

# Troy Middle School and High School

# 2020-2021



# 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 lifelong learners and responsible productive citizens.

#### **DISTRICT MOTTO**

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

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 Middle/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 Middle/High 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 responsible productive citizens. Students and parents are urged to read this handbook and to keep it for future reference.

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## Troy High School Graduation Requirements

Students Must Earn 24 credits\* to graduate from Troy High School

### **English Language Arts 4 Credits**

English I (Required)

English II (Required)

English III (Required)

Fourth Credit can be chosen from  
(Must be two semesters)

English IV

College Composition I ½\*

College Composition II ½\*

College Speech ½\*

### **Social Science 3 Credits**

American History (Required)

American Government (Required)

Third Credit can be chosen from  
(Must have two semesters)

World Geography ½\*

World History ½\*

Sociology ½\*

Psychology ½\*

### **Fine Arts 1 Credit**

One Credit taken from the following:

Intro to Drawing

Band

Vocal

### **Mathematics 3 Credits**

Algebra 1 (or higher) (Required)

Two additional credits can be chosen from

Geometry

Algebra II

Intermediate College Algebra ½\*

College Algebra ½\*

### **Natural Science 3 Credits**

Three Credits taken from the following

Biology (Required)

Earth & Space Science (Required)

Chemistry

Biology II/Anatomy and Physiology

Physics (Full Year)

Animal Science

Horticulture

### **Physical Education Health 1 Credit**

Freshman PE/Health (Required)

### **Computer Science ½ Credit**

One semester (½ credit) taken from the following:

Computer Application, Graphic Design

Fundamentals, Photo Imaging

### **Career and Life Management ½ Credit**

One semester (½ credit) taken from the following:

Career and Life Management

### **Electives 8 Credits**

\*One Half (1/2) credit is awarded for successfully completing each semester of the course.

Classes marked with a ½\* are semester long classes that only receive ½ credit.



# Qualified Admissions

<b>Current Freshman Criteria – Under 21</b> <i>Requirements for Accredited High School Graduate</i>	<b>Amendments</b> <i>Accredited High School Graduate</i>	
ESU, PSU, FHSU, KSU, and WSU	ESU, PSU, FHSU, and WSU	K-State
ACT: 21+ <u>or</u> Rank in top third of class	ACT: 21+ <u>or</u> Cumulative GPA of 2.25	ACT: 21+ <u>or</u> Cumulative GPA of 3.25
Complete Precollege Curriculum with a 2.0 GPA (Resident)/2.5 GPA (Nonresident). Curriculum consists of: -English (4 units); Math (3 units with ACT benchmark of 22 or 4 units with one taken in senior year); Natural Science (3 units with one unit in chemistry or physics); Social Science (3 units); Electives (3 units) <i>Note: As part of the admission application, students list each high school course taken along with the grade.</i>	Units (but not specific courses) are recommended; units are not required.	Units (but not specific courses) are recommended; units are not required.
2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school

<b>Current Freshman Criteria – Under 21</b> <i>Requirements for Accredited High School Graduate</i>	<b>Amendments</b> <i>Accredited High School Graduate</i>
KU	KU
Cumulative GPA of 3.25 and ACT 21+ <u>or</u> Cumulative GPA of 3.0 and ACT 24+	Cumulative GPA of 3.25 and ACT 21+ <u>or</u> Cumulative GPA of 3.0 and ACT 24+
Complete the Precollege Curriculum as described above	Units (but not specific courses) are recommended; units are not required.
2.0 cumulative GPA on any college courses taken while in high school	2.0 cumulative GPA on any college courses taken while in high school

<b>High School Graduating Class of 2020</b>	<b>High School Graduating Class of 2021</b>
Current QA Criteria Apply	Amended QA Criteria Apply



# KANSAS BOARD OF REGENTS

## Kansas Scholars Curriculum & State Scholar Quick Facts

Completion of the Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation. This occurs during the senior year of high school.

### What are the other requirements to become a State Scholar?

- Students must have taken the ACT between April of the sophomore year and December of the senior year.
- Students must be a Kansas resident.
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

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## KANSAS SCHOLARS CURRICULUM

### English - 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

### Mathematics - 4 years

Algebra I, Algebra II, Geometry, and one unit of advanced mathematics-- suggested courses include: Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions or Calculus. Completion of Algebra I in 8th grade is acceptable for the Kansas Scholars Curriculum, but not for Qualified Admissions.

### Science - 3 years

One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

### Social Studies - 3 years

One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.

### Foreign Language - 2 years

Two years of one language. Latin and Sign Language are accepted.

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*Please note, this curriculum is NOT the same as the Qualified Admissions Curriculum.*

### What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete this curriculum and meet the other requirements, may be designated as State Scholars, which makes one eligible to receive the Kansas State Scholarship as provided by the Kansas Legislature. The academic profile of recent scholars include an average ACT of 30 and an average GPA of 3.91. State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program), based on financial need and the availability of State funds. Financial need is measured by federal methodology using data submitted on the FAFSA.

For more information, contact us at 785.430.4255 or at [kansasregents.org/students/student\\_financial\\_aid](https://kansasregents.org/students/student_financial_aid).



