

# Troy Buchanan High School



2022 - 2023  
Student Handbook

*Policies, Regulation, and Forms may be amended by the R-III Board of Education at their sole discretion.*

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**TBHS Students:**

On behalf of our faculty and staff, I would like to welcome you to the 2022-2023 school year at Troy Buchanan High School.

Troy Buchanan High School has a long standing tradition of excellence in the classroom in addition to its proud reputation in extra and co-curricular activities. I expect each of you to meet the standards our school and district have set, and to carry forward the superior tradition of this school along with the communities it represents. Our goal is to make your high school years a positive learning experience, but as educationally challenging as possible. If you encounter difficulties throughout the year, I encourage you to seek out a member of our professionally trained staff so that we may do our best to assist you.

Troy Buchanan High School has a wide variety of programs available to you. You can take advantage of these numerous opportunities by being an active learner in the classroom as well as a positive participant in our extra and co-curricular activities.

I look forward to working with you in order to accomplish your educational goals.

-Trojan Pride-

Brian Brown, Principal

## **TROY BUCHANAN HIGH SCHOOL MISSION STATEMENT**

Troy Buchanan High School will ensure high levels of learning for ALL through trusting relationships and superior instruction

## **SCHOOL CONTACT INFORMATION**

### **Troy Buchanan High School**

Address: 1190 Old Cap Au Gris Road Phone: (636) 462-5148  
Troy, MO 63379 Fax: (636) 462-5149

School Hours: 7:15 a.m. - 2:15 p.m. Office Hours: 7:00 a.m. - 3:45 p.m.

Website: [www.troy.k12.mo.us](http://www.troy.k12.mo.us)

The District's website offers a wealth of information about the Lincoln County R-III School District, including school closings and delays, District resources, Board Policy, student handbooks, school contact information, Comprehensive School Improvement Plan (CSIP), parent web portal and teacher contact information.

## **OFFICE STAFF**

### **Administration**

Brian Brown, Principal

Darron Bardot, Assistant Principal (10th)

Pat Nichols, Assistant Principal (11th)

Dr. Joy Lillard, Assistant Principal (12th)

Jason Smith, Activities Director

Marshall Johnson, Dean of Students

### **Guidance Counselors**

Hannah Meinhart (10th)

Andrea Keene (11th)

Shelly Dickinson (12th)

Amanda Wendt (Adams), Registrar

C. Denise Green, College/Career/A+

Kelsey Pecoraro, College/Career/A+

Christine Ploch, Guidance

### **Main Office Educational Office Professionals**

Kasey Mooney, Main Office

Sara Rondeau, Main Office (10th)

Gail Braungardt, Main Office (11th)

Melissa Mills, Main Office (12th)

Katy Lucas, Activities

## **FACULTY AND STAFF**

### **Agricultural Science:**

Rob Calvin - Chair  
Matt McCrory

### **Business:**

Katie Costa - Chair  
Heath Agnew  
Savana Dempsey  
Suzanne Hall  
Darrell Johnson

### **Choral Music:**

Andrew Drinkall - Chair  
Ryan Cooper  
Christopher Joseph

### **Custodial/Maintenance:**

Jamie Prior - Maintenance  
Jamey Cockrell - Custodial

### **Grounds:**

Keith Cappel

### **Drivers Ed:**

Brock Butler

### **Family & Consumer Science:**

Andrea Tarro - Chair  
Meredith Adam  
Kali Moore  
Destinee Pezley (Selleck)

### **Fine Art:**

Brent Dildine - Chair  
Abigail Byington  
Madeline Chaney  
Rosemary Ziegler

### **Foreign Language:**

Tiffany Nixon - Chair  
Anna Gilbert  
Jennifer Mense  
Katelyn Pletcher  
Claire Viviano

### **In-School Suspension:**

Colby Smith

### **Industrial Technology:**

Ryan Meyers - Chair  
Austin Bargaen  
Ben Gifford  
Brent Lovell  
Kayla O'Hara  
Joey Pietzman

### **Instrumental Music:**

Eric Blankenship - Chair  
Chris Barchesky

### **ITF/Technology:**

Jennifer Orton  
Matt Graves

### **Language Arts:**

Melissa Surber - Chair  
Lindsey Bell  
Hannah Chisnell  
Hannah Easley  
Jourdain Ericksen  
Allison Fennewald  
Sarah Geerling - Yearbook  
Melissa Kiser  
Tammy Kozinski - Drama  
Jacquelyn McGoon  
Allison Meinert (Krodinger)  
Grace Meinhardt  
Carrie Morris

### **Library:**

Amy Venneman - Librarian  
Delaney Birt - Library Para

### **Math:**

Buddy Bell - Chair  
Wesley Allred  
Briley Behlmann (Browning)  
Mara Campbell  
Zach Howard  
Tim Gilmore  
Blake Lawson  
Ky Millard  
Colin Nelson  
ReVay Schlitt

### **Nurse:**

Teresa Hobbs

### **Online College/Launch:**

Brock Butler  
Ben Johnstone

### **Para-Professionals:**

Kelli Daley  
Heidi Edwards  
Nancy Hamilton  
Judy Kinealy  
Sarah Kirchner  
Julie Kruszynski  
Stephanie Martinek  
Katie McVey  
Cynthia Reinig

Mary Santiago - ELL  
Taylor Spradling  
Ruthie Wing

### **Physical Education:**

Lance Richardson - Chair  
Jesa Jenkins  
Ben Johnstone  
Ryan Nesbitt  
Justin Rodgers  
Brett Wiggers

### **Science:**

Tina Berra - Chair  
Kayla Bals  
Madison Fletcher  
Jordyn Hardy  
Brittney Kniepman  
Megan Mosher  
Rachel Robart  
Kimberlea Scott  
Rachel Seago  
Jared Stumpe  
Ashley Weber

### **Social Science:**

Kirsten Hunchberger - Chair  
Mat Bauman  
Allison Haywood  
John Kliewer  
Ian Mahan  
Anthony Mueller  
Brandon Rosner  
Matt Summers  
Josef Wolfrum

### **Security:**

Deputy Rodgers  
Dennis Spires

### **Special Education:**

Lora Wattlelet - Chair  
Jane Boessen  
Carly Diel  
Abigail Dirden  
Ivylea Howell  
Andrew Nett  
Laura Robinson  
Traci Ruether  
Julie Schlote  
Kirsten Watts

### **Speech/Language Therapy:**

Molly May

## ATTENDANCE

### ATTENDANCE POLICY - GENERAL

**Compulsory Attendance State Statute:** Statute 167.031.1, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and seventeen (17), must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year.

### DEFINITIONS

**Attendance:** A student is considered to be in attendance if the student is physically present in a class; participating in a District-sponsored or District-approved activity; participating in a class through alternative methods or media as allowed by Board policy; serving out-of-school suspension; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the District. A student is considered ABSENT if they are not in attendance.

**Documentation:** Note or phone call from parents (containing dates, times, reasons for absences, parent's daytime phone number, and parent signature), medical note (containing the office phone number and the date and time of treatment), funeral service program, court appearance verification, or college visit verification.

**Educational Neglect:** Failure by the person responsible for the care, custody, and control of the child to provide an appropriate education and to promote school attendance as required for all children ages 7 through 17 years.

**Excessive Absenteeism:** The accumulation of 6 or more absences in a semester for one class (11 for classes that meet daily).

ONLY ABSENCES VERIFIED WITH A DOCTOR'S NOTE OR PRE-ARRANGED COLLEGE VISIT FORM (three allowed per year for juniors and seniors) WILL NOT BE COUNTED.

FOR PURPOSES OF THIS POLICY STUDENTS WHO HAVE BEEN PLACED ON OUT-OF-SCHOOL SUSPENSION WILL NOT HAVE THE DAYS THAT THEY ARE SUSPENDED COUNT TOWARDS EXCESSIVE ABSENTEEISM.

**Late to School:** A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence if the student arrives more than 30 minutes late to their first class.

**Parent:** A parent, guardian, or person acting as a parent in the absence of the parent or guardian.

**Truancy:** A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or nurse.

## GENERAL ATTENDANCE INFORMATION

**Absence Verification:** When it is necessary for a student to be absent from school, the students' parent should call the attendance office prior to 9:00 a.m. on the day of the absence. Any unverified student absence may be considered truant and students will be given consequences according to the student code of conduct.

Regular class attendance is a critical factor in a student's academic success in school. Classroom interaction and instructional activities are an integral part of the learning experience. In addition, one indicator of developing personal responsibility is good school attendance. Staff members work in partnership with parents and students to ensure that regular attendance supports student achievement and responsibility.

This attendance procedure establishes reasonable standards regarding absences. One objective of the procedure is to encourage a high rate of student attendance without imposing a hardship on students, parents, and staff members. Every student is encouraged to be in school every day and attend every assigned class.

**Arriving Before School/Leaving Early:** The school foyer will be accessible to students at 6:30am. Students may enter the foyer through the main entrance. Upon arrival, students are to remain in the foyer until the building doors are unlocked at 7:00am. Once the internal doors open, students may eat breakfast in the commons or report to their 1st block class. Class will begin promptly at 7:15am.

At the end of the day, students are expected to leave campus promptly. Students not involved in extracurricular activities, receiving after-school tutoring or participating in other supervised activities must leave the campus building by 2:50 p.m.

**Doctor and Dentist Appointments:** Students will be excused for doctor and dentist appointments. The need for absence for doctor or dental appointments cannot be construed as justification for absence for the whole day if the doctor or dentist has a local practice. The student must submit verification from the attending physician or dentist.

**Illness While at School:** A licensed nurse services Troy Buchanan High School on a full time basis. Students who become ill at school may obtain a pass from their teacher or the office to see the nurse. The nurse will examine the student to determine whether or not the illness is serious enough to warrant going home. The nurse will contact the student's parents to determine if the student can go home due to illness.

**PRIOR TO LEAVING THE STUDENT MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE. STUDENTS ARE NOT TO CONTACT THEIR PARENTS TO MAKE THEIR OWN ARRANGEMENTS.**

**JUVENILE REFERRALS:** A student may be referred to juvenile authorities after the 8th unverified absence, or 15th verified absence. A referral may be made to the Department of Family Services for educational neglect/truancy.

## BELL SCHEDULES

### Monday, Tuesday, Thursday, Friday Schedule

1st Block	7:15 a.m. - 8:35 a.m.
2nd Block	8:40 a.m. - 10:00 a.m.
Academic Lab (3rd Block-RTI)	10:05 a.m. - 11:00 a.m.
4th Block	11:05 a.m. - 12:50 p.m.
5th Block	12:55 p.m. - 2:15 p.m.

### Wednesday/Early Release Schedule

1st Block	7:15 a.m. - 8:35 a.m.
2nd Block	8:40 a.m. - 10:00 a.m.
4th Block	10:05 a.m. - 11:40 a.m.
5th Block	11:45 p.m. - 1:05 p.m.

## COLLEGE VISITS

Students must obtain, fill out and submit a college-visit request to the main office in prior to their visit. College visits are limited to three days per year and are only for 11th and 12th grade students. NOTE – college visits are counted as an absence with regard to the students' A+ Status unless it is part of a school-sponsored activity.

## LEAVING EARLY

Written or verbal parental permission is required before students are allowed to leave campus after they have arrived. Students who ride a school bus are considered to have arrived at school when they board their school bus. When students leave school with written parental permission, they are not required to bring another written excuse when they return except in instances where the written request did not specify a reason. **When a student is leaving early, they are required to check out at the main office.**

*Students who fail to observe the above procedure when leaving school after they have arrived will be considered truant and may be given consequences according to the student code of conduct.*

**Students who become ill at school must be checked out through the nurse's office and must sign out through the main office prior to departure.**

## LATE ARRIVAL

Students who enter school after classes have begun must sign in at the main office.

