

Ninth Grade Center



2023-2024 Student Handbook

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

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Mission Statement

The mission of the Ninth Grade Center is to provide superior instruction, cultivate trusting relationships, and deliver exemplary experiences for each student in order to foster lifelong learning.

Vision Statement

The Ninth Grade Center's vision is to be a premier educational institution that sets the standard for superior instruction, trusting relationships, and exemplary experiences. We envision a school where every student is engaged in meaningful learning experiences, guided by dedicated educators who foster a passion for knowledge and personal growth.

Collective Commitments

We are committed to continuous learning as educators through internal and external professional development opportunities, self reflection, and collaboration.

We are committed to individualized support and personalized learning through differentiated instruction, ongoing assessment, and targeted interventions to meet the unique needs of each student.

We are committed to fostering positive relationships by prioritizing open communication, active listening, and mutual respect amongst all stakeholders.

We are committed to providing at least one exemplary experience for each student by providing opportunities for students to engage in real-world applications of their knowledge, participate in meaningful community service, and explore their passions through co-curricular activities and enrichment programs.

Ninth Grade Center:

- Phone – (636) 366-4450
- Fax – (636) 366-4451
- Address – 80 Elm Tree Road
Moscow Mills, MO, 63362
- Website – www.troy.k12.mo.us
 - The district's website offers a wealth of information about the Troy R-III School district, including school closing and delays, district resources, Board Policy, student handbooks, School contact information, CSIP, ParentSquare, and teacher contact information.
- Hours of Operation – 7:00 a.m. – 2:00 p.m.
 - Wednesday dismissal at 12:50 p.m.
- Office is open daily from 7:00 a.m. through 3:45 p.m.

Board of Education Members:

The Lincoln County R-III School District Board of Education is a group of seven members who are elected to serve as the educational advocate of our community's youth. School board members devote countless hours in service to the district and play an important role in our community as advocates for our students.

Mr. Ron Mills, President
Dr. David Easterday, Vice President
Mr. Randy Siebert, Secretary
Mrs. Sara Toedebusch, Treasurer

Mr. Kyle Allen, Director
Mr. Doyle Justus, Director
Mr. Jim Ladlie, Director

NGC Office Staff:

Administration

Dr. Courtney Richardson, *Principal*

Mr. Jared Kreienkamp, *Assistant Principal*

Mrs. Nicole Lovell, *Dean of Students*

School Counselors

Katelyn Green, *A-K*

Julie Harper, *L-Z*

Office Professionals

Kimberly Marksberry, *Office Manager*

Trisha Dickherber, *Attendance*

Jill Wilmes- *Registrar/Guidance*

NGC Faculty & Staff:

Agricultural Science

Kaylee Lower

Business and Computers

Kimberly Knerr

Choral Music

Ryan Cooper

Andrew Drinkall

Custodial & Maintenance

John Spiller

Tina Varvera

Drivers Education

Brock Butler

FACS

Amy Wideman

Fine Art

Mark Walsh

Foreign Language

Holly Martin

Freshman Seminar

Tristan Ensor

Kayla Lilley

Angelica Wion

ISS/Acad. Intervention

Dylan Walker

Instrumental Music

Christopher Barchesky

Eric Blankenship

Language Arts

Sanorah Eldred

Kristen Hartwig

Lana Jozwiak

Kelly McTearnen

Allison Meinert- *Theatre*

Library

Wendy White

Mathematics

Kevin Campbell

Madison Henke

Charles Holloway

Evann Rothermich

Nurse

Carrie Kallash

Para-Professionals/Staff

Donna Brazill

Jeanine Dyer

Nicole Keling

Sarah Kirchner

Jasmine Mathews

Kristy McMahan

Katie McVey

Lissa Rau

Lauren Rechert

Brenna Rogers

Steven Wright

PE & Health

Jacob Hampton

Dan Moore

Gabriella Wiesner

Science

Eric Deal

Kip Dickinson

Megan Mosher

Ashley Weber

Social Science/History

Sherri DeClue

Heather Millard

Gary Peterson

Robert Sanderson

Security

Jacob Martinez

Special Education

Emily Akers

Billie Clay

Kendra Edelen-

Site Coord.

Jessica Julian

Katelin Rupeika

Speech Therapy

Molly May

2023-2024 CALENDAR

Exemplary Experiences,
 Trusting Relationships,
 Superior Instruction

LEGEND

Updated 02/22/2023

 FIRST AND LAST DAY OF SCHOOL	 EMPLOYEE IN-SERVICE DAY (NO STUDENT ATTENDANCE)	 SPECIAL EARLY RELEASE (SEE WEBSITE FOR BUILDING DISMISSAL TIMES)	 SUMMER SCHOOL
 NO SCHOOL	 EARLY DISMISSAL FOR STUDENTS (PROFESSIONAL DEVELOPMENT FOR EMPLOYEES)	 "TENTATIVE" EMPLOYEE IN-SERVICE DAY (NO STUDENT ATTENDANCE)	

The Board of Education reserves the right to amend the calendar when educationally necessary.