### Graduation Tracks with required courses

#### Troy High School Graduation

Freshman	Sophomore	Junior	Senior
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	Science Elective*
World History/Geography	Earth & Space Science	American History	American Government
Biology	Elective	Elective	Elective
Pe/Health	Elective	Elective	Elective
Fine Arts Elective	Elective	Elective	Elective
Computer Science / Career & Life Management	Elective	Elective	Elective

\* Science Elective can be chosen from the following: Anatomy & Physiology, Animal Science, Biology II, Chemistry, Food Science, Horticulture, or Physics.

#### Qualified Admissions

Freshman	Sophomore	Junior	Senior
English I	English II	English III	English Elective*
Algebra I	Geometry	Algebra II	Math Elective**
World History/Geography	Earth & Space Science	American History	American Government
Biology	Elective	Chemistry or Physics	Elective
Pe/Health	Elective	Elective	Elective
Fine Arts Elective	Elective	Elective	Elective
Computer Science / Career & Life Management	Elective	Elective	Elective

\* English Elective can be chosen from: English IV, College Composition I ( $\frac{1}{2}$ ), College Composition II ( $\frac{1}{2}$ ), or College Communications ( $\frac{1}{2}$ )

\*\* Math Elective can be chosen from : Trigonometry ( $\frac{1}{2}$ ), Probability & Statistics ( $\frac{1}{2}$ ), Intermediate College Algebra ( $\frac{1}{2}$ ), College Algebra ( $\frac{1}{2}$ ), Pre-Calculus, Calculus.

#### Kansas Honor Scholar

Freshman	Sophomore	Junior	Senior
English I	English II	English III	English Elective*
Algebra I	Geometry	Algebra II	Math Elective**
Biology	Earth & Space Science	Chemistry	Physics
World History/Geography	Foreign Language	American History	American Government
Pe/Health	Elective	Foreign Language	Elective
Fine Arts Elective	Elective	Elective	Elective
Computer Science / Career & Life Management	Elective	Elective	Elective

\* English Elective can be chosen from: English IV, College Composition I ( $\frac{1}{2}$ ), College Composition II ( $\frac{1}{2}$ ), or College Communications ( $\frac{1}{2}$ )

\*\* Math Elective can be chosen from : Trigonometry ( $\frac{1}{2}$ ), Probability & Statistics ( $\frac{1}{2}$ ), Intermediate College Algebra ( $\frac{1}{2}$ ), College Algebra ( $\frac{1}{2}$ ), Pre-Calculus, Calculus.



# **Technology Acceptable Use Policy for Students**

**Guidelines for Acceptable Use of Technology (AUP):** Students of the Troy Public Schools USD #429 are provided access to networked computers, devices, software, websites and other technology resources. The use of these resources is for the performance of school-related functions. Acceptance of the guidelines is indicated by signing below. Students must indicate acceptance of these guidelines as a condition to being granted access to technology and the network. A copy will be kept at the office.

**Purpose:** This document is an application for the use of technology media resources, information networks, and Internet resources in the Troy Public Schools USD #429. It establishes policy and provides information about acceptable use while using school resources and is therefore called an Acceptable Use Policy (AUP).

## **Terms and Conditions for the use of school and district technology media resources, information networks and the Internet.**

Please read the following carefully before signing this document. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands the significance.

District students will access technology resources, information networks and the Internet and with this comes responsibility. This document explains responsibilities and the possible consequences of any action in violation of the rules established in this AUP.

Technology resources and information networks may provide access, unauthorized or inadvertent access to sensitive, confidential or restricted files. Anyone accessing or copying such information is in violation of this AUP. Students may face disciplinary action or may have their access terminated. Files on the network or residing on any technology media are subject to control and inspection by administration without user consent.

## **Terms and Conditions**

1. **Acceptable Use:** The use of any district-owned equipment or resources must be in support of education and research. Use of other organization's network or technology resources must comply with the rules appropriate for that network. Transmission or reception of any materials in violation of any U.S. or state regulation is prohibited. This includes but is not limited to the following: copyrighted material, threatening or obscene material, viruses or unsolicited files, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges:** All technology resources purchased by USD #429 remain the property of the district. All technology loaned to student are subject to be returned when requested or prior to leaving the district. The use of technology resources, information networks, and the Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges.
3. **Etiquette on the Network:** Users are expected to abide by the generally accepted rules

of network etiquette. These include, but are not limited to the following:

- a. Be polite. Do not be abusive in messages to others. Respect opinions and beliefs. The Internet is a global community representing many races, religions, and social structures.
- b. User Appropriate language. Do not respond to or engage in personal verbal attacks. Do not swear, use vulgarities, or any other inappropriate language. Avoid using slang and all caps as it is often misunderstood or may be offensive to others. Correct English is the international language of the Internet.
- c. User may not use a district computer, network or electronic storage device to store, send, or receive, messages or materials which are pornographic or inappropriate
- d. Do not reveal personal (home) addresses, phone numbers, or other contact information of your own as well as those of others. Use caution any time personal information is requested on a website in order to avoid possible identity theft or exposing yourself or others to danger.
- e. Never falsify your identity over the network.
- f. Never use or transmit any material in violation of federal, state, or local law. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, or material protected by trade regulations.
- g. Place unlawful information, programs, or other data which is considered unlawful on any computer or network system/storage device.
- h. Change, manipulate, or move secure information or data on any district computer(s) or network system.
- i. Use or abuse a district computer, network, or electronic device in a way that would cause:
  - i. physical damage to hardware or software,
  - ii. partial or complete erasure of programs or data,
  - iii. malfunction or loss of use of equipment, computer, or network services.
- j. Users may not download and/or install any software, instant messengers, peer-to-peer software, shareware, freeware; or subscribe to free site that may be considered suspicious and untrusting, etc. without the permission of the system administrator, superintendent, or building principal.
- k. Students are prohibited to hook any computer, notebook, electronic communication device, or storage device to the network without proper permission and consideration by the system administrator. The purpose is to ensure network access control and to provide a stable network infrastructure.
- l. Electronic communications are not guaranteed to be private. People who operate the system do have access to all mail unless it is encrypted first. Messages relating to, or in support of illegal activities may be reported to authorities.
- m. Do not use the network in such a way that would disrupt the use of the network by others or violate the Privacy Act, a federal law.
- n. Do not attempt to access files or use applications that are outside the scope of learning objectives. This includes, but is not limited to, school administrative information, student or teacher records and the network operating system. All

