurance. A voluntary limited accident insurance policy is available at parent cost. Catastrophic insurance will be provided through the Kansas State High School Activities Association insurance program. Information concerning the insurance may be obtained from the coaches or the principal.

**INTERNET/NETWORK POLICY**

All of the policies and procedures for acceptable use of computers and network services are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the network so more time can be spent enhancing services. Use of the computer resources is a privilege, not a right. Violations of the policies and procedures of USD #429 and Troy Middle/High School concerning use of computers and networks will result in disciplinary action.

USD 429 offers a comprehensive system of technological equipment. Users may have access to internal and external resources in order to retrieve information designed to facilitate learning and enhance educational information exchange.

The purpose of these technology systems is to facilitate communications in support of education and research that is consistent with educational objectives and the outcomes for USD 429. The school district reserves the right to monitor all use of technology systems. Such monitoring may be conducted without notice. Acting as agent of USD 429, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. **This decision is final**. The use of district technology systems is a privilege and may be revoked at any time. USD 429 is not responsible for any actions taken by the users that do not support the purposes and outcomes of USD 429.

**Prohibited User Activity may include but is not limited to:**

1. Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives.

2. Using technology systems for personal or private business, for product advertisement or political lobbying, or for financial commitments over the internal or external network.

1. Using technology systems to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system or program.
2. Using profanity, obscenity, discriminatory language, vulgarities, and other inappropriate language, graphics or sounds.
3. Using the system to view, obtain or to disseminate pornographic and/or sexually suggestive content.
4. Revealing any personal, confidential, or private information about another individual such as home address, phone number, etc.
5. Representing oneself as someone else.
6. Trespassing in folders not authorized to users.
7. Damaging equipment or intentionally wasting resources.
8. Removing hardware and/or software from the premises without prior authorization.
9. Violating any federal or state copyright or unfair trade law.
10. Violating any federal, state, local, common, or criminal law.
11. Conducting any activity that exposes the district to litigation or expenses.
12. Committing any libelous or slanderous act.
13. Personally benefiting from the sale of “User-Developed Subject Matter” created while under the supervision or employment of USD 429.
14. No emailing or Internet chatting of any kind. (i.e. MSN Messenger, Yahoo, AOL, etc.)

# Consequences (applies to all computers in school district)

1st offense – Loss of computer privileges for 1 week.

2nd offense – Loss of computer privileges for 9 weeks.

3rd offense – Loss of computer privileges for school year.

**Administration reserves the right to suspend individual’s privileges for more or less time on any offense.**

*See also Student Privacy*

**LEAVING THE BUILDING**

During school, no student may leave the building (including going to their car) without making prior arrangements with the principal or the administrator in charge, or office secretary. Students leaving the building must use the sign-out log in the office after they have received permission to leave. Students who leave the building without signing out or obtaining permission from the office will be considered truant. Absences from school will only be excused for the reasons stated on pages 2-3.

**LIBRARY RULES AND REGULATIONS**

The library is an area set aside for the use of all students. Quietness is of utmost importance. The library will be used for research, individual study or reading. Each student is expected to conduct himself or herself, so as not to disturb others who are using the library facilities. Teachers should not send their class to the library without supervision.

If a student is asked to leave the library twice because of disturbing other people, then his library privileges will be denied for the remaining part of the semester.

**LOCKERS/SECURITY**

Each student that requests one will be assigned to lockers. Students will not be allowed to take bags (back packs, purses, duffle) into classrooms. **To help prevent thefts students are encouraged to use the lock on the hall lockers and to rent a lock from the high school office for use on their gym lockers.** The fee for lock rental is $1.00 per lock, which will be refunded at the end of the year when the lock is returned to the high school office. If the lock is not returned, the student will be charged full price for the lock. **STUDENTS ARE REMINDED TO KEEP THEIR LOCKERS LOCKED AND NOT TO GIVE THE COMBINATION TO ANY OTHER STUDENT.**

Security of personal property is the individual responsibility of each student. Large sums of money and items of high value should not be brought to school. USD 429 is not responsible for any stolen or lost items brought to school.

