

2020-2021
Trenton Middle School
Student Handbook

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*The mission of the Trenton R-9 School District is to prepare
all students to be
CAPABLE, CONTRIBUTING, CARING
participants in and ever-changing world.*

WELCOME: We, the faculty, will do all we can to make this a great school and ask that you not be satisfied with less than your best effort. To help guide you through the academic year, we are supplying this handbook to summarize and clarify policies of Trenton Middle School. **Remember, this is a guide and not intended to address every situation and policy. The school reserves the right to make revisions to these policies without notice.** If at any time you have questions or concerns, please contact the TMS office. We welcome the opportunity to assist you.

*The mission of Trenton Middle School is to
inspire students to strive for excellence in all areas of their lives.*

SCHOOL YEAR CALENDAR

August

25 1st Day of Classes

September

7 No School – Labor Day

16 Early Out – Teacher PD

18 Midterm

25 Early out/Homecoming

October

15 End of 1st Quarter

15 Early Out P/T Conferences

16 No School

19 No School

November

4 Early Out – Teacher PD

18 Midterm

25-27 No School – Thanksgiving Break

December

22 End of 2nd Quarter- Early Out

23-31 No School– Winter Break

January

1-3 No School-Winter Break

4 No School - Teacher PD

5 School Resumes

18 No School – MLK Day

February

1 No School – Teacher PD

4 Midterm

15 No School – President’s Day

March

11 End of 3rd quarter

11 Early Out P/T Conferences

12-15 No School – Spring Break

April

2 No School – Good Friday

5 No School

16 Mid-Term

May

19 Early Out – Last Day of School

20-21 Weather Makeup

DAILY BELL SCHEDULE

Students are not admitted into the building until 7:30 a.m. Students will not be supervised before the scheduled drop off time. When students arrive at school, they are to report to the gym or the cafeteria (if eating breakfast). School begins at 8:00 and is dismissed at 3:07 p.m. Between these hours the building's exterior doors are locked. Students and visitors requesting access to the main building will do so by pressing the security system button located near the main entrances. The district will not be responsible for supervising students after 3:30 or until the last bus makes its final pick up. The district will not be responsible for supervising student after 3:30 or until the last bus makes its final pick up. On early out days, school is dismissed at 1:07 p.m. Please check the district website, Twitter page (@TrentonBulldogs), and local media outlets (KTTN radio 92.3 FM) for news regarding school cancelation, early dismissal and late starts.

REGULAR BELL SCHEDULE

Homeroom = 8:00 – 8:26
2nd period = 8:30 – 9:20
3rd period = 9:24 – 10:14
4th period = 10:18 – 11:08
5th period = 11:12 – 12:25
6th period = 12:29 – 1:19
7th period = 1:23 – 2:13
8th period = 2:17 – 3:07

LUNCH SCHEDULE

Students are required to eat lunch in the TMS cafeteria during one of the four shifts.

5th Grade = 10:45 – 11:08
6th Grade = 11:08 – 11:31
8th Grade = 11:35 – 11:58
7th Grade = 12:02 - 12:25

EARLY OUT BELL SCHEDULE

2nd period = 8:00 – 8:35
3rd period = 9:39 – 9:14
4th period = 9:18 – 9:52
5th period = 9:56 – 10:30
6th period = 10:34 – 11:08 –Lunch A- 10:45
7th period = 11:12 – 12:25 –Lunch B-D
8th period = 12:29 – 1:07

LATE START BELL SCHEDULE

3rd period = 10:00 – 10:32
4th period = 10:36 – 11:08 –Lunch A- 10:45
5th period = 11:12 – 12:25 --Lunch B-D
6th period = 12:29 – 1:06
7th period = 1:10 – 1:46
8th period = 1:50 – 2:26
2nd period = 2:30 – 3:07

*There will be no Homeroom period on Early Out and Late Start days.

ACADEMIC INFORMATION

GRADING SCALE

A 95-100	C 74-76.9
A- 90-94.9	C- 70-73.9
B+ 87-89.9	D+ 67-69.9
B 84-86.9	D 64-66.9
B- 80-83.9	D- 60-63.9
C+ 77-79.9	F 0-59.9

GRADE REPORTS: Report cards/progress reports are distributed eight times yearly. Parents are encouraged to study them and consult with teachers if questions/concerns arise. Conferences will be arranged as needed.