communications and files accessible via the network should be assumed to be private unless specifically deemed otherwise by the district.

4. **Social Media:** Social media shall only be used in support of education and only when specifically allowed by the district. Teachers may be granted authority by the building principal and system administrator to use and grant appropriate student access to social media in accordance with the Board approved social media policy.
5. **Security:** Security on any technology system is a high priority, especially when the system involves many users. Users must notify a system administrator or the principal if they feel they have identified a security problem on the school network(s) or the Internet. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the school network(s) or the Internet as a system administrator, whether on or off district property, may result in cancellation of use privileges and disciplinary action. Any user identified as a security risk or having a history of problems with technology or network systems may be denied access to school technology resources.
6. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment belonging to the USD #429 Troy Public Schools, or another user, the Internet, or any of the organizations or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses or malware. Users are not allowed to use or install software unless specifically approved by administration. Users are not allowed to engage in non-educational, on-line activities that will monopolize connections or the network.
7. **Warranties:** USD #429 Troy Public Schools makes no warranties of any kind, whether expressed or implied, for the technology resources and network services it provides. The district or its employees will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via technology resources is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its information resources.
8. **Negligence:** If technology resources are damaged, lost or stolen, it is the ultimate responsibility of the student to reimburse the district for the reasonable cost of repair or replacement of the resource.
9. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to the USD #429 Troy Public Schools. They shall be governed and interpreted in accordance with the laws of the state of Kansas and the United States.
10. **No Right to Privacy:** All forms of electronic communications will be monitored by the district to ensure that systems are being used only for authorized purposes. Illegal activities will be reported to the appropriate authorities. Students and employees of the district shall have no expectation of privacy for information that is generated, placed in memory, or stored on a district computer or storage device. Students and employees waive any right to privacy in communications, and consent to the access and disclosure of electronic communications by authorized employees.
11. **Passwords /Security:** Students shall not share user passwords (including your own) or

other means of access with others to help gain access to network resources

**12. 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.

**13. Responding to Concerns:** School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

**14. 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.

**15. Consequences for technology misuse:**

- a. 1<sup>st</sup> offense – Loss of technology privileges for 1 week
- b. 2<sup>nd</sup> offense – Loss of technology privileges for 9 weeks
- c. 3<sup>rd</sup> offense – Loss of technology privileges for school year
- d. Administration reserves the right to suspend and individual's privileges for more or less time on any offense.
- e. Technology misuses consequences can lead to other disciplinary actions including detention, in-school suspension, out-of-school suspension, or expulsion.