**MAP TESTING**

Map (Measures of Academic Progress) Testing will be done twice a year to allow the school to monitor progress and identify areas of concern. The results of these tests are used by the teacher to modify course work to address weaknesses identified. These results are broken down to match the standards from the Kansas Assessment’s. These detailed results allow the school to continue to improve our instruction and to make AYP.

**MEAL PROGRAMS**

MEALS POLICY

Our meals program is a non-profit activity and is operated under the supervision of the state and national school lunch program. Breakfast and lunch are offered to all students and staff. The “a la carte” program is available to students and faculty in addition to the lunch program but should not be used in lieu of the hot food program.

All students will eat in the cafeteria and food shall be confined to the cafeteria. Troy Schools have a closed lunch period and students must go to the lunchroom during their assigned lunch period. They may eat our hot lunch or bring their own lunch.

Students will use a thumb print scanner. The computer will tell the secretary when the student’s lunch account balance is getting low, so that it may be replenished in a timely manner. Meal money must be given to high school secretary before 1st hour is over.

Students will be allowed to charge meals for no more than 10 school days. After 5 school days, a copy of the meal charges and this policy will be sent home. If meal charges are incurred for 10 school days, a second notice outlining the charges will be sent home with the students. This notice will also inform the parents that students will need to bring a sack lunch. Adult meals will be cash only with no charges allowed.

If the student charges a negative balance they can go no further in debt by purchasing “a la carte” or extra milk. A la Carte may be purchased only if the student has a positive balance in their lunch that exceeds the cost of the food item. They may only purchase the regular meal.

BREAKFAST PROGRAM

Breakfast will be served in the cafeteria to those students choosing to participate.

The cost of the breakfast program per student breakfast is $1.45. A student whose family qualifies for reduced meals will be charged $.30. Adult breakfast is $1.85. Qualification for free meals allows the student to receive breakfast free.

Breakfast will be served from 7:45 A.M. until 8:00 A.M. After eating, students must remain in the cafeteria or the hallway west of the cafeteria until 7:55 a.m.

LUNCH PROGRAM

Lunch prices are: Regular lunch $2.75, a Trojan Tray add $1.00, reduced lunch $.40, adult lunch $3.70, Extra milk 35 cents.

Extra milk will be sold only during the lunch period.

Students who bring their own lunch may store that lunch in the cafeteria. **Students are not allowed to store food or beverages in their lockers.**

Students who leave and return or come to school later than the start because of school related activities should not bring food into the building, other than their own lunch and should take that lunch to the cafeteria prior to going to their lockers or classes.

Students are expected to clean their table space of all food, serving utensils, and paper products. Abuse and unsatisfactory conduct by any student could result in that student being disciplined. Each student is asked to cooperate in helping make the lunchroom a pleasant place to eat.

There will be no cash box in the cafeteria, students must put all money into their account in the high school office, A student whose lunch account carries a negative balance will not be allowed to purchase ala carte or a Trojan tray. A student whose account balance is not in the positive for 10 days in a row will begin receiving a peanut butter and jelly sandwich lunch on the 11th day and continue to receive PB&J until the account is brought into a positive balance.

Unpaid Fees and Negative Account Balances

       Unpaid or overdue accounts disrupt accounting practices within the district.  All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent’s designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

       If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent’s designee to pay it, a third and final notice shall be sent to the debtor by mail.   Postage and stationary costs may be added to the original bill.

       If full payment is not received by the clerk within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes or the superintendent or superintendent’s designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

       Insufficient Funds Checks

       The superintendent or the superintendent’s designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district.  In addition, the board adopts the

following procedures for dealing with returned checks in the school setting.

**DP   Collection Procedures**  **DP-2**

       Once the person is notified of the first returned check via U.S. First Class Mail, if restitution is made within five working days from the notification being mailed, there will be no charge for a returned check.  If after a second notification is sent, restitution is not made within an additional five working days, a fee of $10.00 will be charged.

* If a person has a second returned check, he/she will be notified and assessed a $15.00 fee, providing restitution is made within five working days.  After the second notification is mailed concerning the second returned check, a fee of $20.00 will be assessed.
* For a third returned check, the person will be notified, assessed a $30.00 fee, and informed that the district and its schools will not accept any future checks from such person.  All future payments to the district or individual schools would then need to be in the form of cash, cashier's check, or credit/debit card payment.