## MAKE UP WORK

All work to be made up for credit must be completed within the amount of time designated by the teacher and in most instances must not exceed two weeks. In instances of absences, which are longer than two weeks in duration, a longer period of time may be granted. It is the student's responsibility to check Canvas and communicate with their teacher regarding make-up work.

## TARDY POLICY

**Late to School** - Students who are late to school must sign at the main office and obtain a pass to class. If a student is no more than 30 minutes late he/she will be counted tardy to class and will be subject to the late to class policy. Students who are more than 30 minutes late to class will be counted absent for the classes missed and will need a parent or guardian to call in to excuse the absence.

**Late to Class** - Students are considered tardy to class if they are not in class by the time



the late bell signals. A tardy student will be admitted to class upon arrival and tardies will be assigned and tracked by each teacher.

*Students who are 5 minutes or more late to class without a pass should be sent to the office with a discipline referral submitted.*

Tardies are accumulated by semester and for every third tardy to class students will be assigned a consequence based on the Student Code of Conduct.

## **CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the safe and orderly operation of the Lincoln County R-III Schools. No code of policy can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of the code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. In addition, prior offenses and disciplinary action may be considered when determining disciplinary consequences. The Lincoln County R-III School District student discipline and conduct code follows the laws set out in the Missouri Safe Schools Act.

**Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the Principal, Superintendent and/or Board of Education.**

### **DEFINITIONS**

**Detention:** The student will attend sessions outside of the regular school day for a specific amount of time on the dates he/she has been assigned.

#### **Weekly Detention Schedule:**

<b>DAYS</b>	<b>TIMES</b>	<b>LOCATION</b>
Monday thru Friday	6:45 am - 7:25 am	Main Office/Library
Monday & Tuesday	2:35 pm - 3:15 pm	Designated Room
Thursday	2:35 pm - 4:05 pm	Designated Room
Saturday	8:30 am - 12:30 pm	Meet in Foyer

#### **Rules:**

After school detentions are held on Mondays and Tuesdays until 3:15pm and Thursdays until 4:05pm when school is in session. Students are to be in detention and seated by 2:35pm and stay until they have completed their assigned time.

Morning detention will be served in the Main Office or Library from 6:45am to 7:25 am on all school days. Students are required to add their name to the sign in sheet to receive credit for serving detention before school.

Saturday detention will be served from 8:30am through 12:30pm on specified days. Students are required to bring all appropriate materials and must be prepared to study quietly. Failure to do so may result in removal from detention.

Students may be allowed to leave detention only with teacher or administrator permission. Students may reschedule one detention per semester with prior administrative approval.

Students who miss their assigned detention window are expected to report to their grade level administrator the next school day.

Students who fail to attend or follow detention rules will be asked to leave and possibly given additional detention time or ISS according to the student code of conduct.

**Expulsion:** The permanent removal of a student from the Lincoln County R-III School District by action of the Board of Education. Only the Board of Education can expel a student from school.

**In-School Suspension (ISS):** The student is denied the privilege of attending regular classes. The student is to report to the ISS room at the start of the day for a specific amount of time as determined by the offense committed, receiving full credit for all work completed while in ISS. Students who are assigned ISS will receive ISS guidelines from an administrator. Students are excluded from any school activities until the first calendar day after the assigned ISS time is successfully completed. Violation of the ISS contract may result in additional days of ISS, OSS, or the loss of ISS privileges.

**Out-of-School Suspension (OSS):** The student is denied the privilege of attending a school day, participating in classes, participating in or attending any extracurricular activities or school sponsored functions whether on campus or at another facility for the length of the suspension. Students will be afforded the opportunity to make up work missed while on OSS. All arrangements should be made through the Guidance Office. OSS is defined as school days, not calendar days. OSS days do not count when school is not in session (i.e., snow days, holidays, summer days). Administration may require a reentry conference with parent/guardian and student prior to returning to school.

**Referral to Superintendent:** The Superintendent of Schools or designee will review the discipline file and determine if additional actions are warranted such as but not limited to:

- 11-180 days of additional OSS
- Professional Counseling
- Referral to School Board for Expulsion

**Restorative Practices:** Implemented through ISS, students learn to process their choices and behavior, how to repair harm caused by themselves and others, and coping skills when faced with difficult situations.

### Classroom Vs. Office Managed Behaviors

Classroom Managed	Office Managed
Unprepared for class	Bullying
Disruption	Disrespect towards staff
Failure to work	Persistent cheating
Cheating (first time)	Excessive tardies
PDA (first time)	Theft
Horseplay	Threats
Student-student disrespect	Fighting
Teasing	Truancy
Electronic misuse	Harassment
Cell phone misuse	Dangerous objects/weapons
General use of profanity	*Other handbook concerns
Dress code	



## **BREAKING ISS CONTRACT (BISC)**

Failure to adhere to ISS or AEP contract and rules

*1st & Subsequent Offenses*      *Additional time, Remainder of ISS/AEP time served on OSS  
Loss of Privilege to attend ISS*

## **BULLYING - Refer to Policy 2655 (DBUL, CYBR)**

Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, extortion, 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. For more information reference Bullying under General Expectations.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.

*1st and Subsequent Offenses*      *Conference with teachers/administrator, parent notification, detention, ISS, OSS, referral to Superintendent expulsion, notification to Law Enforcement.*

**Bullying offenses will be cumulative throughout a student's time in high school and repeat offenders may be referred to the Superintendent.**

## **BUS VIOLATION (BBUS)**

Students who ride the Lincoln County R-III School District buses are to conduct themselves in a responsible and safe manner as outlined in Bus Rules under General Expectations section of this handbook. Failure to do so may result in consequences set forth in the student code of conduct based on specific infraction.

**Remember that it is a privilege to ride the bus and if at any time there is a disciplinary infraction, the student is subject to losing that privilege.**

*Severe Clause - Severe misbehavior, which may jeopardize the safety and well-being of students, may result in consequences in excess of the scheduled consequences. Some examples would include, profane or threatening language, fighting, insubordination, bullying, and possession of weapons.*

*NOTE - Suspension of riding privileges may continue into the next school year to complete the suspension.*

## **CELL PHONE USE/MISUSE (DCEL)**

Due to the District issuing/providing iPad devices to each student, cell phone usage during class time will not be tolerated unless directed by a teacher.

Students violating these expectations will face the following disciplinary action:

*1st Offense*      *Conference with teacher/administrator*  
*2nd Offense*      *Detention, ISS*

*Subsequent Offenses*                      *Detention, ISS, OSS*

**Severe Clause:** *By administrative determination, acts of harassment, bullying or possession/distribution of pornography through the use of an electronic device may result in consequences in excess of those outlined above.*

**The use of electronic devices in locker rooms, restrooms, or any other dressing room area is STRICTLY prohibited at ALL times.**

**DISHONESTY (including lying, making false statements, spreading false rumors) (DHON)**

Being dishonest to staff members, gossiping, spreading false rumors, and/or making false statements, (either written, verbal, or technology based) is prohibited. Making false statements about another student can cause serious emotional distress to others and even incite physical confrontations between students. Students are expected to tell the truth when asked by staff.

*1st Offense*                                      *Conference, Detention, ISS, OSS*

*Subsequent Offenses*                      *ISS, OSS*

**DISRESPECTFUL CONDUCT OR SPEECH (DDIS, DVAB, LANG)**

Disrespectful verbal, written, technological or symbolic language or gesture that is inappropriate for public settings directed at a student, visitor, or school district employee. This includes verbally aggressive behavior.

*1st Offense & Subsequent Offenses*                      *Teacher/Student Conference, Principal/Student conference, detention, ISS, 1-10 days OSS, possible referral to Superintendent*

**DRESS CODE VIOLATION (DCLO)**

Students referred to the office for violation of school dress (see General Expectations) will be subject to the following consequences:

*1st Offense*                                      *Teacher/Student conference, Principal/Student conference, Student will be asked to remove inappropriate items or change into school appropriate attire, refusal to do so will be considered insubordination possibly resulting in detention, ISS, OSS*

*Subsequent Offenses*                      *Teacher/Student Conference, Principal/Student Conference, Detention, ISS, OSS*

**DRUG AND ALCOHOL VIOLATION (DRUG, ALCO)**

The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of any unauthorized prescription drug, narcotic drug, controlled substance, illegal drug, counterfeit substance, and/or imitation controlled substance (collectively as used herein “drug(s)”) at school, any school activity, or on a District-owned or approved vehicle is strictly prohibited.<sup>1</sup> The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of alcohol is also prohibited, as is the use, possession, sale, distribution, transfer, purchase, and/or receipt of any drug-related paraphernalia.

**Drug Use, Possession, and/or Being Under the Influence of Drugs, and/or Drug Related Paraphernalia Consequences**

*1st Offense*

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 60 days OSS.
- Documentation of violation will be placed in the student's discipline record.
- Upon returning to school, the student must successfully complete monthly random drug testing for 12 consecutive months or until graduation requirements are met.
- Notification to local Law Enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others. Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 30 days OSS if the Student voluntarily satisfies all of the following conditions:
  - Student completes a drug abuse assessment and begins the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, provides a signed release for this documentation to be obtained by the District directly from the assessment provider.
  - Documentation is provided showing that the Student has enrolled in a drug treatment/counseling program and successively completed at least 3 treatment/counseling sessions. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the treatment/counseling provider.
  - Documentation is provided from the assessment/treatment/counseling provider of at least three (3) urinalysis test results indicating successful decreasing substance levels. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the testing administrator.
  - Student, if 18 or older, or the Student and his/her parent/guardian consent(s) to random drug testing by the District for twelve (12) consecutive school months following the Student's readmittance to school or until the Student graduates, whichever occurs first.
  - Student does not engage in any illegal and/or serious misconduct while on suspension.

### ***2nd Offense***

- Student will be suspended out-of-school for 10 days OSS by the Building Principal or Assistant Principal with referral to Superintendent for an additional 180 days OSS.
- Documentation of violation will be placed in the Student's discipline record.
- Upon returning to school, the student must successfully complete monthly random drug testing for 18 consecutive months or until graduation requirements are met.
- Notification to local Law Enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.
- Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 90 days OSS if the Student voluntarily satisfies all of the following conditions:
  - Student completes a drug abuse assessment and the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, provides a signed release for this documentation to be obtained by the District directly from the assessment provider.
  - Documentation is provided showing that the Student has successfully completed a drug treatment/counseling program. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the treatment/counseling provider.
  - Documentation is provided from the assessment/treatment/counseling provider of at least three (3) urinalysis test results indicating successful decreasing substance levels. The parent/guardian of the Student or the Student, if 18 or older, must

provide a signed release for this documentation to be obtained by the District directly from the testing administrator.

- Student, if 18 or older, or the Student and his/her parent/guardian consent(s) to random drug testing by the District for eighteen (18) consecutive school months following the Student's readmittance to school or until the Student graduates, whichever occurs first.
- Student does not engage in any illegal and/or serious misconduct while on suspension.

### ***3<sup>rd</sup> Offense***

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 180 days OSS with recommendation for expulsion from the District to the Board of Education.
- Documentation of violation will be placed in the Student's discipline record.
- Notification to local Law Enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.

## **Sale, Distribution, Transfer, Purchase, and/or Receipt of any Drug Consequences**

### ***1<sup>st</sup> Offense***

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 180 days OSS and/or recommendation for expulsion from the District to the Board of Education.
- Documentation of violation will be placed in the student's discipline record.
- Upon returning to school, the student must successfully complete monthly random drug testing for 18 consecutive months or until graduation requirements are met.
- Notification to local Law Enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.
- If the Student is suspended rather than expelled, Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 90 days OSS if the Student voluntarily satisfies all of the following conditions:
  - Student completes a drug abuse assessment and the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, provides a signed release for this documentation to be obtained by the District directly from the assessment provider.
  - Documentation is provided showing that the Student has successfully completed a drug treatment/counseling program. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the treatment/counseling provider.
  - Documentation is provided from the assessment/treatment/counseling provider of at least three (3) urinalysis test results indicating successful decreasing substance levels. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the testing administrator.
  - Student, if 18 or older, or the Student and his/her parent/guardian consent(s) to random drug testing by the District for eighteen (18) consecutive school months following the Student's readmittance to school or until the Student graduates, whichever occurs first.
  - Student does not engage in any illegal and/or serious misconduct while on suspension.