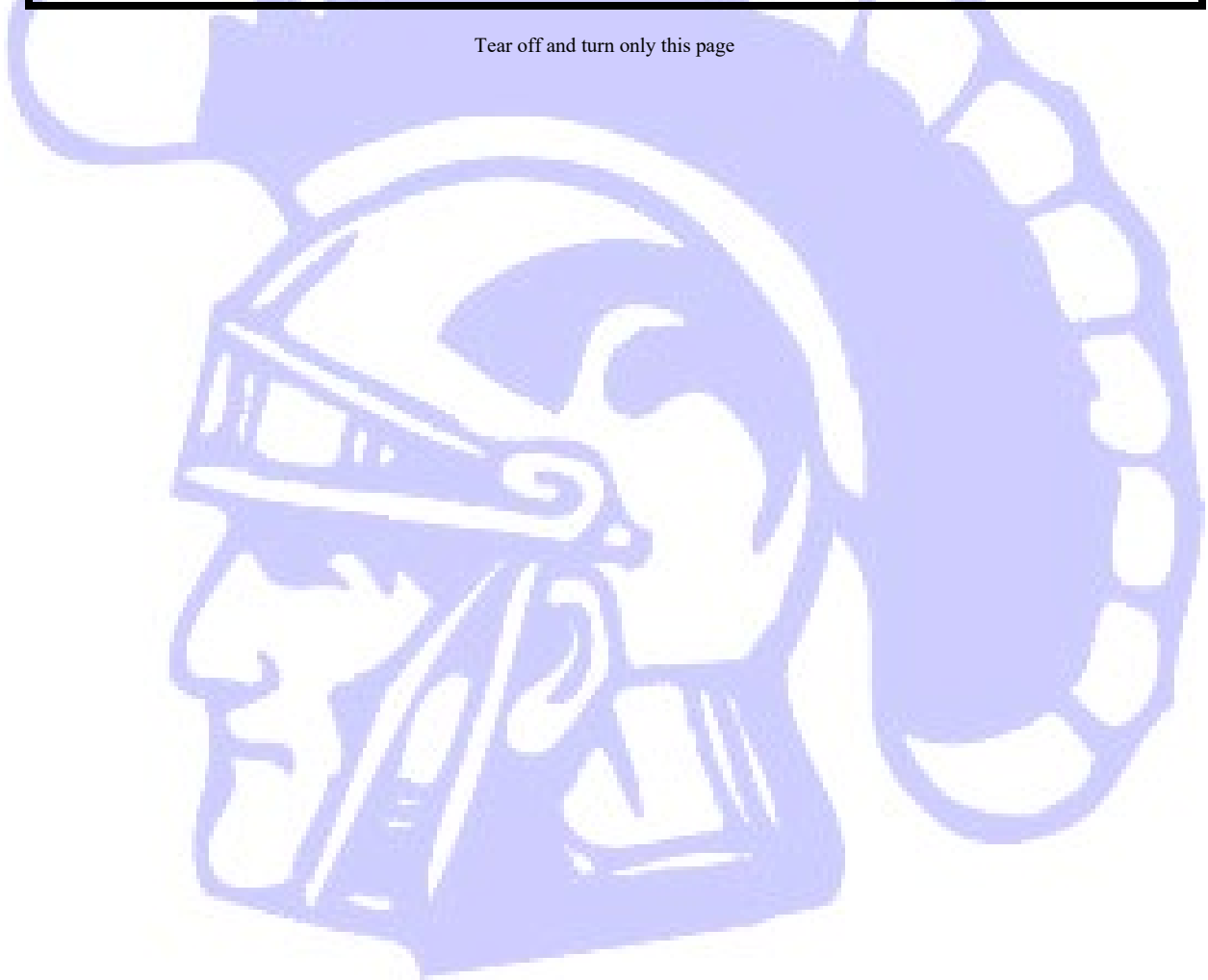
**Federal Law:** This policy has been created to comply with CIPA (Children's Internet Protection Act). An Internet filter/monitor will be in place on all student/staff computers in the district. While a filter limits inappropriate Internet use, it does not replace the importance of Internet safety education. USD #429 Troy Public Schools will offer opportunities to all students, staff, and possibly parents to educate them about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. As partners, we can begin the important task of introducing the Internet to your child in a structured way. Listed below are a few sites to learn more about the Internet and online safety.

[www.common sense media.org](http://www.common sense media.org) - [www.getnetwise.org](http://www.getnetwise.org) - [www.safekids.com](http://www.safekids.com) - <http://www.netsmartz.org> -

I, the undersigned, understand and will abide by the above Terms and Conditions for the use of USD #429 Troy Public Schools technology resources, networks and the Internet. I further understand that any violation of the policies above is unethical and may also constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate disciplinary as well as legal action taken.

I understand and will comply with the conditions listed above.			
Student Name _____		Parent Name _____	
Student Signature _____	Date _____	Parent Signature _____	Date _____

Tear off and turn only this page





# Laptop Policy

## **INTRODUCTION:**

The Chromebook, power adapter, and carrying case that have been issued to you are the property of USD 429 Troy Schools. This equipment is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy and any applicable laws. Use of this equipment, as well as access to the network, the Internet, and email are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of USD 429 Troy Schools.

USD 429 utilizes Microsoft Office and Google Suite products. These tools allow students to communicate via email as well as create/edit/share files and websites. These tools are essential tools in today's classroom. All student records are protected from disclosure to third parties.

## **Student Chromebook Repair/Replacement**

Each time a Chromebook is physically damaged and requires repair, the student will be assessed the cost of the repair. If damage is determined to be intentional or due to negligence additional measures and disciplinary action can be taken including suspension from the device. Repairs due to manufacturer defects will be exempt from this charge. If the device is lost or stolen the student will be responsible for the cost of replacement.

## **Student Computer Use/Responsibility**

- Understand that the Chromebook, as well as all documents, accounts, and software belong to USD 429, and it can be accessed by staff at any time or taken away for disciplinary reasons.
- All use of the online services must be in support of education.
- Students are responsible for bringing their laptop, fully charged, to school each day.
- Students are allowed to recharge their laptops during the school day if additional charging is needed.
- Students are responsible for saving or backing up their documents.
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the Chromebook computers or district network. District personnel can confiscate and view your assigned Chromebook, and any data or information on your accounts at any time. Internet traffic is not private and can be tracked while on school devices, and on the district network.
- Internet access, email, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- Email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude,

abusive, threatening, or otherwise inappropriate language is not permitted. Bullying, hate mail harassment, discriminatory remarks are prohibited.

- Students should never share personal information about themselves or others while using the Internet or email.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures, are prohibited.
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, graphic files, videos, music, or any other files that are not for a school project or formal activity should not be stored on the school computer systems.
- During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity.
- There shall be no software copyright law violations. Since the school owns the computers, we are liable for copyright violations and will hold students and their parents liable. Additionally, students may not transfer software provided by the school to other computers—either at school or at home.
- Student loaded files will not consume hard drive space needed for instructional or educational requirements.
- If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- All e-mail communication between students and teachers will be made via the school-supplied e-mail account.
- Students may not use their computers to record other people's conversations without the consent of all those who are being recorded.

### **Chromebook Use Outside of School**

Once the Chromebook is taken out of school, the student and parent/guardian assume complete responsibility for use of the laptop. Though we attempt to filter internet access, parents are responsible for monitoring their student's Internet usage outside of school.