If restitution of the third check is not made within five working days from mailing the final notification, the superintendent or superintendent’s designee will be notified, and the superintendent or superintendent’s designee may turn the matter over to the county attorney for legal action.

**MESSAGES**

During the school day parents may leave messages with the school secretary to be given to the student. The message will be delivered to the student at the end of a class period or during a passing period. Classes will not be interrupted to deliver messages unless it is an emergency. Messages to teachers will be e-mailed if possible, or left in their mailboxes in the office. As with students their classes will not be interrupted except in an emergency.

Because messages are of importance, students should not disturb the messages of others. Not only is this a courtesy issue but could also be a privacy issue. Please respect the rights of others.

### **MIDDLE SCHOOL PROMOTION**

All middle school students must successfully complete and receive a passing grade for all five core classes (Math, English, Social Science, Reading and Science) for both semesters. Any Eighth grade student failing to do so will not participate in promotion ceremonies.

Students who fail to complete these requirements may be promoted to the next grade level by successfully completing summer school as determined by the summer school teacher and Principal.

\*Students that receive a passing grade for a core class by averaging the first and second semester grades may then participate in promotion ceremonies and will not be required to complete summer school.

**MOTOR VEHICLE REGULATIONS**

Students who are legally qualified to operate motor vehicles may drive them to school under the following conditions:

1. Students are **NOT** to park in the parking lot south of the high school building, the spaces south of the middle school, the spaces west of the cafeteria, the spaces north of the band room or in any other spaces designated for staff members. These areas are for staff parking, visitors and for buses and parents to load and unload.

2. Students may park in the following locations:

a. West of the high school facing the football field in the marked parking spaces. All legal spaces are marked.

b. On Park Street, east of the high school (only after the other spaces have been filled). Please do not block the approach to mail boxes, fire plugs, alleys, or driveways.

c. The parallel spaces north of the high school in the gymnasium parking lot.

3. No vehicle may be moved during the day unless permission is received from the office.

4. Students are to obey all speed limits and traffic regulations.

5. Failure to obey these regulations may result in disciplinary action, which could include the illegally parked vehicle being towed at the owner’s expense.

**NONDISCRIMINATION NOTICE**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the School District are hereby notified that this District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Troy Public School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504, including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons, is directed to contact: The Superintendent who has been designated by the Troy Public School District to coordinate the District's efforts to comply with the regulations implementing these laws.

Title: Superintendent

Location: 230 W. Poplar

Telephone: (785) 985-3950

### You can also contact the Section 504 Coordinator at the Kansas State Board of Education by calling (785) 296-2424.

**RELIGION IN THE SCHOOLS NOTICE**

It is accepted that no religious belief or non-belief should be promoted by the district or its employees, and none should be disparaged. Instead, the district should encourage all students and staff members to appreciate and to be tolerant of each other's religious views. The district should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious belief. In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

The board recognizes that one of its educational goals is to advance the students' knowledge and appreciation of the role that religious heritage has played in the social, cultural and historical development of civilization.

Rules to be followed by district employees regarding religion in the schools:

Student-initiated expressions, to questions or assignments, which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech and debate.

Staff-initiated expressions of religious belief or non-belief will not be acceptable. For example, a staff member leading a group of students in prayer while performing duties as a school employee.

*Dedications and Commencement*

Traditions are a cherished part of the community life, and the district expresses an interest in maintaining those traditions that have had a significance to the community. While recognizing the significance of traditions, the board of education believes that its dedication ceremonies and commencement exercises have to be secular in nature. Inspirational addresses, which do not promote religion, may be permitted at such ceremonies

##### *Baccalaureate*

Because the baccalaureate service is traditionally religious in nature, it is sponsored by agencies separate from the district.

**REMEDIATION**

Students who are not meeting the standards set forth by the state of Kansas and tested by the Kansas assessments are considered at risk. Troy High School and Troy Middle School in an effort to help the student to achieve these standards will, if possible, place students in fundamental classes based on previous Kansas Assessment results and teacher recommendations. The principal has the authority to make or approve all remedial assignments. All students are to be given the opportunity to increase their level of achievement by the availability of extra help before and after school.