TBHS & NHHS GRADUATION CEREMONIES

T=179 86/93 = 179
 S=174 82/92 = 174

AUGUST 2023
 T=13 S=09

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023
 T=20 S=20

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023
 T=20 S=20

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023
 T=19 S=19

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023
 T=14 S=14

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024
 T=21 S=20

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024
 T=19 S=19

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024
 T=15 S=15

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024
 T=21 S=21

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024
 T=17 S=17

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024
 T=0 S=0

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Calendar is in compliance with Missouri State Statute 171.031.1.
- The LCR3 District calendar is the academic calendar created for teachers and students. All other LCR3 employees should refer to their individual, job-specific calendars distributed in contracts and/or employment agreements. Employee calendars are also posted on the LCR3 Shared Drive.

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 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.

Arrival/Dismissal: The school commons will be accessible to students at 6:30am. Students may enter only through the student entrance at the rear of the building prior to the start of the instructional day. Upon arrival, students are to report to the commons and remain there until released by the bell or administration.

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 scheduled activities must leave the building by 2:30 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 the Ninth Grade Center 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.

BELL SCHEDULES

Monday, Tuesday, Thursday, Friday Schedule

1st Block	7:00 a.m. - 8:20 a.m.
2nd Block	8:25 a.m. - 9:45 a.m.
Academic Lab (3rd Block-RTI)	9:50 a.m. - 10:45 a.m.
4th Block	10:50 a.m. - 12:35 p.m.
5th Block	12:40 p.m. - 2:00 p.m.

Wednesday/Early Release Schedule

1st Block	7:00 a.m. - 8:20 a.m.
2nd Block	8:25 a.m. - 9:45 a.m.
4th Block	9:50 a.m. - 11:25 a.m.
5th Block	11:30 p.m. - 12:50 p.m.

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.

LATE ARRIVAL

Students who enter school after classes have begun must sign in at the main office. Students will be considered absent if they are not present, in class, when the 7:00am bell rings

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.

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 - A student is tardy if the student arrives after the expected time.

Tardiness will be counted as an absence if the student arrives late to their first class. Students who are late to school must sign at the main office and obtain a pass to class. Parents and/or Guardian's must call to verify 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.

K-12 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 or 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.

POSITIVE BEHAVIOR EXPECTATIONS:

NGC's positive behavior program exists to help shape discipline within the building. By creating expectations for the students about what is acceptable behavior within the learning environment, we can attempt, as a building, to reward and teach desired behaviors and not focus on strictly the punitive results of bad behavior. The positive behavior program is structured to create uniformity for the student and teacher in handling negative situations. The goal of this instrumental program is to create more time for learning to occur while minimizing time spent on disciplinary action resulting in classroom disruption and office referral. We must instruct behavior in order to minimize the punishment for misbehavior.

Students will be counted upon to know and adhere to the positive behavior expectations. In doing so, students will be following The Trojan Tradition.

THE TROJAN TRADITION



Be...

- Responsible
- Respectful
- Safe
- A learner

NGC has adopted the following purpose statement for establishing and maintaining positive behavior at school: The staff at the Ninth Grade Center is committed to creating an environment that maximizes instructional time in a safe environment, models good character, and is consistent with all students. This gives students an opportunity to reach their academic potential and practice socially acceptable behaviors in order to become model citizens and life-long learners.

DEFINITIONS:

Safe Seat/Think Station/Chill Zone- If a student is a behavioral concern in the classroom, the student is placed in an alternative seating location within the classroom. This allows the student to still receive instruction under teacher supervision while reflecting upon the behavioral struggles that occurred in the classroom.

Focus/Buddy Room-If a student is unsuccessful in the Safe Seat/Think Station/Chill Zone (disruptive or continues to have behavioral concerns), the student may be asked to report to a Focus/Buddy Room. The Focus/Buddy Room is a neighboring teacher's classroom. While there, the student is afforded the opportunity to reflect upon his/her behavior.

Reteaching of Expectations-Teaching expectations again that students have failed to learn.

Continue with Identified Behavior Plan - Students with an identified behavior plan under Section 504 or IDEA may be referred back to the BIP (Behavior Improvement Plan) team for review and/or update of the plan.

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.

Loss of Privilege/Loss of Recess- The student loses the privilege of attending regular recess, assemblies, special activities, or field trip/field days for a specific amount of time on the dates he/she has been assigned.

Quiet Lunch/Lunch Detention-The student will serve a period of time during his/her lunch period at an alternate location in the lunchroom or office area. Students will still have the opportunity to eat lunch, but they will have to sit at the lunch table designated by the administrator or at another location in the school.

In-School Suspension (ISS)- The student loses the privilege of attending regular classes and will report to the office or ISS room/location at the start of the day for a specific amount of time as determined by the offense committed. The student will receive full credit for all work completed while in ISS. Students 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.

Restorative Practices: 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.

Restitution - Payment of damages or replacement of damaged/stolen property.

Out-Of-School Suspension (OSS)- The student loses all the privileges of attending school, participating in classes, and participating in or attending any extracurricular activities or school sponsored functions, whether on campus or at another facility, for the length of the suspension. The opportunity to make up work missed while on OSS will be extended upon the students return to school for suspensions less than 10 days. For suspensions of more than 10 days, arrangements will be made with the office to make up the work missed.