### **General Use and Care of the Chromebook**

- Students are expected to treat their Chromebook, power adapter, and case with care and respect. The equipment is the property of USD 429 Troy Schools, and should always be kept clean and free of marks. Placing stickers, writing or drawing on, engraving or otherwise defacing the equipment is not allowed and may result in loss of privileges.
- When transporting their Chromebook and power adapter to and from school, students should always be sure it is placed in the carrying case, and the case closed.
- Students should protect their equipment from extreme heat or cold. Equipment should never be left in a car, even if the car is locked.



- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their Chromebook or use their Chromebook near others who are eating and drinking.
- The carrying case is meant for the Chromebook and power supply only. Do not carry books in the carrying case which may cause damage to the laptop.

### **Student Chromebook Repair/Replacement**

Each time a Chromebook is physically damaged and requires repair, the student will be assessed the cost of the repair. If damage is determined to be intentional or due to negligence additional measures and disciplinary action can be taken including suspension from the device. Repairs due to manufacturer defects will be exempt from this charge. If the device is lost or stolen the student will be responsible for the cost of replacement.

Student and parent agree the computer equipment is to be used only for school purposes and in accordance with USD 429 computer use policies and instruction. By signing below I agree to the computer usage agreement and mobile device acceptable use policy established by USD 429.

Parent's Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# ATTENDANCE AT SCHOOL

## 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.

## 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. 72-113 will be followed in reporting a truant student. A truant student will be reported to the county attorney and may be reported to The Kansas Department for Children and Families (DCF) 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.
3. **Excused absence:**
  - a. **Parent Verification:** An absence that has been verified by a phone call or a note from home prior to or within 24 hours of the absence. After 8 absences during a school year, professional verification will be required.
  - b. **Professional Verification:** An absence that is verified by a healthcare provider, legal counsel or other professional person (required after 8 absences during a school year).
  - c. **Religious events/funerals:** A note from the parent/guardian is required.
  - d. **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.
  - e. **School trip:** School trips for sports, field trips, and other activities **DO NOT** count as an absence.
  - f. Work missed during an excused absence can be made up. 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.

**4. Unexcused absences:**

- 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 reasons 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.
  - d. A student receiving an unexcused absence will be required to serve detention to make up their work. This detention must be served within two days of the unexcused absence.
5. **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.

**Attendance Practices**

1. Parents are asked to notify the school before 8:00 AM on the day of their student's absence. If the school has not been notified by 8:30 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. Assignments due on the date of the absence are due upon the return of the student.
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. 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).
7. After 8 absences of any kind, students will be required to have a note from a health care provider to have the absence excused.
8. After 4 absences of any kind in a class, students will be expected to make up missed daily work after school.
9. Beginning the first Tuesday in September, parents will be notified when:
  - a. Their child meets the definition of chronically absent (absent for any reason 10% or more of the days school has been in session)
  - b. Their child has reached 4 absences of any type
  - c. Their child has any unexcused absence
  - d. Their child has reached 8 absences of any type and are required to have a note from a health care provider to excuse additional absences.

### **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.

### **Recognition**

Good attendance is the mark of a student who values education and will be 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 rode the bus to an activity, 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. A sufficient number of students must sign up to justify taking a bus.
4. 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.

## 2019-2020 Student Fees

Breakfast Price:	Students (7-12)	\$1.50	Adult	\$2.00
Lunch Price:	Students (7-12)	\$2.85	Adult	\$3.75
	(Seconds and Al La Carte items are cost extra)			
	Extra Milk	\$0.40		
Curriculum/Technology	Student (7-12)	\$75.00		
Vocational Agriculture	Student (9-12)	\$25.00		
Art	Student (9-12)	\$15.00		

Curriculum/Technology Fee – PreK-6- \$65.00

Curriculum/Technology Fee – 7-12 - \$75.00

9-12 Vocational Ag. Fee - \$25.00

9-12 Art Fee - \$15.00

Driver Education (Summer 2021) - \$230.00

**Out of District Student textbook fee and snack fee for Kindergarten/1<sup>st</sup> Grade/Pre-School must be paid at enrollment for your child(ren) to be able to attend.**



## **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 7:50 a.m. Students may not go to their lockers or to the office before 7:50 a.m.
2. 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.
3. 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.
4. 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.
5. Students are not to eat sunflower seeds in the school building.
6. 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.
7. Writing on desks, walls, or floors is prohibited.
8. Students are not permitted to run in the hallways or on the stairs.
9. Chairs and desks should remain on all four legs and should not be moved without permission from the teacher.
10. Water weapons (balloons, squirt guns, spray bottles, etc.) are prohibited.

## **CELL PHONES**

Purpose of Guideline – Cell phones provide communication options during emergencies and provide technology to support education.

Cell phone use should not cause a disruption in the educational setting therefore, cell phones may only be used before and after school, during passing periods, during lunch, and other times only with permission. Students are required to store their device in the provided location in each classroom.

Students are responsible for the appropriate use of their device and for the security and care of their device. Inappropriate uses will result in consequences up to and including loss of privilege for carrying the device. All illegal activity use will be reported to law enforcement.

Consequences for inappropriate use:

1<sup>st</sup> Offense - Phone will be confiscated by teacher and returned at the end of the class period

2<sup>nd</sup> Offense - Phone will be confiscated by teacher and given to the office. The student may pick it back up after school

Each additional interruption caused by the inappropriate use of the device will result in the loss of privilege for five school days. Students will check their device into the office and pick it back up after school.