### ***Subsequent Offenses***



- Student will be suspended out-of-school for 10 days with referral to Superintendent for an additional 180 days OSS with recommendation for expulsion from the District to the Board of Education.
- Documentation of violation will be placed in the Student's discipline record.
- Notification to Law Enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.

**Alcohol Violation Consequences**

*1st Offense*

- Student will be suspended out of school for 1-10 days OSS and up to 10 days ISS upon return.
- Possible referral to Superintendent for additional disciplinary action.
- Documentation of violation will be placed in the student's discipline record.
- Notification to local Law Enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.

*Subsequent Offenses*

- Student will be suspended out-of-school for 10 days with referral to Superintendent for an additional 30-180 days OSS.
- Documentation of violation will be placed in the student's discipline record.
- Notification to local Law Enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.
- Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 20 days OSS if the Student voluntarily satisfies all of the following conditions:
  - Documentation is provided from a state licensed and accredited facility that the Student has begun an alcohol abuse assessment and began the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained directly from the assessment provider.
  - Refrain from engaging in any illegal and/or serious misconduct while on suspension.

**FALSE ALARMS (ALAR)**

Tampering with emergency equipment, setting off false alarms, and/or making false reports.

*1st and Subsequent Offenses*

*1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement.*

**FAILURE TO ATTEND DETENTION (AFDE, AFSD)**

Failure to complete assigned detention time or follow detention rules. Accumulative per semester.

*1st Offense*

*Rescheduled*

*2nd Offense*

*Time is doubled*

*Subsequent Offenses*

*1-3 days ISS*

Failure to complete Saturday Detention will result in 3 days ISS.

**FIGHTING, PHYSICAL VIOLENCE AND/OR INSTIGATION (DVFI, DINF)**

Fighting and perpetuating violence will not be tolerated. Students who fight face suspension and/or possible criminal charges as well as arrest. Students who instigate or contribute to a fight as well as students who record and/or distribute a video of a fight are also subject to similar consequences. **All active participants in a fight will face disciplinary consequences.**

***1st Offense*** *10 days OSS, possible referral to Superintendent, possible ISS upon return, notification to Law Enforcement.*

***Subsequent Offenses*** *10 days OSS, referral to Superintendent, notification to law enforcement.*

***Severe Clause: By administrative determination, severe acts of physical violence may result in consequences in excess of those outlined above.***

***Occurrences of assault/fighting will be cumulative throughout the time a student is in high school.***

### **FIREWORKS: POSSESSION AND/OR USAGE (DFIR)**

The use, possession, and distribution of fireworks, smoke bombs, or any similar items that are detrimental to the health and safety of the students and/or organization of the school are prohibited. Students or others engaging in these acts on or around campus may be subject to disciplinary action and/or prosecuted under the City of Troy ordinances.

#### **Possession:**

***1st Offense*** *3-5 days ISS*

***Subsequent Offenses*** *5-10 days ISS, up to 10 days OSS*

#### **Use:**

***1st Offense*** *1-10 days OSS, notification to Law Enforcement, and documentation in the Student's discipline record.*

***Subsequent Offenses*** *OSS for the remainder of the semester (not less than 20 days), notification to Law Enforcement, and documentation in Student's discipline record.*

***Occurrences will be cumulative throughout a student's time in school.***

### **FORGERY/FALSE REPRESENTATION (DFOR)**

Any alteration and/or misuse of passes, notes, letters, doctor's notes, parking passes, etc. This includes making false reports or telephone calls concerning a student.

***1st Offense*** *3-5 days ISS*

***Subsequent Offenses*** *5-10 days ISS, OSS*

***Severe Clause: Serious circumstances will may be referred to Law Enforcement or the Lincoln County Juvenile Office***

### **HABITUAL DISCIPLINE REFERRALS (HOFF)**

*Excessive referrals may result in increasing consequences ranging from loss of privileges, ISS, OSS, or referral to Superintendent. It is at the discretion of the administrator whether or not a*

student will be considered a habitual offender. Any student who receives five (5) or more discipline referrals may be considered a habitual offender and subject to consequences outlined above.

**HARASSMENT - Refer to Policy & Regulation 1300 (HARR)**

Troy Buchanan High School prohibits any and all forms of unlawful harassment and discrimination because of race, color, national origin, ethnicity, disability. Violations to the District Policy (see General Expectation) will be subject to the following consequences:

*1st Offense:* *Principal/student conference, loss of privilege, detention, ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement*

*Subsequent Offenses* *ISS, 10 days OSS, referral to Superintendent, possible notification to Law Enforcement*

**HORSEPLAY (DHPL)**

Horseplay is rough or boisterous play or pulling pranks in the school setting. Horseplay can be activities, such as joking, including but not limited to physical contact, playing around, racing, grabbing and participating in unauthorized contests.

*1st and Subsequent Offenses:* *ISS, possible OSS*

**INAPPROPRIATE SEXUAL CONDUCT (IISC)**

Forcibly, intentionally, or consensually touching oneself or another person's body and/or clothing in the area of breasts, buttocks, or genitals; using sexually intimidating language, objects, or pictures (includes sexting); displaying breasts, buttocks, and genitals. If the conduct rises to the level of Sexual Harassment as defined in Policy and Regulation 1300, it will be investigated per that policy.

*1st Offense:* *Principal/student conference, loss of privilege, detention, ISS, OSS, possible referral to Superintendent, possible notification to Law Enforcement*

*Subsequent Offenses* *ISS, OSS, referral to Superintendent, notification to Law Enforcement*

**IN-CLASS MISCONDUCT OR DISRUPTION (DCLA)**

Any disruptive conduct that interrupts the educational process in the classroom.

*1st Offense* *Detention, and/or 3 blocks ISS*

*2nd Offense* *Detention and/or 3-5 blocks ISS*

*3rd Offense* *3 full days ISS with re-entry conference (administration, teacher, parent, student)*

*Subsequent Offenses* *ISS, OSS, or expulsion from the class and receive a grade of F for the class*

### **INSUBORDINATION (DINS)**

Students who are unwilling to cooperate with staff member's directives will be considered insubordinate. Students who leave class without permission will be considered insubordinate.

*1st Offense* detention, ISS, 1-10 days OSS

*Subsequent Offenses* ISS, OSS, possible referral to Superintendent

### **OUT OF ASSIGNED AREA (AOAA)**

When a student is in an area on campus not designated or defined by their schedule without a pass. This includes leaving the lunchroom without permission

*1st Offense* Principal/student conference, detention

*2nd Offense* Detention, ISS

*Subsequent Offenses* Up to 3 days ISS

### **PARKING VIOLATIONS (DPAR)**

Violations to the student parking expectation (see General Expectations) may result in the consequences found below:

*1st Offense* Loss of parking pass for 1 week and Saturday Detention

*Subsequent Offenses* Loss of parking pass for up to 30 days, detention, ISS, OSS, car towed.

**Parking permits are not transferable and must be used solely by the student registered. The loaning of permits may result in disciplinary consequences for both parties involved.**

### **PHYSICALLY AGGRESSIVE BEHAVIOR (DPAB)**

Pushing, shoving, scuffling, or other types of behavior that could result in injury to another person.

*1st Offense* 3-5 ISS, possible OSS

*Subsequent Offenses* 5-10 ISS, possible OSS

### **PROFANE LANGUAGE (DPRO, DLEM)**

Use of words or actions, verbal, written, or symbolic not appropriate for the school setting.

#### **Directed at a Staff Member:**

*1st Offense* 5 days OSS and up to 5 days ISS upon return

*Subsequent Offenses* 10 days OSS and up to 10 days ISS upon return

#### **Directed at a Student:**

*1st Offense* 3-5 days ISS and/or possible OSS.

*Subsequent Offenses*                      5-10 days ISS and/or possible OSS

**Severe Clause:** *By administrative determination, severe acts of profane and/or threatening language may result in consequences in excess of those outlined above.*

**PUBLIC DISPLAYS OF AFFECTION (DPDA)**

Physical contact that is inappropriate for the school setting.

*1st Offense*                                      *Principal/student conference, Detention, ISS*

*Subsequent Offenses*                      *ISS, 1-10 days OSS*

**RACISM/PERSONAL DEFAMATION (RACE)**

Harassment of a student consisting of verbal, written, or physical conduct relating to an individual's race or color when:

- The harassing conduct is deemed to be severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
- The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

*1st and Subsequent Offenses*      *10 days OSS, referral to Superintendent*

**SAFE SCHOOLS ACT VIOLATION (FELO)**

A student who has been charged with, convicted or pled guilty of general jurisdiction (i.e., an adult court, not a juvenile court) to commission of a felony criminal violation of state or federal law may be suspended or expelled.

Students shall be immediately suspended and may be expelled if a petition has been filed in Juvenile or Family Court alleging that the student has committed, or if the student has been found by the Juvenile or Family Court to have committed an act while if committed by an adult would be one of the following Safe Schools Act violations as defined by Missouri State Law:

1. First degree murder
2. Second degree murder
3. First or second degree assault
4. Forcible rape
5. Forcible sodomy
6. Burglary in the first or second degree
7. Robbery in the first degree
8. Distribution of drugs
9. Kidnapping, when classified as a Class A felony
10. Arson
11. Voluntary or involuntary manslaughter
12. Second degree assault
13. Sexual and deviate sexual assault
14. Felonious restraint
15. Property damage in the first degree
16. Possession of a weapon
17. Child molestation
18. Sexual abuse

- 19. Sexual misconduct involving a child
- 20. Harassment
- 21. Stalking

If the charges are substantially dismissed or the student is acquitted, the student may be re-admitted or enrolled.

**SEXUAL HARASSMENT - Refer to Policy & Regulation 1300 (DSLH, IAS)**

Unwanted or inappropriate sexual advances, requests for sexual favors, sexually motivated physical conduct, other verbal or physical conduct or communication of a sexual nature, or discrimination or harassment because of sexual orientation, or perceived sexual orientation.

*1st Offense:* *Principal/student conference, loss of privilege, detention, ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement*

*Subsequent Offenses* *ISS, 10 days OSS, referral to Superintendent, possible notification to Law Enforcement*

**TARDIES (ATRF)**

Referrals are assigned for every 3rd tardy to class. A student who is more than 5 minutes late to class without a pass will be referred to the office. Tardies are cumulative per semester.

*1st Referral* *40-Minute Detention*

*2nd Referral* *90-Minute Detention*

*3rd Referral* *4 Hour - Saturday Detention*

*Subsequent Referrals* *ISS, possible Parent Conference, possible notification to juvenile office*

**TECHNOLOGY USE/MISUSE (DELIC)**

Student usage of electronic devices in schools poses increasing risks of misuse, such as school disruptions, bullying, criminal activity, and academic dishonesty. Use of electronic devices may be allowed during instructional time for instructional purposes specific to the classroom lesson at the discretion of the teacher and the building administrator. Student misuse of an electronic device that leads to a disruption of the educational setting will not be tolerated.

Students must complete an Acceptable Use Policy Agreement each year to have access to the District network. Usage of technology (computers, laptops, iPads, etc.) in the classroom will be for instructional purposes tied solely to the educational curriculum/lesson at the discretion of the classroom teacher.

For additional guidelines, usage and care refer to the Personalized Learning Handbook.

Telephones are available in the office for students to contact their parents for legitimate reasons. Students may also use the office phones between classes and during lunch with administrative permission.