Referral to the Superintendent - The Superintendent of Schools will review the discipline file and determine if additional action(s) are warranted, such as:

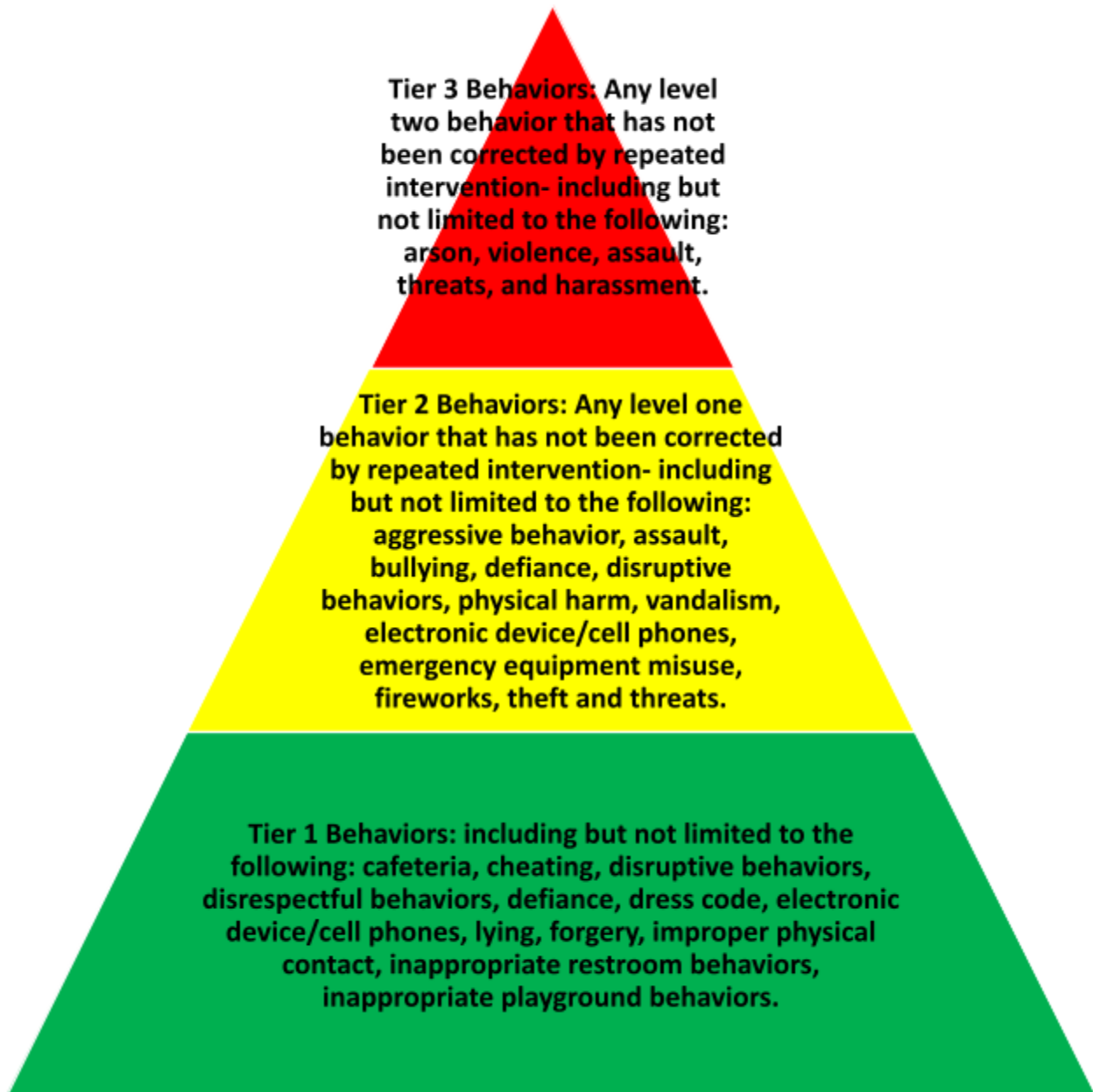
- 11-180 days of original OSS
- Professional counseling services
- Referral to the Board of Education for expulsion

Expulsion- Expulsion is the permanent removal of a student from the Troy R-III School District by action of the Board of Education. Only the Board of Education can expel a student from school.

Classroom vs. Office Managed Behaviors

Classroom Managed	Office Managed
Unprepared for class	Bullying
Disruption	Disrespect toward 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	

Pyramid of Behaviors



ACADEMIC DISHONESTY (DCHE)

Includes, but is not limited to, the following:

- Obtaining and/or accepting a copy of tests or scoring devices.
- Copying another student’s answers on homework or tests.
- Representing as one’s own work the product of someone else’s creativity.
- Using notes or other material not allowed by the teacher.
- Having someone, other than that student, prepare the student’s homework, project, laboratory report, or exam.
- Permitting another student to copy the homework, project, laboratory report, or exam other than for a teacher-approved collaborative effort.
- Any other actions to receive credit for work not one’s own

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reteach Expectations, Conference with Student, re-completes the assignment	Conference with student, student re-completes the assignment	Zero points awarded on the assignment in question, conference with administration, and notification to parents, possible detention/ISS/ OSS	Student receives a zero on the assignment, test, quiz, or project, Principal/student conference, Saturday Detention, ISS, OSS, Parent Notification
Subsequent	Reteach Expectations, Conference with Student, re-completes the Assignment	Loss of privilege, conference with student, student re-completes the assignment	Zero points awarded on the assignment in question, detention, 1-3 days ISS, possible OSS, conference with administration, and notification to parents	Student receives a zero on the assignment, test, quiz or Project, ISS, possible OSS, Principal/student conference, parent notification.