**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 technology 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. A class change form will be required for every class change.

## 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.

## CLASSIFICATION

To graduate from Troy High School, students need 24 credits. High school students are required to have accumulated the following number of credits to be classified for the following class:

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.



## **Dual, Concurrent and Online College Classes through Highland Community College and Highland Technical College**

**Concurrent Enrollment College Class** – Courses taught at Troy High School by high school teachers who have been approved as adjunct faculty. The courses have been approved by Highland Community College and have equivalent course content, learning objectives, and same work assignments as an existing college course. Students receive a grade on an official college transcript AND their Troy High School transcript. These courses change each year. Students will be notified if the course is available for college credit.

**Dual Enrollment College Class** – Troy High School Students can enroll in classes offered at Highland Community College or Highland Technical College at no charge, excluding some course fees. Highland Community College does require entering students to take a placement test in English, Math and Science if the ACT Score does not meet Highland Community College requirements. There is also a placement test requirement for Highland Technical College. Placement test dates will be announced by Highland Community College. It is the student's responsibility to take this test before enrolling at Highland Community College or Highland Technical College. All courses will be posted on high school transcripts. It is the student's responsibility to verify each class will meet specific graduation requirements before enrolling in the class. Dual enrollment college class application forms are available in the guidance office or in the principal's office.

**Online Class College** – These are dual enrollment college classes taught via the internet.

To be eligible for Dual Enrollment classes or Concurrent Enrollment College classes, students must meet conditions set by Highland Community College or Highland Technical College and Troy High School. Your composite ACT score will indicate the number of college credit hours you will be able to enroll in during the high school day (8:00-3:25).

Students enrolling in any college class including Highland Community College and Highland Technical College during the school day must:

- Parent/guardian permission
- Meet the ACT benchmark score for that class
- Be able to complete all high school graduation requirements as approved by USD 429 Board of Education and the State of Kansas
- Have passed all courses the previous semester with a 70% or higher
- Have an Individual Plan of Study

- Demonstrate outstanding attendance the semester before enrolling in a college class (7 or fewer absences)
- Have principal recommendation
- Complete the release of information for Highland Community College to release grades to Troy High School
- Complete two transcript requests at enrollment

Failure to abide by the agreement may result in the loss of the privilege of enrolling dual/concurrent classes at Highland Community College and/or Highland Community College Technical Center.

High school unit credit will be given for college hours earned at the following rates per semester. Dual/concurrent classes will count toward the student's high school graduation requirements as an elective unless otherwise noted. Grades earned in dual/concurrent classes will count in the student's high school grade point average. Classes dropped after two weeks will result in an F being reported on the student's transcript.

College Credit Hours to High School Credits	
College Credit Hours	High School Credits
1	0.17
2	0.34
3	0.50
4	0.67
5 or 6	1.00

Students who wish to take dual enrollment classes on the Highland Community College campus in Highland or Highland Technical College in Atchison may do so under the following conditions:

- Continue to meet college class enrollment requirements above
- Have met All graduation requirements or be enrolled in the final semester of the requirement
- You understand you may lose possible credits due to travel
- We do not offer a similar class taught by Troy faculty
- Complete a transportation waiver of liability form

**ACT College Course Readiness Benchmarks**

College Course Area	ACT Subject Area	Minimum Score Needed
Language Arts (Composition 1, Composition 2, Speech)	English	18
Language Arts (Higher than composition 1 and 2)	English Reading	18 22
Mathematics (Algebra)	Mathematics	22
Mathematics (Higher than College Algebra)	Mathematics	22
Social Science (Government, Psychology)	Reading	22
Science (Biology)	Science	23

**Number of credit hours allowed per semester by ACT composite score**

ACT Composite	Number of Credit hours per semester
18	6
21	9
24	12
28	15

**College Classes that meet specific graduation requirements:**

High School Graduation Requirement	College Class Equivalent
English IV – First Semester	Composition I (3 Credit hours)
English IV – Second Semester	Composition 2 (3 Credit hours)
ALL OTHER COLLEGE CLASSES WILL COUNT AS ELECTIVES WITHOUT PRIOR APPROVAL FORM THE PRINCIPAL OR SUPERINTENDENT	

**College Classes that meet specific Board of Regent requirements:**

Additional Requirement for Qualified Admissions	Additional Requirement for Kansas Scholars	College Class Equivalent
Fourth Math Credit	College Algebra	College Algebra
ALL OTHER COLLEGE CLASSES WILL COUNT AS ELECTIVES WITHOUT PRIOR APPROVAL FORM THE PRINCIPAL OR SUPERINTENDENT		

**USD 429  
Troy High School  
Highland Community College & Highland Community College Technical Center  
Contract for Dual/Concurrent Classes**

USD 429 junior and senior students may receive high school credit for courses successfully completed through Highland Community College and/or Highland Community College Technical Center.

I, \_\_\_\_\_ along with my parent(s) or legal guardian, agree to uphold all of the rules and regulations of Troy High School as outlined in the student handbook and Highland Community College and/or Highland Community College Technical Center.