Students violating these expectations will face the following disciplinary action:

<b><i>1st Offense</i></b>	<i>Conference with teacher/administrator, Possible assignment of Day-User status possible loss of technology privileges, Detention, ISS</i>
<b><i>2nd Offense</i></b>	<i>Possible assignment of Day-User status, possible loss of technology privileges, Detention, ISS</i>
<b><i>Subsequent Offenses</i></b>	<i>Possible assignment of Day-User status, Loss of technology privileges, Detention, ISS, Possible OSS</i>

***Severe Clause: By administrative determination, acts of harassment, bullying, possession or distribution of pornography through the use of an electronic device may result in consequences in excess of those outlined above.***

**The use of electronic devices in locker rooms, restrooms, or any other dressing room area is STRICTLY prohibited at ALL times.**

**THEFT AND/OR POSSESSION OF STOLEN PROPERTY (DSTE)**

Theft, attempted theft, or possession of stolen property. This includes possession of missing property and/or found property that does not belong to the student.

<b><i>1st Offense</i></b>	<i>Restitution, 3-5 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement</i>
<b><i>Subsequent Offenses</i></b>	<i>Restitution, OSS and referral to Superintendent, notification to Law Enforcement.</i>

***Items stolen with a value of \$100 or more will automatically result in OSS.***

**THREATENING LANGUAGE (DTHR, DRTH)**

Use of words or actions, verbal, written, or symbolic not appropriate for the school setting or meant to harass or injure another person; i.e., threats of violence or defamation of a person’s race, religion, gender, or ethnic origin.

***Directed at a Staff Member:***

***Ist & Subsequent Offenses*** *OSS, possible referral to Superintendent, possible notification to Law Enforcement*

***Directed at a Student:***

***Ist & Subsequent Offenses*** *ISS, OSS, possible referral to Superintendent, possible notification to Law Enforcement*

***Severe Clause: By administrative determination, severe acts of threatening language may result in consequences in excess of those outlined above.***

**THREATS OF A CATASTROPHIC NATURE (THRT)**

Any threat of catastrophic nature (i.e. threats towards school, bomb threats) will result in an automatic referral to the district’s threat assessment team.

***Ist & Subsequent Offenses*** *10 days OSS, referral to Superintendent, notification to Law Enforcement.*







## **GENERAL INFORMATION**

### **ASBESTOS INFORMATION**

The Lincoln County R-III School District has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at our administrative office during regular office hours.

### **DISTRICT COMMUNICATION**

The Lincoln County R-III School District partners with ParentSquare to provide families with a FREE mobile app available in Google Play or the Apple App Store. Search for ParentSquare, download, and log in using the email address that is on file with LCR3. ParentSquare is convenient and customizable to your family's needs. It provides a one-stop-shop for all of your children in the LCR3 School District by providing a personalized feed, building calendars, lunch menus, and direct communication with teachers, sponsors, and coaches.

ParentSquare is also the platform that the district and its schools use to notify parents in an emergency, school closings, or with general updates and reminders. It helps prevent missed connections from your

school by storing push notifications in your app regardless of incorrect contact information or poor cellular reception. Download the ParentSquare App for FREE today. To find out more and customize your language and delivery methods, visit [www.troy.k12.mo.us/parentsquare](http://www.troy.k12.mo.us/parentsquare).

### **BULLYING POLICY- Policy 2655**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyber-bullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the 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. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal focus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

## **BUSES, TRANSPORTATION, AND BUS CHANGE REQUESTS**

Lincoln County R-III School District owns and operates its own buses. Any student living more than 1 mile from school has the privilege of riding the school bus. This privilege is maintained by the student's proper conduct on the bus. State law says that classroom behavior is to be observed on the school bus and that the driver has the authority to control and discipline the students riding the bus as needed. Students are to go directly to their bus in the afternoon when school is dismissed.

Students who ride the Lincoln County R-III School District buses are to observe the following rules and instructions:

- Students will obey the driver.
- Students will remain seated in their assigned seat unless exiting the bus.
- Students will keep hands, feet, and all other objects to themselves and inside the bus.
- Students will use respectful language (at appropriate levels) at all times.
- Students will follow all rules and expectations as outlined in the student handbook.
- Students will be on time; the driver cannot wait for those who are late. Students should arrive at bus stop 10 minutes before their assigned bus arrival time. Please allow 10 minutes after assigned drop off time for your child to arrive.

Remember that it is a PRIVILEGE to ride the school bus, and if at any time there is an infraction of any of the rules, the student is subject to losing this privilege. If it becomes necessary for the driver to refer a student to the Principal's office for repeated infractions of these rules or any other form of behavior deemed inappropriate by the driver, the driver will fill out a Bus Conduct Report and deliver it to the Principal at the earliest possible time. The driver's description of the misconduct must be as specific as possible according to the way he/she witnessed it or perceived it through reports from reliable sources.

### **Bus Change Requests**

For the safety of student riders and consideration of bus capacities, the use of bus passes will be granted for emergency situations ONLY.

## **CAFETERIA/COMMONS**

Students are not to leave the cafeteria/ commons area during lunch; students should not be in the academic wings for any reason during their lunch period. Restrooms are located across from the main office next to the cafeteria/commons.

Students leaving the commons area during lunch without permission will be considered out of area as defined in the Code of Conduct. Students leaving campus during lunch will be considered truant as defined in the Code of Conduct.

### **2022-2023 Meal Pricing**

#### ***Tray Lunch***

Full Price	\$3.75
Reduced	\$0.40
Free	FREE
Adult	\$4.00

#### ***Breakfast Meals***

Full Price	\$2.10
Reduced	\$0.30
Free	FREE
Adult	\$2.25

### **Meal Charging Procedures**

Lincoln Co. R-III School District and Chartwells School Dining Services serve students with quality, well-balanced meals at affordable prices. All students have a meal account that is used to keep track of student deposits and purchases. Parents can view the balances of their child's meal account via the SISK12 Parent Portal.

Below are the District's practices in accordance to Policy 5550 for high school students purchasing meals at school:

- High school students are not allowed to charge any meals.
  - If the meal account is negative, the student may receive a designated menu alternate for both breakfast and lunch.
  - No charges will be allowed for ala carte foods and beverages. Students must have funds available to purchase.
- Parents/guardians of students with negative balances will be contacted electronically, by correspondence, or by phone call by the building's administrative office or by the Food Service Department.
  - Email notifications will be sent weekly to parents of all students.

- Secondary students will be reminded verbally of their daily balance by the cashiers.
- On May 5 annually all charging will be cut off.
  - Parents/guardians will be contacted via phone calls, emails, and/or hard copy letter requesting “payment in full.” If there are financial hardships, parents will be offered to set up a repayment plan for their student(s) by building office personnel.
  - All charges not paid before the end of the school year will be carried forward into the next school year.
  - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
- Meal applications are included in Student Enrollment Packets and sent home with all students the first day of school. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
- Each building principal will notify all parents of this policy via the student handbook. This policy will also be published on the District’s website and communicated to all staff members and food service personnel.

**Free and Reduced Meals Program**

The Free and Reduced Meal Program is available for families with financial hardships and are unable to pay the full price of meals served in schools for their child(ren). A new application must be filled out every school year. Applications can be obtained via the district website, school building, or at Central Office after July 1 of each year.

To apply, fill out a Free and Reduced Meals Application and return it to the school. Use one Free and Reduced Meals Application for all students in your household. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year and extend into summer school as well. If your child(ren) qualifies, reduced meal prices are \$.30 for breakfast and \$.40 for lunch or free for both breakfast and lunch.

USDA Non-discrimination Statement: This institution is an equal opportunity provider.

**COMPLIANCE STATEMENT - TITLE IX 86.34**

This school will not provide any course or otherwise carry out any of its education program or activity separately on the basis of sex, or require or refuse participation therein by any of its students on such basis, including health, physical education, industrial, business, vocational, technical, home economics, music and adult education courses.

**COMPLIANCE STATEMENT - SECTION 504 84.4**

No qualified disabled person will, on the basis of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity of this school which receives or benefits from federal financial assistance.

**CONCEAL AND CARRY**

Unless otherwise authorized by law, pursuant to Missouri Revised Statute 18 U.S.C. 921, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous device into a school safety zone.

## **DANCES**

School dances are open to District students in grades 9–12 who are in good standing. Students are required to present a valid school ID for admission. Dance guest applications must be filled out and returned to the main office for administrative approval prior to the date of the dance in order for non-District students to attend. Once students leave a dance, they may not return. Students must be in good academic standing, current on all fines and fees, and be in attendance at least ONE HALF of the prior school day to attend.

## **DELIVERIES**

Lincoln County R-III Schools discourages any deliveries to students at school. No deliveries will be made to students during the school day. Should a delivery occur, the student may pick up the item after the school day in the office.

## **DRESS CODE**

All students are asked to help themselves and their school to maintain a clean, neat, and tastefully dressed student body that contributes to the positive educational environment and the health and safety of all. Appropriate footwear is required at all times.

Students are not to wear articles of clothing, which are imprinted with suggestive or inappropriate graphics or statements or any clothing that is an advertisement for tobacco, drugs, or alcoholic beverages. Also, pins and "buttons" of this nature are not to be worn. Boxers, bedroom wear, sagging pants, or other immodest clothing (clothing that exposes underwear, bellies, bottoms, backs, etc.) that detracts from the learning process, should not be worn. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

If, in the opinion of the administrators, any clothing or accessories are worn by students in violation of this policy, the students will be required to change or cover said clothing, or remove said accessories, or will be sent home to do so. Refusal to change or cover said clothing or accessories will result in the student not being allowed to attend class until they have complied with this policy.

Any student that violates the dress code will be subject to the consequences outlined in the Student Code of Conduct.

## **DRUG FREE SCHOOLS - Policy 2641**

Pursuant to requirements of the Safe and Drug-Free Schools and Communities Act, pursuant to the requirements of the Safe Schools Act, and for the purpose of preventing the use of alcohol, tobacco, and drugs by students and maintaining a safe and drug-free environment that supports student academic achievement, the District shall provide an age-appropriate, developmentally based drug and alcohol education and prevention program that will be incorporated into the total education program.

Such program will address the legal, social and health consequences of drug, tobacco and alcohol use, and provide information about effective techniques for resisting peer pressure to use drugs, tobacco and/or alcohol.

As permitted by law, the District will cooperate with government and private agencies offering services related to drug, alcohol and tobacco problems. The District will provide information

about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug, tobacco and alcohol prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## **DRUG AND ALCOHOL POLICY**

The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of any unauthorized prescription drug, narcotic drug, controlled substance, illegal drug, counterfeit substance, and/or imitation controlled substance (collectively as used herein “drug(s)”) is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct at school, any school activity, or on a District-owned or approved vehicle is strictly prohibited. The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of alcohol is also prohibited, as is the use, possession, sale, distribution, transfer, purchase, and/or receipt of any drug-related paraphernalia. Violations of this policy will be subject to the disciplinary action set forth in the District’s discipline policies and regulations, which may include student drug testing as set forth in Regulation 2642.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws, and the District may take disciplinary action – to the same extent that disciplinary action is taken against non disabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act.

However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student’s behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the District’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed healthcare professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses’ statements. While not required, District administrators may request a student suspected of drug-related misconduct submit to a drug test as set forth in District policy and Regulation 2642. Conduct that includes the sale, transfer, distribution, use, possession or being under the influence of unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in the District’s discipline policies and regulations.

### **Drug Violation Consequences**

The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of any unauthorized prescription drug, narcotic drug, controlled substance,

illegal drug, counterfeit substance, and/or imitation controlled substance (collectively as used herein "drug(s)") at school, any school activity, or on a District-owned or approved vehicle is strictly prohibited. [1] The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of alcohol is also prohibited, as is the use, possession, sale, distribution, transfer, purchase, and/or receipt of any drug-related paraphernalia.

When an administrator has reasonable suspicion to believe a student has been using, is in possession of, under the influence of, has sold, distributed, transferred, purchased, and/or in receipt of any of the drugs set forth above or is in possession of drug-related paraphernalia, the student may be drug tested as set forth in Board of Education Policy and the Drug Testing Procedures section herein. The testing shall be completed within twenty-four (24) hours (weekend exclusive) of parent/guardian notification. An administrative determination may be made to include student drug possession of non-controlled drugs within the same standards of treatment as controlled drugs as per an administrative assessment of the intent and purpose of the student's use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt.