ARSON

Starting a fire, taking affirmative steps that cause a fire to start, or causing an explosion either with the intent to cause damage or injury to persons or property or causing an explosion with the intention to damage property or buildings.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	10 days OSS with referral to Superintendent, notification to law enforcement.			
Subsequent	Expulsion, notification to Law Enforcement officials			

ASSAULT (ASLT)

Knowingly causing or attempting to cause serious physical injury to another person.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	10 days OSS, possible ISS upon return, possible referral to Superintendent and notification to law enforcement			
Subsequent	10 days OSS, referral to Superintendent, notification to law enforcement.			

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

AGGRAVATED ASSAULT (ASLT)

When a student attempts to cause severe injury to another or causes injury with use of a deadly weapon or an object likely to cause severe injury.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	10 days OSS, referral to Superintendent, notification to law enforcement.			
Subsequent	10 days OSS, referral to Superintendent, notification to law enforcement.			

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

BREAKING ISS EXPECTATIONS (BISC)

Failure to adhere to ISS or AEP contract and rules

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reteach Expectations & Contact the Parent	Reteach expectations, Contact the Parent, Additional ISS Time	Serve the remainder of ISS as OSS	Additional time, Remainder of ISS time served on OSS, Loss of Privilege to attend ISS
Subsequent	Reteach Expectations & Contact the Parent	ISS will be served as OSS	Remainder of ISS time served as OSS, Loss of privilege to attend ISS	Additional time, Remainder of ISS 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 incidents, etc.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference with teachers/administrator, parent conference with teachers/administrator, parent notification, detention, ISS, OSS, referral to Superintendent expulsion, notification to law enforcement.			
Subsequent	Conference with teachers/administrator, parent 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 the 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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense			Bus Driver Conference	
Minor Infraction:				
Major Infraction:			Driver Referral - consequences assigned in accordance to the student code of conduct based on specific infraction.	
Subsequent			Consequences assigned in accordance to 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:

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference with student, contact parents	Conference with student, contact parents	Teacher takes phone and brings to the office, teacher writes referral, student picks up phone at the end of the day, 1 detention	Teacher takes phone and brings to the office, teacher writes referral, student picks up phone at the end of the day, 1 detention
Subsequent	Phone will be placed in the office, student will receive it back at the end of the day. Each time after that the parent will have to pick it up from the office. Student will have the option to turn it into the office each day and pick it up at the end of the day.	Phone will be placed in the office, student will receive it back at the end of the day. Each time after that the parent will have to pick it up from the office. Student will have the option to turn it into the office each day and pick it up at the end of the day.	Teacher takes phone and brings to the office, teacher writes referral, parent picks up phone, 1-5 days ISS	Teacher takes phone and brings to the office, teacher writes referral, parent picks up phone, 1-5 days ISS

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. 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. 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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference	Conference, Detention, ISS, OSS	Conference, Detention, 3-5 days ISS, 5-10 days OSS	Conference, Detention, 3-5 days ISS, 5-10 days OSS
Subsequent	Loss of privilege, ISS	ISS, OSS	3-5 days ISS, 5-10 days OSS	3-5 days ISS, 5-10 days OSS

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

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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference, loss of privilege 1-3 days, or 1 day ISS/OSS	Conference, loss of privilege 1-3 days, or 1 day ISS/OSS	Teacher/Student Conference, Principal/Student conference, detention, ISS, 1-10 days OSS, possible referral to Superintendent	Teacher/Student Conference, Principal/Student conference, detention, ISS, 1-10 days OSS, possible referral to Superintendent
Subsequent	Loss of privilege 1-3 days, 1 day ISS/OSS	Loss of privilege 1-3 days, 1 day ISS/OSS	Teacher/Student Conference, Principal/Student conference, detention, ISS, 1-10 days OSS, possible referral to Superintendent	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:

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire; possible ISS, possible OSS	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	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire; possible loss of privilege	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire; possible loss of privilege	Teacher/Student Conference, Principal/Student Conference, Detention, ISS, OSS	Teacher/Student Conference, Principal/Student Conference, Detention, ISS, OSS

DRUG AND ALCOHOL VIOLATION - Refer to Policy 2640 (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. 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 (Pre-K through 12)

- 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.

- 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 (Pre-K through 12)

- 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.
- 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.