The student may be not be eligible to attend Highland Community College and/or Highland Community College Technical Center the following semester if any of the following occurs:

1. Fail any class at the semester
2. Receive more than 3 discipline referral points per semester
3. Absent more than 6 days per semester

USD 429 has arranged for transportation to and from Highland Community College Technical Center in Atchison. Students and their parents that choose not to use USD 429 provided transportation agree to hold harmless USD 429 and Troy High School from all liabilities and transportation expenses. USD 429 does NOT provide transportation to Highland for classes at Highland Community College. Students and parents choosing to enroll in a dual credit class taught on the Highland Campus agree to provide all their transportation and transportation costs and to hold USD 429 harmless from all liabilities and transportation expenses.

_____ <b>Signature of Student</b>	_____ <b>Student Name Printed</b>	_____ <b>Date</b>
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_____ <b>Signature of Parent / Guardian</b>	_____ <b>Parent/Guardian Name Printed</b>	_____ <b>Date</b>
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## 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 and complete the request to attend form **PRIOR** to the dance. The request to attend form will be given to the Troy High School student that registers the out of school date.

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.

Some procedures that will be followed for all dances: You must arrive by the specified time or you will not be admitted. Once you leave you will not be re-admitted. If you leave prior to 15 minutes of the ending of the dance, parents/guardians will be notified.

## DIRECTORY INFORMATION

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 Middle/High 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.

## **DISCIPLINE MEASURES**

### **Detention:**

Detention will be assigned by a staff member resulting from a violation of classroom rules, unexcused absences or other disciplinary consequences

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.
6. Failure to make up the detention will be considered willful disobedience and result in one day of Saturday School.

### **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.

### **Saturday School**

Saturday School will be assigned when students refuse to serve a detention. Students serving Saturday school will arrive between 7:50 and 8:00. They will be dismissed at 11:00. Bussing will not be provided. Lunch will **not** be provided. Students are expected to bring something to work on and a book to read. Detention rules will be enforced. Students refusing to serve Saturday school will be assigned In-School suspension.

### **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:
  - a. Be on school property or in any school building without permission of the principal.
  - b. 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:

1. The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
2. The notice shall include copies of the suspension/expulsion law, and appropriate Board policies, regulations, and handbooks.
3. The hearing may be conducted by either a certified employee or a committee of certified employees.
4. Expulsion hearing for weapons violation shall be conducted in compliance with Kansas law by persons appointed by the Board.
5. The finding required by law shall be prepared by the person or committee conducting the hearing.
6. Records of the hearing shall be available to students and parents or guardians according to Kansas law.
7. 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:

1. The student shall have the right:
2. To counsel of his/her own choice;
3. To have a parent or guardian present;
4. To hear or read a full report of testimony of witnesses;
5. To confront or cross-examine witnesses who appear in person at the hearing;
6. To present his or her own witnesses;
7. To testify in his or her own behalf and to give reasons for his or her conduct;
8. To an orderly hearing; and
9. 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:

1. Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
2. The Board shall schedule an appeal with the Board or a hearing officer appointed by the Board within 20 calendar days.
3. 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.
4. The hearing shall be conducted as a formal hearing using the same rules noted earlier in expulsion hearings.
5. 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:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. Submission to or rejection of such conduct by an individual is the basis for academic decisions affecting that individual; or

3. 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:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implication;
4. 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:

1. Making sexual comments or jokes;
2. Looking or gesturing in a sexual manner;
3. Touching, grabbing, or pinching in a sexual way;
4. Calling someone gay or lesbian;
5. Flashing or mooning;
6. Spreading sexual rumors about an individual;
7. Writing sexual messages or graffiti on walls, locker rooms, etc.
8. Forcing a kiss on someone;
9. Showing or giving sexual pictures, notes or messages;
10. 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 bullying 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 violations and **will be reported to law enforcement.**

**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.

**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.

**3rd offense:** Long-term out-of-school suspension and parent contact.

## **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.

## **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:

1. Decency and good taste are required.
2. Shorts, Skirts etc. must be "finger tip length" when the arms are at the side
3. Shirts must have straps on both shoulders and must cover the midriff, cleavage, and undergarments. Halter tops are prohibited.
4. 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.
5. Writing or pictures on clothing shall not display or promote alcoholic beverages, tobacco products, illegal drugs, suggestive or obscene language or violent acts.
6. 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.
7. 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.
8. 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.

## 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, possess 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 and will be reported to law enforcement.**

### **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:

1. Remove the student from the class/activity, etc., then question the student about the behavior as soon as possible.
2. Inform the student of the consequences of his/her behavior.

3. 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.
4. Suspend the student (in-school if necessary) until a parent conference is scheduled.
5. 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:**

1. A punishment up to and including short-term suspension.
2. Suspension from participation in all student activities for four weeks. (3 Weeks if an approved cessation program is completed)
3. 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.
4. The administrator will notify the appropriate law-enforcement or juvenile agencies.
5. Students are encouraged to complete an approved drug and alcohol rehabilitation program. Names of acceptable programs are on file with the clerk.

#### **Second Offense**

1. The administrator will notify the parent/guardian of the student in violation.
2. The administrator will notify the appropriate law-enforcement or juvenile agencies.
3. Suspension from participation in all student activities for the remainder of the year.
4. 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.
5. Students who have refused assessment or treatment recommended at the time of their 1st offense will be subject to long-term suspension or expulsion.
6. 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**

1. A punishment up to and including expulsion from school.
2. 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 Middle/High School

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 KSHSAA 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.
- b. 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.
- c. Students that are ineligible may not take part in KSHSAA activities during the time covered (Sunday through Saturday)
- d. The following school activities although not specifically sponsored by KSHSAA guidelines would also fall into the category covered in section “c” above: Fall Play, Spring Play, FFA contests, dances.