Students who engage in misconduct in violation of this Procedure and/or Board of Education Policy 2642 will be subject to the disciplinary consequences outlined below. A student who receives a long term suspension for drug or alcohol-related misconduct may qualify for early readmittance under certain conditions set forth specifically below. Early readmittance is a voluntary choice which allows the student to return to school sooner and encourages education regarding the physical, mental and emotional harm caused by drug or alcohol abuse. Students who choose early readmittance shall have the length of his/her out-of-school suspension reduced so long as the student complies with the requirements for early readmittance. Failure to comply with all of the conditions of early readmittance, which may include negative results to random voluntary drug tests for a designated period of time, may result in the reinstatement of the remaining days of the original long-term suspension. A student who does not choose early readmittance will suffer no adverse consequences and will merely serve the length of the original suspension.

### **Drug Testing Procedures**

The District will use a laboratory certified by the U.S. Department of Health and Human Services. The lab will first run an enzyme multiplied immunoassay technique "EMIT" test. If the EMIT test results are positive, the lab will run a gas chromatography-mass spectrometry "GCMS" test, a more sophisticated drug test that is standard in the industry.

For those Students who voluntarily consent to random drug tests following a suspension for drug-related misconduct, the time frame for these tests will be determined by random selection on any day of the month.

All currently available drug tests have the possibility of producing a "false positive." This means that if a Student is taking any over-the-counter prescription medications, the test may produce a positive reading. In addition, certain foods have been known to produce false-positive results. Consequently, the Student should disclose, prior to the test, to the school administrator and the testing center any such medications that the Student is taking. If the Student does not disclose such information prior to testing and a positive test results, the Student shall provide such information subsequent to testing in order to satisfactorily explain a positive result. A subsequent test shall be given if such information is not deemed satisfactory.



The laboratory will also test the sample for adulterants and forensically identify nitrite adulteration of the urine sample. The sample shall be tested for nitrite, pH, creatinine and specific gravity.

If laboratory results indicate a sample has been adulterated in any manner, a subsequent test shall be given. If the subsequent test again shows the sample has been adulterated, the test shall be considered positive.

### **Treatment/Rehabilitation**

If a Student is serving an out of school suspension for drug-related misconduct and has a voluntary drug test that indicates that the Student's substance levels are not decreasing while being serviced in an accredited treatment/rehabilitation program, the Student will remain on suspension until satisfaction of the conditions for early readmittance associated with his/her misconduct, or the end of the original length of the out of school suspension issued to the Student, whichever occurs first.

If a Student chooses early readmittance for drug-related misconduct and the student has a drug screening which is positive for any drug prohibited under this policy during a follow-up random drug test after the Student's return to school, the Student's original suspension will be reinstated and the Student will serve the days remaining on the original out of school suspension that the Student would have served had the Student not elected early readmittance. The positive random drug test will not be deemed a new disciplinary offense.

### **Payment for Testing**

The Lincoln County R-III School District will pay for the testing done at its request. Any additional, independent tests from a state licensed, accredited facility submitted by the Student or custodial parent/guardian will not be paid for by the District. In addition, the District will not be responsible for the cost of any counseling or subsequent treatment. The District reserves the right not to recognize testing results from independent facilities and/or agencies.

### **ELEVATOR USE**

An elevator key may be secured by completing a request form available in the main office. A \$5 deposit will be charged per key. The key must be returned when it is no longer needed or the deposit will be forfeited.

### **EMERGENCIES**

In case of an emergency, do not try to handle it alone. Secure the aid of an administrator/teacher right away and then report the emergency to the main office as soon as possible. The office staff will know how to deal with an emergency situation and can secure aid sooner if informed properly and promptly.

### **FINAL EXAMS**

All students will take a comprehensive exam in all classes at the end of each semester. Final Exams may not be taken early. Make-up dates will be announced at the end of each semester.

### **HALL PASSES**

During class time students are not to be out of their classroom without a hall pass. Students must have a signed pass to leave a classroom. Leaving class without permission will result in disciplinary consequences.

## **HARASSMENT POLICY - Policy 1300**

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Title and/or Name: Director of Human Resources and/or Director of Student Services

Address: 951 W College, Troy, MO 63379

Number: 636.462.5194 or 636.462.4981

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

## **INSTRUCTIONAL SERVICES – Policy 6116: Curriculum: Human Sexuality**

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students;
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;

6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures.
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the internet.
14. Teach students the importance of having open communication with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's Cyber Tipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting amount friends.
17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, conduct of a person in authority towards a subordinate.
18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress or without the person's consent.
19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:
  - a. A person does not verbally or physically consent; or
  - b. Submission to an act is the result of force, threat of force, or the placement of another in fear; or
  - c. A previous or current dating, social, or sexual relationship in and of itself; or
  - d. A person chooses to dress in any particular manner; or
  - e. A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.

An expression of lack of consent through words or conduct means there is no consent.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

## **LIBRARY MEDIA CENTER GUIDELINE**

The Library Media Center has 20,000+ books, and three databases for use by students and faculty. There are also games, puzzles, and crafts available for use.

**Library Hours:** 6:45am - 3:15pm

### **Library Media Center Expectations**

- When entering the Library Media Center, before or after school, no pass is needed. During school hours, students should have a pass from the sending teacher. If the LMC is already full because of scheduled classes, students will be asked to return to class. Students may get a pass for Academic Lab from the library on the morning of the day needed.
- Drinks must have a lid. No food allowed, please.

### **Book Check Out**

There is no limit to the number of items a student may check out, as long as there are no overdue materials or fines. Materials are checked out for two weeks; weekends are not included in the possible dates due. The fine for overdue material is \$ .05 per day, per item. Students are requested to show their ID to check out library materials. Overdue notices are given weekly to Academic Lab teachers.

### **Destiny**

Destiny is our online public access catalog. Patrons may search by subject, author, title, or keyword. The catalog is available on all networked machines in the building and through the district's website.

### **Epsilon Beta Library Club**

Students who wish to help in the Library and desire to encourage other students to read may join Epsilon Beta. This includes helping keep the Library in order, shelving books, and planning activities for students. Epsilon Beta students, plan activities for Teen Read Week and National Library Week, compete in Quiz Bowl and attend a two-day state convention. Students may compete for state offices when they attend the spring convention. Students belong to the local and the state club and may hold local and/or state offices.

### **Missouri Gateway Book Award**

Each year, fifteen books are put on the reading list for the Gateway Award. These books have been written especially for young adults or written for adults, but with high interest to young adults. Students who read at least three of the books are allowed to vote for the winner in March. The winner is announced at the Missouri Association of School Librarians Convention in April. Students who read at least five by May 1st are recognized at the Awards Ceremony.

### **Online Databases**

- Ebsco
  - At school: no password

- At home: troyr3/trojans@21
- World Book
  - Username: tbhslib
  - Password: tbhslib
- Gale (three databases available)
  - At school: no password
  - At home: trojans

**LOCKER ASSIGNMENTS:**

Students will be assigned lockers for the storage of books, clothing, personal items, etc. Students are not allowed to change lockers or share a locker with another student. The school is not responsible for lost or stolen items. Students are required to clean out their assigned locker at the end of the year. Maintaining and cleaning out gym lockers are the students' responsibility as well.

**LOST AND FOUND ARTICLES:**

The main office maintains lost and found articles. Students are asked to bring any articles that have been found to the office. Any items not claimed by the end of each semester, or when the volume of items dictates, will be donated.

**MEDIA**

**Photography Notice:**

Photographs and videos of students may be used for classroom projects, the district website, and other school-related purposes. If you do not wish your child to be photographed, please submit a written notice to your child's school, and we will ensure that their image is not used for these purposes. Parents will be notified in advance of individual student interviews for external media organizations or any other situations where an outside organization may be taking photographs of specific students. Public events such as athletics and concerts are not covered by this notice. Photos posted on our websites and social media accounts will not contain student names, unless such student is being identified as the recipient of an award or honored for an achievement.

**Notice of Designation of Directory Information:**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lincoln County R-III School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lincoln County R-III 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 the Lincoln County R-III School District to include this type of information from your child's educational records in certain school publications. Examples include:

**A playbill, showing your student's role in a drama production; 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 as Defined in Regulation 2400, 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 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 Lincoln County R-III School District to disclose directory information from your child’s educational records without your prior written consent, you must notify the District in writing with in ten (10) school days of registration with the District. Lincoln County R-III School District has designated the following information as directory information:

**Student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.**

## **MEDICAL INFORMATION**

The school health program is under the direction of a licensed nurse. Each year you are required to complete a Health Inventory Form for each student. This information is viewed by the school nurse annually. In the event that your child has a medical diagnosis of asthma, diabetes, seizure disorder, or a severe allergy, you will need to complete additional forms. These forms can be obtained through the [Health and Wellness Services Department](#) on the Lincoln County R3 website or the school nurse. It is important that all emergency contacts are up to date.

### **Medication Policy:**

#### **Standing Orders:**

The Lincoln County R-III School District, in partnership with Dr. James Bockhorst, has established medical standing orders to service our students more efficiently. These standing orders are reviewed annually. A signed standing order form allows the school nurse or designee to administer over the counter medication to your child. Only students whose parents/legal guardians have signed the form are allowed to be given medication. The medication available is listed on the standing order form. This form is sent home at the beginning of each school year. Additional forms can be obtained from the school nurse.

#### **Prescription Medication and OTC Medication NOT listed on the Standing Order Form:**

Medication will be given by designated school personnel only on orders of a physician and written authorization of a parent/legal guardian. Both prescription and over-the counter medication (not listed on the standing orders) must be brought in by an adult, in the original prescription bottle along with the doctor’s note that gives instructions on administering the medication. Students are NEVER allowed to carry medication on the bus or at school. This permission must be renewed annually. The district will not administer the first dose of any medication. **DO NOT allow your student to bring any medication to school.**

#### **First Aid:**

The school attempts to provide the safest environment for children. If an accident does occur, the school nurse will render first aid and call parents or the family physician if she believes that further medical attention is needed. Any treatment beyond first aid will be the responsibility of the parents/legal guardian. Any injuries occurring at school should be reported to the office. In an emergency, the student will be taken to Mercy Hospital Lincoln unless otherwise specified.

### **Illness at School:**

If your student becomes ill at school, parents/guardians will be notified. The school will call the appropriate emergency numbers provided by the parents.

Your child will be sent home from school for the following signs/symptoms:

- Temperature/Fever greater than 100.1
- Difficulty breathing or wheezing without proper treatment or failure to respond to treatment.
- Vomiting or diarrhea (two or more episodes)
- Sore throat with fever and /or symptoms of possible strep throat(white patches on tonsils or enlarged red tonsils)
- Rash that could be contagious.
- Eye drainage
- Unusual Color of Skin, Eyes, Stool, or Urine.
- Head lice infestation =Live lice(See lice procedure on R3 website for more details)

### **Immunizations:**

All students attending public schools are required to comply with the state programs mandating immunization against specific diseases. Failure to comply with the Districts immunization requirements will result in exclusion from school until proof of compliance is provided. (Policy 2850, Regulation 2850)

- If the student cannot receive the needed immunization(s) for medical reasons, an original medical exemption card (**a copy will not be accepted**) will need to be completed and signed by a physician and filed in the student's health record.
- If the parent/guardian objects to immunizations for religious reasons, an original exemption card (**a copy will not be accepted**) must be signed by the parent/guardian and verified by the school nurse. **A new card for a medical exemption and a religious exemption are required for each new school year.**
- In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with State Rule 13 CSR 50-101.0412. The only exception will be students with a signed letter from a physician saying they have already had the disease and have available laboratory confirmation of immunity.