3rd Offense (Pre-K through 12)

- 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

1st Offense (Pre-K through 12)

- 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.
- 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 (Pre-K through 12)

- 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 (Pre-K through 12)

- 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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference, contact parent, loss of privilege, ISS	Conference, contact parent, loss of privilege, ISS/OSS	1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement.	1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement.
Subsequent	loss of privilege, ISS, OSS	Loss of privilege, ISS, OSS	1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement.	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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reschedule			
Subsequent	Reschedule, ISS	Reschedule, ISS	Time doubles, 3rd time - 1-3 days ISS	Time doubles, 3rd time - 1-3 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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	1-3 days of ISS	OSS 1-5 days total, ISS upon return up to 5 days total	Up to 5-10 days OSS, up to 5 days ISS upon return, possible referral to Superintendent and notification to law enforcement	10 days OSS, possible referral to Superintendent, possible ISS upon return, notification to Law Enforcement.
Subsequent	1-3 days of ISS, possible OSS	OSS 5-10 days total, ISS upon return up to 10 days total	10 days OSS, up to 10 days ISS, referral to Superintendent and notification to law enforcement	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

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	3-5 days ISS			
Subsequent	5-10 days ISS, up to 10 days OSS			

Use

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	1-10 days OSS, notification to law enforcement, and documentation in student's discipline record			
Subsequent	1-10 days OSS, referral to Superintendent, notification to law enforcement			

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

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 (Non Sexual) - Refer to Policies & Regulations 1300 (HARR)

Lincoln County R-III prohibits any and all forms of unlawful harassment and discrimination because of race, color, national origin, ethnicity, disability and any other basis prohibited by law and/or Board of Education policies. Incidents will be investigated in compliance with Board of Education Policy 1300 and if substantiated may be subject to consequences including but not limited to:

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Principal/student conference, loss of privilege, ISS, 1-10 days, OSS, possible referral to Superintendent, possible notification to law enforcement			
Subsequent	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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference, Reteach Expectations, Loss of privilege	Loss of privilege, ISS	ISS, possible OSS	ISS, possible OSS
Subsequent	Loss of privilege, ISS	1-3 days of ISS	ISS, possible OSS	ISS, possible OSS

INAPPROPRIATE SEXUAL CONDUCT (IISC)

Inappropriately 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 may rise to the level of Sexual Harassment as defined in Policy and Regulation 1300 or 1301, it will be investigated per that policy.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Principal/student conference, loss of privilege, detention, ISS, OSS, possible referral to Superintendent, possible notification to law enforcement			
Subsequent	Please see Sexual Harassment policy			

IN-CLASS MISCONDUCT OR DISRUPTION (DCLA)

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

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference, Reteach Expectations, Loss of privilege	Loss of privilege, detention, ISS	2-3 class periods of ISS, After School Detention	Detention, and/or 3 blocks ISS
Subsequent	Conference, Reteach Expectations, Loss of privilege, ISS	1-3 days of ISS and/or Detention	1-5 days ISS, OSS, or alternate placement	Detention and/or 3-5 blocks ISS; 3rd Offense 3 full days ISS with re-entry conference.

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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference, Reteach Expectations, Loss of privilege	Loss of privilege, detention, ISS	Detention, ISS, 1-10 days OSS	Detention, ISS, 1-10 days OSS
Subsequent	Conference, Reteach Expectations, Loss of privilege, ISS	Detention, 1-3 days of ISS, OSS	ISS, OSS, possible referral to Superintendent	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 a classroom, lunchroom, or other designated location without permission.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference, Reteach Expectations, Loss of privilege	Loss of privilege, detention, ISS	Conference and/or lunch detention principal/student conference	Principal/student conference, detention
Subsequent	Conference, Reteach Expectations, Loss of privilege, ISS, possible OSS	Detention, 1-3 days of ISS, possible OSS	ISS, OSS, or expulsion from the class and receive a grade of F for the class	ISS, OSS, or expulsion from the class and receive a grade of F for the class

PARKING VIOLATIONS (DPAR)

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

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	N/A			Loss of parking pass for 1 week and Saturday Detention
Subsequent	N/A			Loss of parking pass for up to 30

		days, detention, ISS, OSS, car towed.
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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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reteach Expectations and/or Loss of Privilege	ISS for Remainder of the Day Up to 1 Day of ISS	1-3 days ISS, possible OSS	3-5 ISS, possible OSS
Subsequent	ISS for Remainder of the Day, 1 Day of ISS, possible OSS	1-3 Days of ISS, possible OSS	5-10 days ISS, possible OSS	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

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reteach Expectations	ISS for Remainder of the Day Up to 1 Day OSS	3-5 days OSS and 1-3 days ISS upon return	5 days OSS and up to 5 days ISS upon return
Subsequent	Loss of Privilege, ISS	1-3 Days ISS/OSS (Combined)	5-10 days OSS and 1-3 days ISS upon return	10 days OSS and up to 10 days ISS upon return

Directed at a Student

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reteach Expectations	ISS for Remainder of the Day Up to 1 Day OSS	1-3 days ISS and/or possible OSS	3-5 days ISS and/or possible OSS.
Subsequent	Loss of Privilege, ISS	1-3 Days ISS/OSS (Combined)	3-5 days ISS and/or possible OSS	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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reteach Expectations	Reteach Expectations	principal/student conference, loss of privilege, detention, ISS	Principal/student conference, Detention, ISS
Subsequent	Reteach Expectations	Loss of Privilege Up to ISS and/or Detention	ISS, 1-10 days OSS	ISS, 1-10 days OSS

RACISM/PERSONAL DEFAMATION (RACE)

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

- The 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 conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
- The conduct otherwise substantially and adversely affects an individual’s learning opportunities.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	10 days OSS, referral to Superintendent			
Subsequent	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 Policies & Regulations 1300 & 1301 (DSLH, IIAS)

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.