HONOR ROLL: To qualify for the A Honor Roll, students must achieve a minimum grade point average of 3.67 (A-). To qualify for the B Honor Roll, students must achieve a minimum grade point average of 3.0 (B) – 3.6699

PROMOTION/RETENTION/ACADEMIC PROBATION: Students are expected to make appropriate academic progress throughout the school year. In the event of a concern, student promotion/retention will be in accordance with *Board Policy IKE BASIC*, with school administration making the final decision.

Trenton Middle School is committed to the continuous development of students. It is our goal to ensure our students make appropriate academic progress throughout the school year. **Students who have earned four or more semester F's in core classes (Math, Science, English, or Social Studies) during the school year have qualified for retention.** The ultimate purpose of the retention policy is not to retain students, but rather set clear goals and expectations that every student must achieve and provide motivation to see that they do achieve. This policy will be discussed with every student at the start of the school year.

- Students who earn 4 semester F's in any core class (Math, English, Science, & Social Studies) will be invited to attend Summer School following the current school year. Students who complete the Summer School program with 90% attendance will advance to the next grade level and will only be required to make up classes in the Academic Lab on a part time basis. Students who do not attend Summer School will be retained in the core classes of the prior school year and will receive additional support in the Academic Lab.
- Students who earn 2 and/or 3 semester F's in any core class (Math, English, Science, & Social Studies) will be placed on academic probation and begin the following semester/school year in the Academic Lab where they will complete a computer based program to make up the requirements from the previous year/semester. Students with 2 or 3 semester F's at the end of 2nd semester may also make up 2 credits by enrolling in Summer School and attending 90% of the time.

ATTENDANCE

ABSENCES: If a student is absent, a parent should notify the school that morning. If the call is not made, the student must bring a note to the office and acquire an admit slip prior to the 8:00 a.m. bell on the day he/she returns. Students are responsible for making up all missed work. Homework may be collected for parents to pick up upon request.

All absences, regardless of reason, will be recorded as a "0" until the make-up is completed. Students will be allowed twice the time of the excused absence up to 5 days to turn in work. Credit will not be given if work is not made up in the allotted time. If work is assigned when a student is present and due when the student is absent, the work is due the next time the student is in class. When students know of an upcoming absence, they should ask for work in advance. This applies to absences for school activities.

The following outline will be used in determining excused absences:

- a. An absence is not automatically excused because a parent gives written or oral permission for the student to be gone.
- b. Students missing more than fifteen days per year (7 ½ per semester) for reasons other than illness requiring hospitalization may be retained for that year; however, the student will be afforded an appropriate due process hearing in accordance with Board Policy and state law.
- c. Students who are frequently absent due to illness will be referred to the district nurse and/or be required to bring a written excuse from their doctor if the illness persists.
- d. Death in the family.
- e. Medical appointments.
- f. Required religious observances.
- g. Unusual circumstances explained to the satisfaction of the principal.

PERFECT ATTENDANCE: *Perfect attendance* awards are for students who have missed NO time from school. "*Near perfect*" attendance awards are for students missing less than one full day during the year. Students who are tardy to school or leave early will not be eligible for perfect attendance.

EXCESSIVE ABSENCES: Students are expected to be in school everyday. By law it is the parent's responsibility for the regular attendance of their child. Excessive and/or undocumented absenteeism will be reported to the Grundy County Children's Division and Juvenile Office. Consequences for excessive absences include the following: notification letter, conference, and referral to appropriate agencies. Board Policy JED-R states that students missing more than fifteen days a year may be retained for the following year.

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

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

LEAVING CAMPUS: Students leaving school must check out through the office first and have parental permission by note, phone call, or personal request. Then, students will be given a permit to leave. If students return, they should check in through the office before returning to class. Students who do not follow this procedure will face disciplinary consequences. Students will only be released to parents/legal guardians/emergency contacts on their information sheets.