**SCHOOL VEHICLE CONDUCT**

*School Cars*

Any person, sitting in a passenger vehicle is required to wear a safety belt at all times when the car is in motion. Any occupant of a passenger vehicle manufactured with safety belts in compliance with Federal Motor Vehicle Safety Standard No. 208, who are 8 to 19 years of age, must wear a safety belt at all times when the vehicles is in motion.

*Buses*

Because of the safety factor involved, the word of the bus driver **MUST** be obeyed. Any student not obeying the instructions of the bus driver will be disciplined and possibly suspended from riding the bus.

*Route Bus Rules*

1. The driver is in charge of the bus at all times.

2. Eating and drinking will not be allowed on the bus.

3. Students are to remain seated when the bus is in motion.

4. The aisle will remain clear at all times when the bus is in motion. (No legs, arms, bags, or case will be allowed in the aisle.)

5. Vulgar language will not be tolerated at any time.

6. Alcohol, tobacco or drugs will not be allowed on the bus.

7. Conversation shall be no louder than “classroom voice.”

8. Hands, feet and personal items will not be used to bother others.

*Consequences for school bus misconduct*

First written report - Warning Conference

- Assigned Seat

- Parents Notified

Second Written Report - Conference with possible ISS

- Parents notified

Third Written Report - 2-5 day suspension from riding the route bus

- Parents notified

Fourth Written Report - Long term suspension from riding the route bus

- Parents notified

Fifth Written Report - Suspension from riding the route bus for the remainder of the school year.

- Parents notified.

The student is to be notified by the driver that he or she will be “written up” and the reason for the referral. The principal may move to a more severe consequence if the infraction is of a serious nature.

*Driver Responsibilities*

1. Inform riders of their expectations regarding behavior by students while on the bus.

2. Establish and maintain firm, consistent and fair enforcement of behavior rules.

3. Use wise judgment in the use of preventative counseling with students to avoid infractions.

4. Assign the student to a specified seat following the first written report.

5. Deliver or send the written report to the principal at the conclusion of the route during which time the misbehavior occurred.

6. Be available to consult with the principal upon request.

*Principal’s Responsibilities*

1. Prepare and distribute guidelines for bus behavior and consequences.

2. Hold conferences regarding written reports in a timely manner. If the conference can not be held within 24 hours, please notify the Superintendent.

3. Notify parents of written reports regarding infractions and actions taken.

4. Advise the transportation department of the results of the conference and action taken.

5. Develop additional (building) consequences that are considered appropriate if necessary.

6. Prepared and distribute Guidelines for Bus Sponsors.

7. Handle any concerns regarding performance of sponsors on bus trips.

*Guidelines for Bus Sponsors*

1. Sponsors are to request transportation prior to the first of the month in which the trip is to occur.

2. The sponsor is responsible to enforce and adhere to the transportation guidelines of USD #429. The sponsor may allow students to eat on the bus with the understanding that they are responsible for all clean-up if jointly agreed upon by the sponsor and the driver.

3. The following locations shall be occupied by the sponsor(s) while the bus is in motion:

One Sponsor - back of the bus. Second sponsor - middle of the bus.

4. Trash and personal items should be removed from the bus before a student leaves the bus. This clean-up is the responsibility of the sponsor and will be supervised by the sponsor.

5. Students riding the bus to an activity MUST ride the bus back to the school, unless a parent signs them out on a sign out sheet, which states that the parent is taking the student. Individual sponsors and coaches may require the students who are members of the team to ride home on the bus as well. These guidelines however, must be discussed at a pre-season meeting with the parents. Parents who wish to make transportation arrangements for their student which do not fall within these guidelines, must contact the school for approval no later than the day prior to the event.