Allegations will be handled in compliance with Board of Education Policy 1300 or 1301 and if substantiated may be subject to consequences including but not limited to:

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Principal/student conference, loss of privilege, detention, ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement		Principal/student conference, loss of privilege, detention, ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	
Subsequent	Principal/student conference, loss of privilege, detention, ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	N/A		Lunch detention	40-Minute Detention
Subsequent	N/A		After school detention or lunch detentions; ISS	90-Minute Detention; 3rd Referral 4 Hour - Saturday Detention

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:

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Principal/student conference, possible assignment of Day-User status possible loss of technology privileges, Detention, ISS, OSS, possible referral to Superintendent, possible notification to law enforcement			
Subsequent	Principal/student conference, possible assignment of Day-User status possible loss of technology privileges, Detention, ISS, OSS, possible referral to Superintendent, possible notification to law enforcement			

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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Restitution, Reteach Expectations, Loss of Privilege	Restitution, Loss of Privilege Up to 3 Days of ISS - NOTE: Anything stolen over \$100 will automatically result in at least 1 day of OSS	1-3 days ISS, 1-10 days OSS, notification to law enforcement, documentation in student's discipline record. Restitution may be required	Restitution, 3-5 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement
Subsequent	Restitution, Reteach Expectations, ISS	Restitution, Loss of Privilege Up to 3 Days of ISS - NOTE: Anything stolen over \$100 will automatically result 1-5 days OSS	3-5 days ISS, 10 days OSS or expulsion, notification to law enforcement, documentation in student's discipline record. Restitution may be required	Restitution, OSS and referral to Superintendent, notification to Law Enforcement.

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

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reteach Expectations, ISS, OSS	ISS, OSS	OSS, possible referral to Superintendent, possible notification to Law Enforcement	OSS, possible referral to Superintendent, possible notification to Law Enforcement

Subsequent	Reteach Expectations, ISS, OSS	ISS, OSS	OSS, possible referral to Superintendent, possible notification to Law Enforcement	OSS, possible referral to Superintendent, possible notification to Law Enforcement
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Directed at a Student

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reteach Expectations, ISS, OSS	ISS, OSS	ISS, OSS, possible referral to Superintendent, possible notification to Law Enforcement	ISS, OSS, possible referral to Superintendent, possible notification to Law Enforcement
Subsequent	Reteach Expectations, ISS, OSS	ISS, OSS	ISS, OSS, possible referral to Superintendent, possible notification to Law Enforcement	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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	10 days OSS, referral to Superintendent, notification to Law Enforcement.			
Subsequent	10 days OSS, referral to Superintendent, notification to Law Enforcement.			

TOBACCO POLICY AND ELECTRONIC CIGARETTE POLICY (TBCO, ECIG)

Possession or use of tobacco, tobacco products, or imitation tobacco products on school grounds or at a school event is prohibited. This includes, but is not limited to, cigarettes, cigars, pipes, chewing tobacco and electronic (juul, vapor, etc.) cigarettes, or paraphernalia used for or in any relation to the above products. Students who violate the policy are subject to disciplinary action. Products and paraphernalia will be confiscated.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense			3 days OSS, 1 day ISS with rehabilitation education, possible notification to Law Enforcement	3 days OSS, 1 day ISS with rehabilitation education, possible notification to Law Enforcement
Subsequent			5-10 days OSS, referral to Superintendent, possible notification to Law Enforcement	5-10 days OSS, referral to Superintendent, possible notification to Law Enforcement

Severe Clause: By administrative determination, the sale of tobacco products and/or electronic cigarette products may result in consequences in excess of those outlined above.

TRUANCY (ATRU)

The deliberate absence from school on the part of the pupil with or without knowledge of the parent/guardian and for which no justifiable excuse is given. A student is also considered truant if the student leaves school without the consent of the building Principal or nurse. Referrals will be made to the Lincoln County Juvenile Office for truancy.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	N/A	N/A	1 day ISS	4-Hour Saturday Detention
Subsequent	N/A	N/A	2-4 days ISS	2-4 Days ISS

VANDALISM - POLICY 2654 (DVAN)

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.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Restitution, Reteach Expectations, Conference, Detention, 1-10 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	Restitution, Conference, Detention, 1-10 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	Restitution, Conference, Detention, 1-10 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	Restitution, 1-10 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement
Subsequent	Restitution, Reteach Expectations, Conference, Detention, 1-10 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	Restitution, Conference, Detention, 1-10 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	Restitution, Conference, Detention, 1-10 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	Restitution, 1-10 days ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement

WEAPONS AND/OR INJURIOUS MATERIALS (4KNI, WEAP)

Any student utilizing a school facility is not to carry, conceal, sell, deliver, transfer, possess, or harbor any kind of “weapons” as defined under United States Code § 571.010 of the Missouri Revised Statutes including but not limited to: firearms, throwing stars, mace, metal knuckles, razors, blackjacks, explosive weapons, firearm silencers, gas guns, knives, switchblades, machine guns, rifles, shotguns, spring guns, projectile weapons and/or imitation or counterfeit weapons. Occurrences will be cumulative throughout a student’s time in high school.

Possession of injurious materials

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to Law Enforcement			
Subsequent	10 days OSS, referral to Superintendent, notification to law enforcement			

Possession or use of a firearm: as defined in 18 U.S.C. 921 or any instrument or device defined in § 571.010, RSMO.