SERVICES

GUIDANCE AND COUNSELING: Students are provided with services to assist in their education, growth, and maturity in both small group and individual settings. Major services provided include the following: tests/measurements, vocational assistance, agency referrals, schedule and occupational planning, and special education assistance.

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

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

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

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

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

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

GENERAL PROCEDURES

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

Breakfast will be served in the commons between 7:30 and 7:50. Students may take water in a transparent or translucent container to classes but students will not be permitted to carry other food or beverages to classes. Soda and snack machines are located in the commons, but may not be used by students until after school. Any food product served to students, including those brought in by parents/guardians or students, must be purchased from a licensed vendor that is health inspected and meet "Smart Snacks" nutrition standards. Food products may be purchased from a store. No home-made food is to be served.

Lunch fees should be paid in the office before or after school. Students may not accumulate more than ten (10) unpaid meal charges. Students may not charge à la carte items. The District will make every effort to work with families to resolve situations involving unpaid meal charges. However, the District may, if necessary, turn over delinquent debt, including unpaid meal charges, to a collection agency. Free and Reduced applications are included in student enrollment packets. Parents are encouraged to complete and return these because many state and federal aid programs for our school are based on the number of Free and Reduced approvals our district has. Please take advantage of this opportunity; it helps us both! Please refer to Board Procedures ADF-API and EF-API for more information.

Ice cream bars and sandwiches are available for the students to purchase after lunch. The cost is 1.00 each. Students who have money in their lunch account will be allowed to charge ice cream to their account. If your child receives free lunches they are still eligible to charge ice cream to their account with parent permission and IF they deposit money into their account for that purpose. Other students may purchase ice cream by bringing the EXACT amount that day. If you do not want your child purchasing ice cream please contact the Middle School office.

TELEPHONE: Students are not to use classroom phones. Students may use the office phone for emergencies. The office will take messages for students from parents. These will be delivered during homeroom and at the end of the day

CELLPHONE, PERSONAL ELECTRONIC DEVICES: Students are allowed to use cell phones and other electronic devices during passing periods and lunch periods. Cell phones and other electronic devices may be allowed in the classrooms with the discretion of the teacher. It is an expectation that when students enter a classroom that all technology and their accessories are off and out of sight. Our goal as a school is to help students learn proper use for cell phones and other electronic devices while still prioritizing the importance of instructional time. If the use of cell phones and other electronic devices causes a disruption to teaching and learning, students will be asked to turn it over to faculty or administration.

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

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

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

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

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

Gmail: Student and staff email service. This is the primary method of correspondence between teachers and parents/guardians and is also frequently used for teacher/student communication.

Students are encouraged to check email often and to use it for productive and educational communication only. Accounts may be checked by administration. Teachers' email addresses are in the following format: First Initial, Last Name, @trentonr9.k12.mo.us (e.g. jdoe@trentonr9.k12.mo.us)

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

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

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

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

ELECTRONIC COMMUNICATION AND RECORDING: A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts. The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. Students, patrons, and outside entities will refrain from making audio or visual recordings on district property, district transportation or at a district activity unless they have obtained permission from a school or district administrator and from the person or entity to be recorded. This prohibition does not apply to

performances or activities to which the general public is invited, such as athletic competitions, concerts and plays or to students fulfilling the requirements of a district-sponsored class or activity. Any audio or visual recording activity will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Please refer to Board Policies EHB-API, KKB, and GBH for a complete explanation.

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

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

STATE ASSESSMENTS: Students at Trenton Middle School will take the annual Missouri Assessment Program (MAP) Test. Families in the District will be notified as to the dates and times students will be tested and the subject areas in which students will be tested. Each student's test results will also be made available to families when they are received by the school. According to state law, parents may not opt their students out of these assessments. Information regarding District and building accountability report cards will be made available to the public via the district website and other community media outlets. See Policies IL and EF-API for more information.

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

BULLETIN: A bulletin to the student body and faculty is read to all classes during Homeroom. This bulletin can be emailed to parents upon request.

CARE OF SCHOOL PROPERTY: All supplies, equipment and facilities used by TMS staff and students are paid for by taxpayers. Anyone who defaces or destroys school property may be disciplined and/or required to pay for the damages.