### **Vision and Hearing Screenings:**

All public schools are required to conduct vision and hearing screenings for each student. These screenings will most likely be done during the first quarter. Parents will be notified via letter and/or email/ParentLink if there are any concerns.

Hearing screenings will be completed for students in kindergarten and grade 1 only.

- Emphasis is always placed on the youngest population. (Missouri Department of Health and Senior Services – Guidelines for Hearing Screenings)
- The range of normal hearing is -10 to 20 decibels.

Vision screenings will be completed for students in grades 1, 3, and 5 only.

- Only 1st and 3rd grade students are required with near and distance acuity, Random Dot E. (Missouri Department of Health and Senior Services – Guidelines for Vision Screening in Missouri Schools)

## **OFF CAMPUS BEHAVIOR (POLICY 2600/2610)**

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion.

Students forfeit their right to a public school education by engaging in conduct prohibited in the school handbook, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

Finally, the School District reserves the right to suspend any pupil who has been charged, convicted, or plead guilty in a court of general jurisdiction (Missouri Circuit Court or a Federal District Court) for the commission of a felony violation of state or federal law.

The District will provide annual in-service training concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

## **PASSING PERIOD**

The time between classes is a transition from one class to the next. There is to be no loitering, students are to travel from one class to the next with possible stops at their lockers or the restroom as needed. Students are not to be in the parking lot or out of academic areas between classes.

## **PLAY AND MUSICAL SELECTION POLICY**

The Lincoln County R-III School District School Board and Administration recognizes student theatrical performances as essential to the establishment and maintenance of an atmosphere that fosters intellectual, cultural and artistic exchanges. The following protocols are designed to support theatrical performances that challenge, nurture and extend student skills.

Protocols for play/musical performance selection process:

- The drama sponsor(s) and/or choir director will present a proposed play/musical to the principal at least four weeks prior to auditions or technical crew selection.
- The drama sponsor(s) and/or choir director will ensure the proper procedures are followed regarding copyright laws and the formal purchasing of the performance.
- A copy of the proposed play/musical will be submitted for review by the principal.
- The version of the script presented to the principal is the version to be performed. If modifications are made to an established script, they will be presented to the principal before the script is approved.



- During the review process, the principal can suggest changes to the sponsors regarding the content of the script.
- The principal may confer with additional building and district level administration during the review process. The final decision on the production will be the responsibility of the building level principal.
- When the review process is completed and a decision is made, the principal will meet with the sponsors and outline the details of the final decision.

## **PHYSICAL EDUCATION**

### **Excuses:**

Students requesting to be excused from physical education for medical or other reasons must have a written excuse from a doctor or parent. Grade reductions are made for parental excuses. There is no grade reduction for an excuse signed by a doctor. In order to be exempted from taking physical education, a physician's statement is required.

### **Locker Use:**

A \$5.00 locker fee is charged for physical education lockers. This fee is returned when students turn in the lock at the end of the school year.

## **POSTERS/ANNOUNCEMENTS**

An administrator must approve all posters or flyers prior to them being posted around the school or on school premises. School personnel who oversee activities or organizations making posters will guide the process. All announcements to be read over the intercom must be approved prior to them being read. Announcements will be posted across from the main office and read daily during morning announcements.

## **SAFE SCHOOL POLICY**

It is our policy to ensure the highest possible standards of learning as well as the safety, health, and wellbeing of students and employees. We recognize that gang/hate groups and gang/hate group-related activities can substantially interfere with student and employee productivity. We are dedicated to preventing the influence of gang/hate group-related activities in our school and will accept zero tolerance for such activities.

The appropriate school officials reserve the right to punish any gang/hate group or person displaying gang/hate group-related behavior, which is subversive to good order, discipline and wellbeing in our schools.

Other behaviors which are disruptive, inappropriate or offensive (examples being hand signals of any kind, chains, sagging pants, bandanas, and radical hair color) may result in disciplinary action.

Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school administration and outside normal school times for serious acts of misconduct, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the District's disciplinary policy as if the misconduct had occurred at school.

## **SCHOOL SEARCH POLICY**

To maintain good order and discipline in the schools and to protect the safety and welfare of students and school personnel, school administration may search a student, student lockers, or

student automobiles under the circumstances outlined in the guidelines below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

**Guidelines:**

**The Person:** a student's person and/or personal effects (i.e., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If after being informed of the basis for the school official's reason to search, the student does not consent and the circumstances permit, an attempt will be made to contact a parent or guardian and inform them of the circumstances. Even though the parent or guardian may not consent to the search, the school official may proceed with the search, and/or if necessary call Law Enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his/her effects should be conducted out of the presence of other students.

**School Property:** the school owns Student lockers, desks, and other such school property. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

**Automobiles:** students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of school vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

**Seizure of Illegal Material:** if a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**Illegal or Unauthorized Materials:** for purposes of this policy, "illegal or contraband materials" include all substances or materials, the presence of which is prohibited by school policy or state law, including, but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol, or alcoholic beverages, abuse of glue, or creates an intimidating offensive or hostile work or education environment.

**SECRET ORGANIZATIONS, FRATERNITIES, SORORITIES**

Secret organizations, sororities or fraternities, where membership is determined by members themselves rather than on the basis of free choice, can be determined to be detrimental to the conduct and discipline of the school. Such organizations or membership in those organizations are detrimental to the conduct and discipline of the school. Interference with the instructional program by those groups will not be condoned and no such organizational activities are permitted under the sponsorship of the District or its personnel.

**SOLICITATION ON SCHOOL GROUNDS**

No person shall solicit, distribute, sell, or purchase any article or service to any pupil or employee while upon the property of the public schools. (An example of this is the selling and trading of candy, pencils, and other items at school.) The only exception to this policy shall be those things which are considered a related function to school and the instructional program approved by the building principal.

## STUDENT PARKING

All student parking is first come/first serve unless otherwise designated. Saving parking spots is not permitted. Students are expected to park in designated spaces only. *The front circle lot and north/HPAC parking lots are designated for staff and visitors only.* A current PARKING PERMIT should be hung from the rear view mirror support so it is clearly visible from outside the vehicle while a student vehicle is parked on campus. The security of your permit & your vehicle is your responsibility. Lock your parked vehicle. With the number of students and vehicles in the lot, caution is expected at all times. Speed should not exceed 10 MPH.

**Parking permits are not transferable and must be used solely by the student registered. The loaning of permits may result in disciplinary consequences for both parties involved.**

Loitering or littering in the parking lot is prohibited

- Upon arrival, students should park, secure their vehicle, and enter the high school.
- Upon dismissal, students should leave the lot directly; re-parking is not permitted.
- Visiting the parking lot during school hours without permission from a Principal may result in disciplinary consequences.

## TEXTBOOKS

Textbooks are furnished free of charge. However, if a student loses, defaces, or damages a textbook or other materials, he/she will be required to pay for such.

## VALUABLE PERSONAL PROPERTY

**TBHS is not responsible for any personal property brought to school by students.** It is advised that valuable personal property and large amounts of cash not be brought on school premises. Personal property should not be left unattended and should be secured in your locker. TBHS is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property. Student personal property includes, but is not limited to, purses, wallets, watches, jewelry, bookbags, credit cards, cash, checks, electronic devices, notebooks, books, and band instruments.

## VANDALISM - POLICY 2654

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

Any student committing an act of vandalism to any school building, school equipment, school furnishing, or school real property, or to the property of any staff member or student will be required to make monetary payment in the amount required for material and labor to repair or replace the damaged property. This does not prohibit further punitive action by the Board of Education, which grants authority to appropriate school personnel to initiate legal proceedings, in accordance with Missouri School Law and Missouri Revised Statutes, against any student who willfully vandalizes any real or personal property belonging to the school, staff, or students.

## VISITORS - POLICY 1430/1431

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

Political campaigning (i.e. electioneering, distribution of election material, or posting of political signs) is strictly prohibited on school property in order to maintain a safe, distraction-free educational environment. However, the district recognizes the value for students to experience the political process and engage in teacher-led study of government. Related lessons and learning activities approved by the principal shall be allowed as an exception to this policy.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present. Sex offenders cannot reside within 1,000 feet of a school or victim unless the individual is receiving treatment in a treatment facility or nursing home for purposes of getting treatment.

#### **Observations by Parents, Advocates, or Others**

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

#### **Conduct of Adult Visitors**

In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors.

1. Verbally aggressive behavior, which would include, but not be limited to, threats, intimidation and profanity, will result in a loss of access to school premises.
2. Physical or violent behavior will result in a ban from school premises and activities and will be referred to law enforcement.
3. Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

## **STUDENT SERVICES**

### **A+ SCHOOLS PROGRAM**

If state funds are available and our high school continues designation as an A+ School prior to graduation, students may receive reimbursement for college expenses as determined by the Missouri General Assembly while attending a Missouri public community college or public vocational/technical school on a full-time basis. This reimbursement may be for the unpaid balance of the cost of tuition subject to legislative appropriation. This financial assistance is on the condition that the following requirements are met:

- Attend an A+ designated school for any three (3) years prior to high school graduation.
- Graduation from high school with a grade point average of 2.5 or higher on a 4.0 scale (non-weighted GPA).
- Have at least 95 percent attendance record for the four-year period. Graduate with 50 documented hours of unpaid tutoring of students in approved settings.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Make a good faith effort to secure federal post-secondary student financial assistance funds during the last semester of senior year. Complete and submit the FAFSA form. (Social Security number required)
- All males who reach their 18th birthday must register for the Selective Service. (This is a federal requirement regardless of whether you enroll in the A+ program or not).
- Students must score Advanced/Proficient on one of the following End of Course Exams (EOC): Algebra I, Algebra II, or Geometry. Additional alternatives may include a minimum math subscore of 17 on the ACT Math section with a 2.5 GPA; subscore of 16 on the ACT Math section with a 2.8 GPA or a subscore of 15 of the ACT Math section with a 3.0 GPA.

To maintain eligibility after high school graduation, the following requirements must be met:

- Enroll and attend on a full-time basis a Missouri public community college or public vocational/technical school.
- Maintain a grade point average of 2.5 or higher on a 4.0 scale.
- Make a good faith effort to secure federal post-secondary student financial assistance each year.

### **ADVANCED PLACEMENT COURSES**

Students have the ability to take college-level courses coupled with national standardized examinations. The Lincoln County R-III School District, the College Board and the Educational Testing Service provide this opportunity for students to earn college credit while still in high school.

Students who qualify for an AP course have the option, in May of each year, to take the standardized AP credit examination. AP college credit can only be attained as a result of a successful score on the standardized examination. High school graduation credit will be awarded upon successful completion of the course regardless of whether or not the standardized examination is taken.

Students must pay a fee for each AP examination, as charged by the College Board and Educational Testing Service.

Below is the list of AP courses offered at TBHS; the course descriptions can be found under the pages containing that subject area. **Disclaimer: Any letter grade below a C will not receive the weighting in AP or Honors courses.**

- AP Art History
- AP Biology
- AP Calculus
- AP Economics
- AP English Language & Composition
- AP English Literature & Composition
- AP Environmental Science
- AP French
- AP Government
- AP Music Theory
- AP Psychology
- AP Spanish
- AP Statistics
- AP 2D Studio Art
- AP World History

\*\*All AP courses are awarded Honor Points through TBHS on the 5.0 scale.

More information is available at the [Troy R3 Guidance Website](#)

### **ALTERNATIVE METHODS OF INSTRUCTION (AMI):**

Alternative Methods of Instruction (AMI) may be utilized in circumstances of emergency or extended closure for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts.

On days where AMI is assigned, families will be notified through the regular communication channels (phone call, text, email, social media) utilized by the District and their child's school. Electronic and/or web-based assignments and materials will be utilized for AMI and students will have access to District-provided devices and hotspots. When possible, hard copy assignments will be provided as requested.

Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments. Educators will be available electronically during AMI days for guidance with instruction.

### **ASSEMBLIES**

During the school year there will be times when students will be asked to attend an Academic or Activity Assembly. During those assemblies students must sit in the section assigned to their class. Students are expected to behave appropriately and give courteous attention at all times.