	Elementary (PreK- 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	10 days OSS, referral to Superintendent, notification to law enforcement			
Subsequent	10 days OSS, referral to Superintendent, notification to law enforcement			

NOTE: Any student who uses a potentially lethal or injurious object or weapon against the person of another student, regardless of the presence of or the absence of provocation, and regardless of the presence or absence of intent to do bodily harm, shall fall under the weapons policy per safe schools act. Upon validation of the incident by school officials, student could be suspended from school for a period of not less than 180 days or expelled from school.

GENERAL EXPECTATIONS

ACADEMIC LAB / TROJAN W.I.N. (What I Need):

Academic Support

- Allotted time to complete homework and study.
- Interventions based on essential standards.
- Exploratory sessions (Technology, Art, FACS, Ag. Science, Foreign Language, Physical Education).

Social/Emotional Learning

- Students will have the opportunity to learn skills and develop tools to maintain emotional wellbeing and cope with stress.
- Time Management.
- Brain Breaks.

Extracurricular Involvement

- Students have the opportunity to be involved in extracurricular clubs and activities while also limiting time absent from class to attend meetings.

Reward Time

- Students meeting grade, behavior, and attendance goals will be eligible for reward time on designated days.

AFTER SCHOOL TRANSPORTATION:

It is the school's responsibility to transport students to after-school activities that are school related. There will be a shuttle bus system in place to transport students to activities that are not on the 9th grade center site. Note – If a student is participating in a school related activity/extra-curricular activity, parents are not to transport the student to the activity without prior written consent.

BETWEEN CLASSES:

The time between classes is meant to be a passing period. There is to be no loitering, students are to travel from one class to the other with possible stops at their lockers or the restroom as needed.

Students are not to be in any automobiles or out of academic areas between classes. Getting a drink or going to the restroom will not be accepted as valid reasons for being tardy.

BUSES, TRANSPORTATION, AND BUS PASSES:

Lincoln County R-III School District owns and operates its own buses. Any student living more than one 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.

BUS PERMISSION NOTES

- For the safety of student riders and consideration of bus capacities, the use of bus passes will be granted for emergency situations ONLY.
 - Bus passes must be approved and signed by the administrative staff in the main office and presented to the bus driver when boarding.
- In the instance of an emergency, parents are required to call the main office to request a transportation change for their child. *If there is no phone call, the student will be sent home as directed by SIS.*

CAFETERIA/COMMONS RULE:

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. If a student needs to use the restroom, there are restrooms located next to the cafeteria/commons.

At no time are food and drinks allowed out of the commons. Students are to finish their entire lunch in the commons area. Students elsewhere during lunch without permission face disciplinary action.

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:

The dress and grooming of students attending NGC is the responsibility of students and parents. Students are expected to dress appropriately for school in a public setting. Dress or personal grooming which is a disruption to the educational environment will not be allowed.

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. If they are, they will be confiscated.

Students are not to wear lewd or inappropriate clothing to school. The following 7 B's are not to be seen at NGC: bras (underwear), bellies, bottoms, backs, bandanas, boxers, or bedroom wear. Sunglasses are prohibited unless a prescription is on file in the nurse's office.

Students may wear hats and head-coverings (not bandanas) to school as long as it is in compliance with dress code standards. All logos/advertisements on head-coverings must be school appropriate. Any head-covering (to include hooded sweatshirts) deemed a disruption to the learning environment will be asked to be removed or confiscated. It is at the discretion of each classroom teacher whether or not hats or head-coverings can be worn inside his/her classroom.

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 EXAM SCHEDULE:

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 an approved pass to leave a classroom.

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:

- Provide instruction on human sexuality and HIV prevention that is age appropriate;
- Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students;
- Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
- Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
- Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
- Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
- 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;
- 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.
- Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
- Not encourage or promote sexual activity;

- Not distribute or aid in the distribution of legally obscene materials to minors on school property.
- Teach students about the dangers of sexual predators, including on-line predators.
- Teach students how to behave responsibly and remain safe on the internet.
- Teach students the importance of having open communication with responsible adults.
- 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 CyberTipline.
- Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting amount friends.
- 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.
- 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.
- 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 person does not verbally or physically consent; or
 - Submission to an act is the result of force, threat of force, or the placement of another in fear; or
 - A previous or current dating, social, or sexual relationship in and of itself; or
 - A person chooses to dress in any particular manner; or
 - 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:

- The content of the District’s human sexuality instruction;
- 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 GUIDELINES:

Library Hours 7:00 – 2:30

The LMC has books, pamphlets, vertical file materials, CD ROMs, VHS tapes, DVDs, daily and weekly newspapers, and magazines for use by students and faculty.

BOOK CHECK OUT

There is no limit to the number of items a student may check out, as long as there are no overdue or fines. Materials are checked out for 2 weeks. Date due slips are placed in the materials. The fine for overdue material is \$.05 per day, per item. The library uses a

computerized circulation system. Students are requested to show their ID to check out library materials. Overdue notices are given weekly to third hour teachers.

INTERNET

access is available in the Library. The computer/internet usage agreement must be signed, on file, and followed. The student's ID card must be posted on the machine in use, and students must sign in with name, date, time in and time out. Each student is given an individual technology user ID and it is the responsibility of the student to keep this Login information private.