LOST AND FOUND: Lost and found storage is in a container located across from the TMS office. At the end of each quarter unclaimed lost and found items will be disposed of properly.

ACTIVITIES AND ORGANIZATIONS

ATHLETICS/ACTIVITIES: TMS offers softball, football, basketball, track, wrestling, volleyball, academic team and cheerleading for 7th and 8th graders in addition to a number of co-curricular and non-school-affiliated clubs and organizations. Participation in these is a valuable educational experience, not a reward for academic success. Athletics and activities are an extension of the classroom, providing students the opportunity for exploration and competition.

General Guidelines:

- a. Students must attend at least 3.5 hours of school on the day of the event to participate unless special arrangements have been made with the principal in advance.
- b. Students assigned in-school suspension (ISS) may not compete in events on the day of the ISS, but must participate in practices.
- c. Students must adhere to all team rules.
- d. Student grade checks will be performed eight times a year at each grading period (Midterm, Quarter, Semester). Students failing more than one class will be ineligible to participate in contests or performances (but may still participate in practices) until the next grade check, when eligibility will be reassessed.
- e. Students' cumulative attendance will also be monitored at each grading period after the first quarter. Students who fall below 90% attendance will be ineligible to participate in Athletic contests (but may still participate in practices) until the next grade check, when eligibility will be reassessed. Cases of protest will be heard by administrators on a case by case basis.

Students will follow all team rules, maintain good citizenship, and represent TMS in an appropriate manner. Student participants must also adhere to Missouri State High School Activities Association rules for eligibility. Additional information on rules and regulations pertaining to activities is located in the Activities Handbook. Each participant is given one. Copies are also available in the TMS office.

TRIPS/ASSEMBLIES/DANCES: Students attending TMS sponsored trips must utilize school transportation unless special arrangements are made through the principal. Students must sit with their class and attending teacher during school assemblies. TMS dances are for TMS students only. All school rules and policies apply during trips/assemblies/dances. Students violating those rules may lose trip/assembly/dance privileges. Students who owe money for fines, fees, fundraisers, etc., may be prohibited from attending extra-curricular social activities.

STUDENT COUNCIL (STUCO): STUCO provides students activities to increase school spirit, hosts various school functions, and participates in school government. To be eligible for STUCO, students must have/maintain a C average. STUCO activities are governed by the STUCO Constitution.

FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA): The focus of FCCLA is family – working toward goals, leadership, responsibility, service, growth, and vocational preparation. To join, students must be in or have had a family and consumer science course at TMS.

NATIONAL JUNIOR HONOR SOCIETY (NJHS): To join NJHS students must be in 7th or 8th grade, have a 3.25 cumulative GPA, complete the application process, and be approved by the NJHS Faculty Team.

BUILDERS CLUB: Builders Club is a student-led organization for middle school students sponsored locally by the Trenton Kiwanis Club and Trenton Middle School. Any middle school student who is interested in service is eligible for membership. Builders Club provides opportunities for students to work together in service to school and community, develops leadership potential, fosters development of strong moral character, and encourages loyalty to school, community and nation.

STUDENT CONDUCT AND BEHAVIOR EXPECTATIONS

GENERAL BEHAVIOR EXPECTATIONS:

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

CLASSROOMS: All teachers have a classroom discipline plan approved by the principal and

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

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

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

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

1. Headwear is not allowed in the building.
2. Undergarments must be concealed.
3. Costumes are prohibited (except as part of authorized and designated days).
4. Concerns for safety may necessitate adjustments to hair, jewelry, or clothing during some activities.
5. Items condoning or implying drug use, profanity, sexual issues, or gang affiliation are prohibited.

It is impossible to address all grooming and attire issues. Reasonable judgment applied fairly and consistently, is required. Dress code violations are complaint driven with the administration making the final decision on appropriateness. In the event it is determined that a student has violated the dress code, he/she will be asked to change or will be provided a change from the nurse.