### **COMMUNITY YOUTH VOLUNTEER (CYV)**

Students may volunteer for service organizations in the community during one block of their schedule. CYV Coordinator matches students to service organizations based on community needs. Student, Service Organization Supervisor, and Parent/Guardian must all sign and adhere to the CYV Training Agreement. Students are responsible for their own transportation to and from the service organization. It is expected that students spend the entire block, with the exception of travel time, at their respective Volunteer location. Service Supervisors are responsible for providing the student volunteer with job responsibilities associated with their assignment. Grade is based on attendance, performance evaluation, and semester reflections. CYV may not be taken in the same semester as A+ Tutoring. To qualify for CYV students must maintain a 2.5 GPA, be on track to graduate, have a 95% attendance rate (<9 absences per year) and a positive discipline record.

### **CREDIT RECOVERY**

Students who fail a class may be eligible to recover the credit using Launch. Please see guidance for additional information.

### **DUAL CREDIT**

Students can earn college credit by taking advanced high school courses and dually enrolling in the college's reciprocal course. Under the guidelines from the Coordinating Board of High Education (CBHE), the following requirements must be met:

1. These programs are available only to juniors and seniors.

2. A student must have a grade point average (GPA) of 2.5 for MOBAP and SCC, and 3.0 for MSSU.
3. College credit will be granted only when grade is C or higher.
4. Payment must be paid in full by deadline to receive college credit.

Actual courses available for college credit change annually based upon approval of courses by the college and student enrollment.

**Parents and students are advised that a college may not accept college credit earned through any of the programs. It is the student's/parents' responsibility to check with the college that they are planning on attending to see if the college will accept college credit obtained through these advanced credit programs.**

## FEES

Students will be required to pay for materials used in Industrial Technology, Art, Agriculture, and Family and Consumer Sciences to make projects, which will belong to them when completed.

## GRADE CLASSIFICATION

Assignments to grade level classifications are made on the basis of accumulating credits to be on track for graduation in 4 years:

<b>Sophomore</b>	7 ½ – 14 ½ units of credit
<b>Junior</b>	15 – 22 ½ units of credit
<b>Senior</b>	23 units of credit

## GRADE POINT AVERAGE

Grade point average (GPA) is a number representing the average value of the accumulated final grades earned in courses over time. More commonly called a *GPA*, a student's grade point average is calculated by adding up all accumulated final grades and dividing that figure by the number of grades awarded.

- Current grade point average = the average of the course grades for all courses taken that semester only.
- Cumulative grade point average = the average of the semester grades for all courses taken during high school.

Beginning with the Class of 2025 all courses, with the exception of AcLab/WIN time, will be factored into the calculation of a student's GPA. This will include Physical Education, CYV, A+, and School Flex courses.

## GRADE REPORTING, SCALE AND WEIGHTED GRADES

Report cards are issued every nine weeks (quarterly). Recorded on each student's grade card will be the academic and conduct grades for each subject, current grade point average, a cumulative grade point average, and number of days he/she has been absent. The current grade point average is based on the 1st semester and the 2nd semester grades.

The following grading scale is used at Troy Buchanan High School:

90-100 = A	70-79 = C	Below 60 = F
80-89 = B	60-69 = D	

### Weighted Grades:

The purpose of having weighted grades is to encourage our students to enroll in our most rigorous courses in order to maximize their preparation for post-secondary education. A

student must earn a C or higher to receive a weighted grade in courses identified as Tier 2 or 3.

**Definitions:**

<b>AP Courses</b>	Advanced Placement (AP) courses approved through the College Board.
<b>Dual Credit Courses</b>	Courses offered for credit by Missouri Baptist University or St. Charles County Community College (SC) through an agreement with TBHS and are taught by college professors.
<b>Formula</b>	The weight from a weighted course will be added to the GPA prior to averaging of the GPA.
<b>Honors Course</b>	Courses that are more rigorous and designed for high-achieving, college-bound students.

**Tier 1 (no weight):**

Diploma track courses not listed in Tier 2 or Tier 3.

**Tier 2 (0.5 weight per semester):**

<b>English</b>	American Novels, Senior College Prep English, World Literature
<b>Social Studies</b>	Psychology 2, Sociology 2
<b>Math</b>	Algebra 3, Probability and Statistics, Introduction to Calculus, Trigonometry
<b>Science</b>	Anatomy/Physiology, Chemistry, PLTW Human Body Systems, Physics, Medical Interventions, PLTW Medical Innovations, Zoology, Principles of Biomedical Science
<b>Electives</b>	Advanced Accounting, Advanced Computer Science, Ag Management & Economics, College Business Tech, Computer Integrated Manufacturing, Computer Science Principles, Principles of Engineering, Introduction to Engineering Design, Engineering Design and Development, French 3, Spanish 3, Journalism/Yearbook, Cybersecurity

**Any Dual Enrollment Course through our partnering colleges and universities (Missouri Baptist University, St. Charles Community College, Missouri Southern State University and the University of Missouri- St. Louis) fall into Tier 2.**

**Tier 3 (1.0 weight per semester):**

<b>English</b>	AP English Literature and Composition, AP English Language and Composition, Honors English 1, Honors English 2
<b>Social Studies</b>	AP Psychology, AP World History, AP Government
<b>Math</b>	AP Calculus, AP Statistics, Honors Algebra 2, Honors Geometry



<b>Science</b>	AP Environmental Science, AP Biology, Honors Biology
<b>Electives</b>	AP Economics, AP Music Theory, AP French AP Spanish, AP 2D Studio Art, AP Art History

\*See the [Course Description Booklet](#) for specific details of each course.

### GRADUATION EXERCISE

Commencement is a privilege not a right. In order to participate in commencement exercises, a student must have successfully completed all Lincoln County R-III School District graduation requirements. Students who fail to meet all graduation requirements will not be allowed to participate in graduation exercises. Students who fail to complete the graduation requirements in four (4) years have options that include:

- Return to school and complete the credits in which they are deficient.
- Complete the credits in which they are deficient via correspondence.
- Enroll in the Credit Recovery Program and complete the credits in which they are deficient on campus utilizing Launch.

### GRADUATION REQUIREMENTS Classes of 2023 & 2024:

#### Total Unit Requirement:

Possible Credits - 36

Required Minimum for Graduation - 31

The Board has adopted the following graduation requirements and diploma options commencing with the class of 2008:

	<b>REGULAR DIPLOMA</b>	<b>CUM LAUDE</b>
English	4	4
Social Studies	3	4
Math	3	4
Science	3	4
Practical Arts	1	1
Fine Arts	1.5	1.5
Physical Education	1.5	1.5
Health	0.5	0.5
Personal Finance	0.5	0.5
Elective	13	12
Cooperative Education	0	1
Foreign Language	0	2
<b>TOTAL</b>	<b>31</b>	<b>36</b>

**Cum Laude Requirements 2023 & 2024:**

	<u>Cum Laude</u>	<u>Magna Cum Laude</u>	<u>Summa Cum Laude</u>
<b>Required Coursework</b>	<p>*12 honors courses (including at least <u>two</u> in each core area)</p> <p>*Honors courses include at least <u>one</u> AP course</p> <p>*Two credits of Foreign Language</p> <p>*1 credit of Cooperative Education</p>	<p>*12 honors courses (including at least <u>two</u> in each core area)</p> <p>*Honors courses include at least <u>two</u> AP courses</p> <p>*Two credits of Foreign Language</p> <p>*1 credit of Cooperative Education</p>	<p>*12 honors courses (including at least <u>two</u> in each core area)</p> <p>Honors courses includes at least <u>three</u> AP courses</p> <p>*Two credits of Foreign Language</p> <p>*1 credit of Cooperative Education</p>
<b>Credits</b>	36	36	36
<b>Cumulative GPA</b>	3.8-3.99	4.0-4.19	4.2 and above
<b>EOC*</b>	Advanced or Proficient on all EOC exams	Advanced or Proficient on all EOC exams	Advanced or Proficient on all EOC exams
<b>ACT/SAT*</b>	24/1160	26/1240	28/1310

**GRADUATION REQUIREMENTS Classes of 2025 & Beyond: Board of Education - Regulation 2525 - Student Academic Achievement**

**Total Unit Requirement:**

Possible Credits - **32**

Required Minimum for Graduation - **27**

The Board has adopted the following graduation requirements and diploma options commencing with the class of 2025:

	<b>REGULAR DIPLOMA</b>	<b>CUM LAUDE</b>
English	4	4
Social Studies	3	4
Math	3	4
Science	3	4
Practical Arts	1	1
Fine Arts	1	1
Physical Education	1	1
Health	0.5	0.5
Personal Finance	0.5	0.5
Elective	9.5	9.5
Freshman Seminar	.5	.5
Cooperative Education	0	0
Foreign Language	0	2
<b>TOTAL</b>	<b>27</b>	<b>32</b>

**Cum Laude Requirements 2025 & Beyond:**

	<u><b>Cum Laude</b></u>	<u><b>Magna Cum Laude</b></u>	<u><b>Summa Cum Laude</b></u>
<b>Required Coursework</b>	*8 honors courses (including at least <u>two</u> in each core area)  *Honors courses include at least <u>one</u> AP course  *Two credits of Foreign Language	*10 honors courses (including at least <u>two</u> in each core area)  *Honors courses include at least <u>two</u> AP courses  *Two credits of Foreign Language	*12 honors courses (including at least <u>two</u> in each core area)  Honors courses includes at least <u>three</u> AP courses  *Two credits of Foreign Language
<b>Credits</b>	32	32	32
<b>Cumulative GPA</b>	3.8-3.99	4.0-4.19	4.2 and above
<b>EOC*</b>	Advanced or Proficient on 3 out of 4l EOC exams	Advanced or Proficient on 3 out of 4l EOC exams	Advanced or Proficient on 3 out of 4l EOC exams
<b>ACT/SAT*</b>	24/1160	26/1240	28/1310

### **Additional Graduation Requirements:**

The following are required by the Missouri Department of Elementary and Secondary Education for graduation:

- 1 unit of American History
- Pass U.S. Constitution Test (This will be given in 11th grade social studies)
- Pass Missouri Constitution Test (This will be given in 11th grade social studies)
- CPR Certification

### **Attendance Requirement:**

The Missouri State Department of Elementary & Secondary Education recommends eight (8) semesters of attendance; therefore, in accordance with that recommendation, all TBHS students will be highly recommended to attend eight (8) semesters in grades nine (9) and above, except that permission will be granted to graduate after seven (7) semesters of attendance as provided for in Policy 2540 – Early Graduation. In addition, any graduate wishing to participate in graduation exercises is required to attend graduation practice the Friday before graduation.

### **Early Graduation:**

Permission may be granted to graduate after seven (7) semesters of attendance by completing no more than three (3) outside units of approved high school credit and meeting all other specific requirements. Seven-semester graduates will be allowed to participate in graduation ceremonies at the end of the school year. Early graduates will be treated as graduated students for all other activities. Early graduation should be a part of a cooperative plan arrived at by students, their parents/guardians and the school. Applications for early graduation must be submitted to the building Principal by October 15th of the student's seventh semester.

### **School Flex Program**

Eligible students may pursue a timely graduation from high school through the School Flex Program. Eligible students participating in the School Flex Program will be considered full-time students. To be eligible to participate in the School Flex Program, an eligible student must:

- Attend school a minimum of two instructional hours per school day within the District.
- Pursue a timely graduation.
- Provide evidence of college or technical career educational enrollment and attendance, or proof of employment and labor that is aligned with the student's career academic plan developed by the District.
- Refrain from being expelled or suspended while participating in the School Flex Program.
- Pursue course and credit requirements for a diploma.
- Maintain a 95% attendance rate.

## **GUIDANCE DEPARTMENT**

Troy Buchanan High School offers the services of a guidance department to each student. The counselors objective is to assist students in securing an education.