## EMERGENCY DRILLS

We are required to have emergency drills each month. These drills will consist of fire drills, tornado drills, lock out drills, hold in place drills, bus evacuation drills, lock down drills and other emergency preparedness drills. See appendix for a copy of the Standard Response Protocol (SRP)

### 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 indicated exit.

### 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

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

### Procedures for Occupants with Disabilities

1. 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.
2. 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.

3. All students with physical disabilities should be taken to the football field for accounting by rescue personnel
4. Wheelchair-bound students should be carried without their wheelchair.

Elevators must not be used during drills or fires.

## **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.

## **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
  - c. disclosure without your prior consent is permitted by law.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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
8. 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.
9. 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.

## **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.

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 Middle/High 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 against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment of employment in the district's programs and activities is prohibited. The Superintendent of Schools, 230 W. Poplar, 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, the investigation 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 made 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

**PNEUMOCOAL 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**

1. 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.
2. 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.

#### **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.

## **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.

## **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
- You are ineligible for any honor roll if you have a D or an F on your report card.

## **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.

## **LOCKERS/SECURITY**

Each student that requests one will be assigned a locker. 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.



## Academic Support

Each year students will be screened in reading and math. This screening will identify students in need of additional support. This is regular education support. Students will receive additional support/enrichment activities based on their individual needs as identified in the screening process. Students needing additional support will have their progress checked regularly to ensure they are making progress and to evaluate their need for more support or enrichment activities.

## MEAL PROGRAMS

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 their lunch PIN to pay for their meal. The computer will tell the cashier 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.

Parents and students will be notified when their lunch balance is under \$5.00. No A la carte items will be allowed to be purchased when lunch account balances are insufficient. Students will only be able to charge 5 meals. Parents will be notified when balances getting low and again with they reach zero. Students who have a negative balance will need to bring cash for lunch or bring their own 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 & LUNCH PROGRAMS

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

Breakfast Prices:	Students (7-12) \$1.50	Adult \$2.00	Reduced \$0.30
Lunch Price:	Students (7-12) \$2.85	Adult \$3.75	Reduced \$0.40
	Lunch ONLY – Extra Milk \$0.40		
	Seconds and A-La Carte items cost extra		

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.

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 “seconds”. 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, the superintendent or superintendent’s designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district, or the matter may be handled through the Kansas SetOff Program.

## **Insufficient Funds Checks**

### ***Option 1:***

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.

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 besides the mailing fee.

Bank will notify school district of insufficient check and will request permission to run a second time (\$3.00 charge). If the insufficient check does not clear on the second attempt to clear, the bank will send a written notification of insufficient check (\$5.00 charge).

The school district will then use form ISF to notify the patron of the insufficient check. All return check fees plus the certify postage and a \$20 returned check fee will be assessed to the patron. The amount of the returned check and all other fees must be payed with cash.

After a second insufficient check is received by the patron the school district will no longer accept checks from that patron.

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

### ***Option 2:***

The superintendent or the superintendent's designee is authorized to retain the services of a bad check collection agency to collect funds due to the district upon receipt of insufficient funds checks.

Approved: KASB Recommendation – 12/16; 6/18; USD 429 Troy – 6/19

## 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.

## **REMEDICATION**

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**

All persons in a passenger vehicle equipped with safety belts are required to wear the safety belt while the vehicle is in motion.

### **Buses**

Because of the safety factor involved, the instructions from 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**

1. First written report - Warning Conference
  - Assigned Seat
  - Parents Notified
2. Second Written Report - Conference with possible ISS
  - Parents notified
3. Third Written Report - 2-5 day suspension from riding the route bus
  - Parents notified
4. Fourth Written Report - Long term suspension from riding the route bus
  - Parents notified
5. 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 cannot 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

The school also utilizes TEXTCASTER. You can receive automatic notifications of school closings through TEXTCASTER.

You can sign up to receive these messages at:

<https://my.textcaster.com/asa/Default.aspx?ID=519f1b76-f506-4e55-b92d-fb11eb914b2a>.

That link is available on our website under “Quick Links” or it can be sent to you through an email or text.

## 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 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, vaping, use of e-cigarettes, 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 set by the class. 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 thereof would constitute a clearly unwarranted invasion of personal privacy.



## **SUMMER SCHOOL**

Summer school is offered to students in grades 7-12 for the purpose of credit recovery or promotion.

Students in grades 9-12 that fail a class that is required for graduation will be offered summer school to recover the credit. Upon successful completion of summer school, a student will receive the credit they earned. The original grade of an F will remain, and students will receive a "P" and ½ credit for each recovered class.

Students in grade 7 or 8 who fail more than 1 core class (Math, English, Science, Social Studies) will be expected to attend summer school to meet the standards they missed during the year.

## **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 hereby 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 Middle/High 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.

### Highland Technical College (Vo-Tech)

Highland Technical College is covered under “Dual, Concurrent and Online College Classes through Highland Community College and Highland Technical College.”

(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/38841>

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.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## EVACUATE! To the announced location.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! Hazard and safety strategy.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



## HOLD! In your classroom. Clear the halls.

### STUDENTS

Remain in the classroom until  
the "All Clear" is announced

### TEACHER

Close and lock classroom door  
Business as usual  
Take attendance



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