**SCHOOL CLOSING**

Troy Schools may be closed because of bad weather. If a decision to close the school has been made before 10 p.m., an announcement will be made on the 10 p.m. news report on KQTV Channel 2. If no decision is made by 10:00 p.m. listen to the radio & TV, starting at 6:30 a.m., for reports of school closing for the day. School cancellations will be made by the following stations:

KAIR - 1470 AM, 93.7 FM Atchison KKJO - 1550 AM, 105.5 FM St. Joseph

KFEQ - 680 AM, 92.7 FM St. Joseph KNZA - 103.9 FM, Hiawatha

KQTV- Channel 2 KCTV – Channel 5 WIBW- Channel 13

**SENIOR TRIP**

1. Senior trips will be approved by the Board of Education.

2. Seniors who are not scheduled to graduate in the spring of their senior year will not attend the senior trip.

3. Seniors must have an average daily attendance rate of 90% in each class (8 class periods) they are enrolled to be eligible to go on the trip. Seniors will be given one absence for every 4 tardies to the same class. This absence will count against the number of allowed absences for the senior trip. Attendance will be figured two weeks prior to the trip. Seniors whose absence rate is less than 90% may appeal in a manner established by the Principal.

4. If non-refundable tickets are to be purchased for the senior trip, each student will provide a non-refundable deposit as determined by the class and their sponsor.

5. Students will be under the same set of rules and regulations as if they were in school.

6. There will be no smoking, use of chewing tobacco, drinking of alcoholic beverages, or use of non-prescribed drugs.

7. No one will leave the hotel at any time without permission of the sponsors and then only as a group; properly supervised.

8. Girls will not be permitted in boys’ rooms and boys will not be permitted in girls’ rooms without sponsor approval; then only with the door open.

9. Students will obey sponsors without question or argument. The bus driver and tour guide are not sponsors and cannot give permission for anything except what might concern the bus.

10. Proper dress for the weather and occasion will be worn.

11. Litter and other trash will be disposed of properly and will not be left on the bus or plane.

12. Any Senior who is suspended out-of-school will not be allowed to attend the Senior Trip. Their appeal process will be the same as that of excessive absences. Such suspensions occurring after appeals have taken place will result in loss of senior trip privileges.

13. Students will be permitted to take only these items from the hotel as souvenirs: matches, shoeshine strips, plastic drinking glasses, soap, and stationery. If reason exists to suspect the taking of any other hotel property, students may be required to open luggage before sponsors and hotel personnel.

It is understood that the student is still under school supervision; but neither the school district nor those in charge shall be held responsible in case of accident.

Anyone failing to abide by these rules will have privileges restricted or be brought home.

The high school principal reserves the right to impose further disciplinary action upon hearing the facts of the situation. This action may include:

1. Suspension or expulsion.

2. Loss of privileges.

3. Restitution of loss.

Failure of student to meet these obligations will result in disallowance of participation in graduation exercises.

Senior dues will be $60. This money is used for many things beyond the senior trip (Color pages in yearbook, flowers etc.). Seniors may pay all or part of their dues through the class fundraiser. All seniors owe dues regardless of their intention to attend the senior trip.

# STUDENT RECORDS

Student records are defined as identifying data, academic work completed, achievement level, grades, standardized test scores, health records and attendance data.

Student records will be available to a student's parents or guardian (or the student, if he or she is over 18 years of age) upon request. All records, with the exception of academic work still in the possession of the teacher, will be reviewed in the presence of the principal, counselor, or superintendent. All records are considered to be the property of USD #429 and will remain in the building.

*Records protected by law from inspection are:*

1. Records the disclosure of which is specifically prohibited or restricted by, or by authorization of federal law (such as the Buckle Amendment) state statute (such as the student privacy law, KSA 72-6214 or Supreme Court rule.

2. Records which are privileged under the rules of evidence.

3. Medical, psychiatric, psychological, alcoholism, or drug dependency treatment records which pertain to identifiable patients.

4. Letters of reference or recommendation pertaining to the character or qualifications of an identifiable individual.

5. Testing and examination materials, before the test is given or if it is to be given again, or records of individual test or examination scores, other than records which show only passage or failure and not specific scores.

6. Records compiled in the process of detecting or investigating violations of civil law or administrative rules and regulations, rules and regulations, if disclosure would interfere with a protective administrative adjudication or civil litigation or reveal the identity of a confidential source.

7. Applications, financial statements and other information submitted in connection with applications for student financial assistance where financial need is a consideration for the award.

8. Public records containing information of a personal nature where the public disclosure there of would constitute a clearly unwarranted invasion of personal privacy.