### **Guidance Services Offered:**

- Assist students in realistically appraising themselves and the world of work.
- Aid students in deciding whether or not to go to college and in choosing a school, which will best fit their needs.
- Assist students in obtaining scholarships and financial aid to further their education.
- Assist students in finding employment through various agencies.

- Aid students in their attempt to identify and eliminate causes of academic difficulties.
- Assist students in identifying and solving problems of a personal nature.
- Assist students in choosing high school subjects, which will give them the education they need.

### **ACT Test Dates:**

TBHS students have the opportunity to take the ACT on the National Testing dates below. Please visit the guidance department for registration information.

September 10, 2022	February 11, 2023	June 10, 2023
October 22, 2022*	April 15, 2023*	July 15, 2023
December 10, 2022		

\* Indicates TBHS testing date

### **NATIONAL HONOR SOCIETY**

Students who have a 3.80 cumulative grade point average (weighted) or better for three consecutive semesters and no "I" or "F" semester grades are eligible for the National Honor Society. Students who qualify on this basis are also evaluated on character, leadership, and service, in both school and community, by their teachers and faculty council. Refer to bylaws for additional information.

<https://docs.google.com/document/d/1Cn5YsgvDq5cTT94UGa6I9WUsxmiggZIoNB0ScBntOe0/edit?usp=sharing>

### **PARKING**

Students who are in good academic standing and current on all fines and fees are eligible to drive to school and park on campus as a matter of privilege with a valid permit. To obtain a permit, students are required to submit \$25, proof of insurance, a copy of driver's license and a completed parking permit application to the main office. Spaces are available each day on a first come basis. Parking regulations can be found under General Expectation and for consequences see Code of Conduct.

### **RESIDENCY**

Pursuant to Public School Laws of Missouri (167 RSMo), students attending Troy Buchanan High School must be a permanent resident within the defined Lincoln County R-III School District boundaries and reside with their parent(s) or court appointed legal guardian within such boundaries.

### **SCHEDULE CHANGES**

Requests to drop a course may be approved by an administrator after an exchange of information involving the student, parent, teacher, and counselor. Dropping a course after the first progress report of the semester may result in a failing grade pending teacher recommendation.

It is strongly recommended that change requests be submitted prior to the first day of school. Any changes to a student's schedule after the first day of school must be approved by administration and only on an emergency basis.

### **SOCIAL/EMOTIONAL LEARNING**

#### **DESSA**

We are thrilled to let you know about an exciting program taking place at your child's school this

year. Over two decades of research has helped us understand the important role social and emotional skills play in each child's success in school, in the community, and, eventually, in higher education and the workplace. Skills such as demonstrating self-control, persisting at challenging tasks, making good decisions, and working well in groups are all necessary to being successful students and adults. To support our students in developing these skills that will help them become successful and responsible adults, we will be implementing a life skills program throughout the school district.

As part of this program, our teachers will be using a tool called the DESSA. This tool asks teachers to assess how often a student has demonstrated specific life skills in the past month.

Sample DESSA questions include:

- How often did the child keep trying when unsuccessful?
- How often did the child offer to help somebody?
- How often did the child get things done in a timely fashion?
- How often did the child work well in groups?

The purpose of the DESSA is to identify which life skills (self-awareness, self-management, personal responsibility, decision making, goal directed behavior, social awareness, relationship skills, and optimistic thinking) your child has already learned and what skills they might still need to develop. The DESSA gives teachers and counselors an understanding of which of these skills are strengths for your student, and which ones they need further instruction in. They can then tailor their instruction and/or groups to your student to help them build the skills they need support in. Our goal is to ensure that your child is continuously developing the skills they need for lifelong success.

While the DESSA is just one component of our program this year, we want to make sure that you are informed of our use of this instructional tool. We believe that the information gathered from the DESSA will be beneficial to your child's overall success both inside and outside of the classroom.

The DESSA is published by Aperture Education. Our district chose the DESSA in part because Aperture Education offers a "parent portal" on their website that provides resources, tips, and strategies to parents on supporting their child's development. To view additional information about the DESSA, or the parent portal, visit <https://info.apertureed.com/parent-portal>. Please contact the school principal to discuss any questions or concerns that you may have.

## **RULER**

We are thrilled to be bringing RULER to our students! RULER is an evidenced based approach to social and emotional learning (SEL) and is an acronym for the skills of emotional intelligence. Research shows that understanding and effectively managing our emotions predicts important life outcomes such as greater health and wellbeing, better decision making, higher quality relationships and better performance academically and in the workplace.

Emotional intelligence is about awareness of emotions, understanding how emotions influence us, and using this information to make wiser decisions. We will be using RULER, an evidence-based approach to social and emotional learning developed at the Yale Center for Emotional Intelligence. RULER is an acronym for the skills of emotional intelligence: recognizing, understanding, labeling, expressing and regulating emotions. To learn more about why emotions matter, visit here [www.rulerapproach.org](http://www.rulerapproach.org).

Teachers will be leading lessons that teach students to view emotions as information, continue to improve their RULER skills, to set goals and develop their best selves and to resolve conflicts. The high school curriculum is organized into four years and each year focuses on why emotions matter for different areas, for the high school experience, identity and wellbeing, making choices

and relationships and adult life and the future. Lessons use the four RULER tools as a way for students to better understand the key topics such as [leadership, critical thinking, decision making, motivation, creativity, personality goal setting and stress management].

### **SOCIAL PROBATION**

Any student who has three or more “F’s, NC’s, or I’s” at the end of each quarter/semester will be placed on social probation for the following quarter. The student also forfeits his/her privilege to attend extra-curricular activities as well as parking privileges until the next grading period. Students have an opportunity to regain privileges if they are passing all classes at the next progress report time.

While on social probation, a student forfeits his/her privilege to attend extra-curricular activities as well as parking privileges until the next grading period. The student can only attend his/her academic classes during the normal school day.

### **STUDENT COUNCIL**

The Troy Buchanan High School Student Council has as its goals to provide for student participation in school government, to unify all students under one governing body, to establish better understanding between faculty and students, to create a greater sense of responsibility, and to promote the general welfare of our school. Student Council officers and representatives will be elected in a two-tiered election each spring.

### **STUDENT IDENTIFICATION**

All students are required to obtain a student identification card. An ID card is provided to each student at no cost. There is a \$5 fee for replacing a lost card. Students are to have their student identification card in their possession during school (library, etc.) and at all school functions (dances, athletic events, etc.).

### **SUMMER SCHOOL**

Course offerings will be determined in the spring. Students enrolled in summer school will be subject to the same expectations as the regular school year.

## **EXTRA-CURRICULAR ACTIVITIES**

There are many extra-curricular activities available to students at Troy Buchanan High School. Below is a list of these activities. Some activities have requirements for joining. For more information, contact the coach or club sponsor.

## **ATHLETIC ELIGIBILITY**

The District provides opportunities for individual students to grow physically, socially, and intellectually through their experience in self-discipline and their contribution to a team that is made possible through competitive interscholastic athletics. The purpose of secondary school athletics is both educational and recreational.

Interscholastic athletic competition for secondary school students is to be provided in a variety of sports. Students are allowed to attain the privilege of representing their school in interscholastic athletics by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA).

While extra-curricular activities do offer educational experiences, they are a privilege. As such, extra-curricular activities may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to extra-curricular activities. In addition, coaches and sponsors may establish policies for their groups in addition to those stated herein. Students demonstrating unacceptable behaviors may be suspended from participation in extracurricular activities.

For information regarding protecting your eligibility and other specifics, refer to the [TBHS Activities Handbook](#) found on the Troy Buchanan High School website.

## **SCHOOL CLUBS AND ORGANIZATIONS**

Art Guild	Film Crew	TSA
Choir	French	Dungeons & Dragons
Color Guard	Gay/Straight Alliance	Give Respect/Get Respect
DECA	Key Club	Scholar Bowl
Speech/Debate	Marching Band	Film Crew
Drama	Mu Alpha Theta	Game Day Productions
Epsilon Beta	NHS	Digital News Production
FBLA	Publications/Yearbook	Conservation Club
FCA	Robotics	Educators Rising
FCCLA	SAaM	Interact Club
FFA	Student Council	

## **MSHSAA ACTIVITIES**

Band, Cheerleading, Choir, Dance, Scholar Bowl, Speech and Debate

## **MSHSSA SPORTS**

### **Girls**

<b>Fall:</b>	Cross Country, Golf, Softball, Tennis and Volleyball
<b>Winter:</b>	Basketball and Wrestling
<b>Spring:</b>	Soccer and Track



## Boys

<b>Fall:</b>	Cross Country, Football, Soccer
<b>Winter:</b>	Basketball and Wrestling
<b>Spring:</b>	Baseball, Golf, Tennis and Track

### ATTENDANCE REQUIREMENT

According to MSHSAA By-Law 2.2.3, a student shall not be considered eligible while under **suspension**. This includes in-school and out-of-school suspensions. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses classes) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence from class) without an unexcused absence. Each school has the authority to set standards that are more restrictive and shall have the authority to judge its students under those standards.

**To be eligible to participate in or attend an evening contest or activity at TBHS, a student must attend two full blocks of the school day. If the activity is on a weekend or holiday, the last student attendance day will be used to determine eligibility. Extenuating circumstances require prior administrative approval for participation or attendance.**

In the event that a student is assigned an afternoon detention period as the result of a classroom problem, the detention **MUST** be served before the student can return to an extracurricular activity. He/she is not allowed to use the excuse of "I have practice, so I can't stay." **THE CLASSROOM OBLIGATION ALWAYS COMES FIRST.**

## **PUBLIC NOTICE**

*This notice can be provided in languages such as Chinese, Spanish, Arabic, Vietnamese, or any other language as may be necessary.*

## **EQUAL EDUCATIONAL OPPORTUNITY**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private or parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The Lincoln County R-III School District assures that to comply with the full educational opportunity goal, services for students ages three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special educations, and traumatic brain injury.

The Lincoln County R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student's educational record. It also requires school receiving federal money to provide access to their child's records and allows them to request modification of the child's educational records. This right is also extended to students the age of 18 and older.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children.

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). You may contact your local district if you wish to review the requirements provided in FERPA.

## **LOCAL COMPLIANCE PLAN**

The Lincoln County R-III School District has developed a Local Compliance Plan for implementation of Special Education, and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative that describes the District's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the District must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and is submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

## **NOTICE OF NONDISCRIMINATION**

The District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by the law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following have been designated to handle inquiries regarding the non-discrimination policies:

### **District Compliance Officers:**

Equal Opportunity Employment  
Director of Human Resources, Sarah Schmanke  
Central Office (636)462-5194

American with Disabilities Act (ADA)  
Director of Student Services, Dr. Kelly Groeber  
Central Office (636)462-4981

Section 504  
Director of Social Emotional Learning and Supports, Dr. Amy Salvo  
Central Office (636)462-4923

Title IX:  
Director of Human Resources, Sarah Schmanke (Staff)  
Central Office (636)462-5194  
Director of Student Services, Kelly Groeber (Students)  
Central Office (636)462-4981

Homeless Students:  
Director of Student Services, Dr. Kelly Groeber  
Central Office (636)462-4981

The District's policy and procedures detailing the District's Prohibition Against Harassment, Discrimination, and Retaliation are set forth in the Board of Education Policy & Regulation 1300. District Board of Education Policies can be found on the District's website and/or available in the District's Central Office at 951 West College, Troy, Missouri 63379.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010

Walnut Street, Kansas City, Suite 320, Missouri 64106, (816)268-0550 (voice), or (877)521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**Troy Buchanan High School**  
**2022-2023 Handbook Awareness Statement**

My signature below indicates that I have received and read the 2022-2023 Troy Buchanan High School Student Handbook and have read the Code of Conduct and Attendance Policies.

Parents should inform the school of changes in residence, custody, and phone numbers (home, work and/or emergency numbers).

Academic Lab Teacher \_\_\_\_\_

Student's Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

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

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_