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

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

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

BULLYING/HAZING/CYBERBULLYING: All forms of hazing, bullying, and student intimidation are prohibited. Violators will be disciplined. In order to promote a safe learning environment for all students, the Trenton R-IX School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. Bullying – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

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

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

DISCIPLINARY ACTIONS:

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

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

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

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

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

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

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

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

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

Disciplinary Plan

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

—Upon the third violation of level 1-4 the student will progress to the next level for disciplinary action.

—Upon the second violation in levels 5-6 the student will progress to the next level for disciplinary action.

—Truancy-Students will serve the twice the time gone in ISS. Repeat offenses will acquire an additional day per offense.

—Tardies- A student will be assigned a detention when his/her total reaches 5 tardies, 7 tardies, and 9 tardies. Upon the student's 10th tardy referral students will receive ISS for each offense. Tardies will be tracked on a cumulative, per-semester basis.

—Cheating and plagiarism is to be reported to the office (1st offense) students will receive a zero and serve a detention before or after school at the convenience of the teacher. (2nd + offense) student will receive a zero for the assignment and then be handled individually by the office according to the level each student would be.

— Bullying – According to state law, bullying is defined as “intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.” If you have been the target of bullying or have witnessed the bullying a district student, complete the proper form available in the office and submit to the building principal/assistant principal/counselor. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

-Bus Referral - 1st offense: principal conference, phone call home. 2nd offense: 3-5 day bus suspension. 3rd offense: 7-10 day bus suspension. Subsequent offenses: indefinite bus suspension.

-Cell Phone – 1st offense: detention, parent must pick up phone from office. Subsequent offenses: Level 1 offense – minimum 1 day of ISS/parent must pick up phone from office.

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

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

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

EMERGENCY PROCEDURES

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

- Use the route nearest to your classroom.
- Walk briskly; do not run.
- Do not talk; talking leads to confusion and panic.
- Do not go to your locker.
- Stay away from the windows at all times.
- Once you have arrived at your designated location, you should assume the “tornado posture” of head down and hands clasped behind your head.
- In the locker rooms, fill the shower and dressing areas completely. Use the hallways by the coaches’ offices if necessary.
- Your teacher will take roll and give you further instructions.

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

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

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

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

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

ADMINISTRATIVE INFORMATION

Trenton Middle School is required by law to provide parents with the following information. Please read and contact the TMS office at 359-4328 for any questions or concerns that you have. There is a place for you to sign on your child's Emergency Information sheet to indicate that you have done so. Thank you for your cooperation.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION

The Trenton R-IX School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Trenton R-IX School District is an equal opportunity employer. Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. Inquiries related to Trenton School employment practices or to file a grievance, contact the Superintendent, 1607 Normal Street, Trenton, MO 64683; telephone number 660-359-3994. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Director of Supportive Services, 1607 Normal Street, Trenton, MO 64683. Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Offices, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106; telephone: (816)268-0550; FAX: (816)823-1404; TDD: (877)521-2172. Please refer to Board Policies AC and IGBA for more information.

BOY SCOUTS OF AMERICA EQUAL ACCESS ACT

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

SPECIAL EDUCATION POLICY

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

General Education Provision Act (GEPA). Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

PROGRAMS FOR HOMELESS STUDENTS

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

TEACHER QUALIFICATIONS

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

SUICIDE AWARENESS AND PREVENTION

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

TRAUMA-INFORMED SCHOOLS INITIATIVE

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

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

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

TEACHING ABOUT HUMAN SEXUALITY

TMS will teach students about human sexuality in accordance with state law and Board Policy IGAEB.

Parents/guardians have the right to remove their student(s) from any part of the district's human sexuality instruction. Please contact the TMS office with questions or concerns.

MO HEALTHNET FOR KIDS PROGRAM

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

<http://www.benefits.gov/benefits/benefit-details/1606>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) a Federal law, requires that Trenton R-9 School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Trenton R-9 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District

procedures. The primary purpose of directory information is to allow Trenton R-9 School District to include this type of information from your child's education records in certain school publications. Examples include:

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

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

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

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

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School Principal written request that identifies the records(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent, or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request).

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address the Office that administers FERPA are:

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

SECTION 9524

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

COMPLAINT RESOLUTION PROCEDURE FOR FEDERAL PROGRAMS

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

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution. The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.
2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy. The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

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

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

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