**TITLE IX**

In compliance with the rules and regulations of Title IX of the Education Amendments of 1971, the Unified School District No. 429 Board of Education hear by states that no employee or student will be discriminated against on the basis of race, color, national origin, sex, age, or handicap in admission or access to or treatment or employment in its educational or activity programs which receive federal funds.

The superintendent is named the designated agent of the Unified School District #429 Board of Education to coordinate efforts to comply and to carry out responsibilities imposed by Title IX, including any investigation of any complaint communicated to recipient. Any complaint on any alleged violation of the Title IX Act must be addressed to the above named person in writing.

**UNIFORMS**

School owned athletic uniforms are to be worn only by those persons to whom the uniform is issued by the school. School issued uniforms are not to be worn as casual wear. They can be worn on designated days at the coach’s discretion.

**USD 429 WEBSITE**

School information can be found on the school website: [www.troyusd.org](http://www.troyusd.org)

**VALEDICTORIAN AND SALUTATORIAN**

The top two students in the graduating class will be designated valedictorian and salutatorian of the class. This honor is based on grade point average for the 4 years of high school. Troy does not weight grades or courses. If 2 or more students tie for the highest grade point average they will be co-valedictorians. If there is more than one valedictorian, there will be no salutatorian.

**VISITORS**

All classroom visitors, with the exception of parents and grandparents, must submit a request and receive approval from the building principal at least two days in advance. Each building will compile a daily list of all lunchroom visitors. All visitors to Troy High/Middle Schools need to check into the office and pick up a visitor pass. People in the school without a pass will be removed. Students not enrolled will not attend school as visitors without permission from the principal in advance.

**VO-TECH PARTICIPATION (TECHNICAL COLLEGE PARTICIPATION)**

In order to attend the Northeast Kansas Technical College (Highland Community College Technical College) as a senior at Troy High School, the student must have excellent attendance and be a student in good standing at Troy High School. (This includes that all bills and obligations must be either taken care of in full or arrangements made with the appropriate school administrator for payment or completion.) They also must have attained the necessary graduation requirements (on schedule) in order to qualify for attending the Vocational (Technical) College. (Failure of a graduation requirement the semester before attendance will disqualify a student for consideration.) Juniors may be considered on a case by case basis. (All students applying for attendance at the Technical College must document that the program they enroll is an intended career choice and that they have successfully taken the related preparation courses at Troy High School. If they have not then attendance will not be approved.)

All students who participate in the Vo-Tech (Technical College) Program are required to use transportation provided by USD 429. Students will adhere to bus conduct rules as stated in the student handbook. Students will not drive or ride in private vehicles unless arrangements have been made in advance through the principal ‘s office. Delete – (office). A contract must be signed by the student, parent and counselor verifying that each party is aware of this requirement.

(Only technical programs with tuition funded by SB 155 will be considered for approval. Unless funded by the State of Kansas or Technical College all materials, equipment and testing expenses will be the obligation of the student.)

**Emergency Safety Intervention Resources**

Since April 2013, all public school districts and accredited private schools have been required to comply with emergency safety intervention regulations developed by the Kansas State Board of Education. These regulations are still in effect and were recently amended. In 2015, the Kansas Legislature passed statutes on emergency safety intervention, which were amended during the 2016 legislative session and went into effect on July 1, 2016. The Kansas State Department of Education (KSDE) and the Kansas Technical Assistance System Network (TASN) have revised the emergency safety intervention resources and developed resources to help districts fulfill their obligations under the amended law and inform staff and families of these revised requirements. Here is an overview of some of the revised resources. Please visit [www.ksdetasn.org](http://www.ksdetasn.org/) and click on Emergency Safety Interventions Resources in the menu on the left for a full list of available resources.

Emergency Safety Intervention Law - A copy of the emergency safety intervention statutes and regulations that may be used as a reference. <http://ksdetasn.org/resources/388>

Changes in Emergency Safety Intervention Law - This document is designed to provide information about and to support your school in complying with the 2016 amendments to the emergency safety intervention statutes and regulations. <http://ksdetasn.org/resources/384>

Changes to Emergency Safety Intervention Law PowerPoint - This PowerPoint may be used to train staff in the requirements associated with the emergency safety interventions statutes that were amended by the Kansas Legislature during the 2016 legislative session and the emergency safety intervention regulations that were amended by the Kansas State Board of Education in 2016. This PowerPoint only covers the changes to emergency safety interventions law that occurred in 2016. <http://ksdetasn.org/resources/407>

Standards for the Use of Emergency Safety Intervention – Emergency safety intervention law sets forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. This document contains the standards found in the emergency safety intervention statutes and regulations that are required to be followed in all Kansas public school districts and accredited private schools. <http://ksdetasn.org/resources/390>

Emergency Safety Intervention Sample Documentation Form - This document may be used by staff to document emergency safety intervention incidents with students. This document contains only the items that are required to be documented by emergency safety intervention law. Staff may choose to modify this document to collect additional information on emergency safety intervention incidents, if they wish. <http://ksdetasn.org/resources/389>

Sample Parent Letter After Emergency Safety Intervention Incident - When emergency safety intervention is used with a student, written documentation of the incident must be completed and provided to the parent no later than the school day following the day on which the emergency safety intervention was used. Staff may use this sample letter, in conjunction with the information required to be provided to the parent, to fulfill this requirement. <http://ksdetasn.org/resources/845>

Information for Parents After Emergency Safety Intervention Incident – Emergency safety intervention law requires that the school provide a parent with certain information in printed form or, upon the parent's written request, by email no later than the school day following the day on which the first emergency safety intervention incident of the school year occurred with their child. After a subsequent incident the school must provide the parent with a full and direct website address containing this information. This is a template that staff may edit to add necessary information and provide to a parent after the first emergency safety intervention incident of the school year with their child and may be posted on the school's website to provide the parent with the full and direct website for subsequent emergency safety intervention incidents in a school year. <http://ksdetasn.org/resources/393>

Emergency Safety Intervention Staff Flyer - This document is a one page (8.5 x 11, front and back) flyer that may be forwarded to staff electronically or printed to hand out to staff that provides a brief overview of the requirements of emergency safety intervention law. <http://ksdetasn.org/resources/385>

Emergency Safety Intervention Bookmark - This document provides the same content as the Emergency Safety Intervention Staff Flyer - some of the key requirements of emergency safety intervention law. This document displays the information so that it can be printed as a bookmark to distribute to staff. If you print this document two sided and cut it in half lengthwise you will have two bookmarks. <http://ksdetasn.org/resources/386>

Parent Requests for Emergency Safety Intervention Notification - Emergency safety intervention law requires that when an emergency safety intervention is used with a child, the school must notify the parent within the time frame and in the manner specified in the law. A parent may designate a preferred method of contact to receive same-day incident notification, agree to receive only one same-day notification, or request to receive certain information by email. This is a template that schools may choose to use to document any of these three parent options. <http://ksdetasn.org/resources/844>

Emergency Safety Intervention Sample Medical Form - Emergency safety intervention law states that emergency safety intervention must not be used with a student if the student is known to have a medical condition that could put the student in mental or physical danger as a result of the emergency safety intervention. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which must be provided to the school and placed in the student's file. This written statement must include an explanation of the student's diagnosis, a list of any reasons why an emergency safety intervention would put the student in mental or physical danger, and any suggested alternatives to the use of emergency safety interventions. This is a template that schools may provide to a parent so that the parent may request information from the child's licensed health care provider that the parent needs to fulfill the requirements of K.S.A. 2016 Supp. 72-89d03(b). This template does not include any releases of information that may be necessary, depending on the situation, to share or release information to the school. Any necessary releases should be attached to this template, if used. <http://ksdetasn.org/resources/843>.

Please continue monitoring <http://ksdetasn.org/> for additional documents in the coming weeks. Soon we will have available an updated checklist of emergency safety intervention requirements for the 2015-16 school year, an updated PowerPoint and webinar on all emergency safety intervention requirements that can be used for staff training, an updated family guide, and an updated guidance document.

Questions? Please contact Laura Jurgensen at [ljurgensen@ksde.org](mailto:ljurgensen@ksde.org) or (785) 296-5522 or Julie Ehler at [jehler@ksde.org](mailto:jehler@ksde.org) (785) 296-1944.