SCHOLASTIC READING COUNTS:

We own computerized tests for over 1000 books. The books are marked with purple stickers. Students may test over these books in the LMC. Printouts will be given to the teachers who request them. Students belong to the local and to the state club. They may hold local and/or state offices.

Library RULES:

- When students enter the Library Media Center, they will be expected to present their pass. If the LMC is already full because of scheduled classes, they will be asked to return to class.
- No more than 4 to a table.
- If the assignment is a group project, students may talk quietly. At no time should people other than at their table be able to hear them.
- There is to be no food or drink in the LMC.

LOCKER ASSIGNMENTS:

Students will be assigned lockers for the storage of books, clothing, personal articles, 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 serves as a clearing office for lost and found articles. Students are asked to bring any articles that have been found to the office.

MEDIA EXCLUSION:

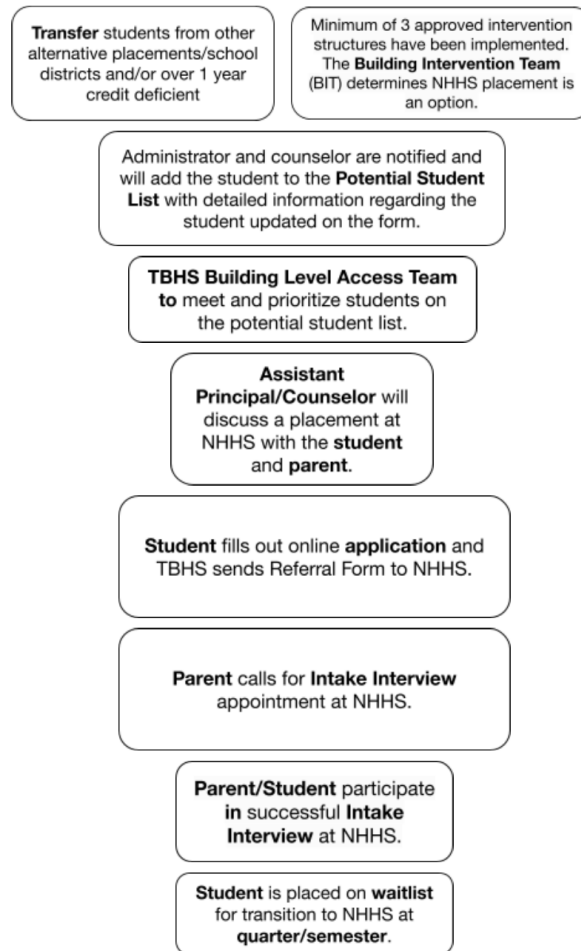
The No Child Left Behind Act of 2001 (Public Law 107-110) requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school students

Upon enrollment in the Lincoln County R-III School District, families are provided with a number of forms, including a "Media Exclusion" Form. This form allows families to "opt-out" of information and/or audiovisual opportunities for publications such as yearbook, District use, school directory information, military recruiters, and outside media coverage.

The R-III District understands and respects family situations and circumstances may change and require the Media Exclusion Form to be amended. At any point during your time in our schools, you may visit your school's front office and request a Media Exclusion Form to amend your status.

NEW HORIZONS REFERRAL PROCESS

New Horizons High School is an alternative placement for Juniors/Senior Students who are at least 1 year credit deficient and in jeopardy of not graduating high school with the grade cohort. NHHS utilizes the following referral process for student placements into the program.



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.

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.

POSTERS/ANNOUNCEMENTS:

An administrator must approve all posters or flyers prior to them being posted around the school or on school premises. All announcements must be approved prior to them being read. Announcements will be read daily during Academic Lab, and the weekly bulletin will be posted across from the office.

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. Searches may include, but not be limited to, the use of trained drug detecting K-9 or a hand held metal detector as appropriate and reasonable under the circumstances.

Guidelines:

The Person and/or Personal Effects: 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 has violated the code of conduct, has engaged in illegal activity, and/or is in possession of illegal or unauthorized materials. If after being informed of the basis or 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. The school official may proceed with the search and/or call law enforcement authorities, if necessary, even if consent is not given by the student and/or parent or guardian. 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, Contraband or Unauthorized Materials: for purposes of this policy, “illegal or contraband materials” include all substances or materials, the presence or possession 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, vapes or other electronic cigarettes, or creates an unsafe, intimidating, offensive or hostile work or education environment.

STUDENT DRIVERS:

Any and all Ninth Grade Center students are denied driving privileges regardless of age or licensure. Any consideration of special circumstances must be approved by administration.

TEXTBOOKS: Textbook Usage, Policy 6231

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed.

USE OF THE ELEVATOR:

The elevator is available for use by students who have a medical need and/or other type of need, which would require the elevator. The main office and the library each have a key and will open the elevator for students when asked.

VALUABLE PERSONAL PROPERTY:

Ninth Grade Center is not responsible for any personal property brought to school by students. Valuable personal property should be left at home. Personal property should not be left unattended and should be secured in students’ lockers. NGC 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, book bags, credit cards, cash, checks, electronic devices, notebooks, books, and band instruments.

VISITORS: Policy 1430

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.

In order to minimize the potential harm to staff and students, persons listed on the sex offender's 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.

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:

- The name and position of the individual(s) who will be observing;
- The date and time he or she wishes to observe;
- The amount of time he or she wishes to observe;
- 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.

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.

Your children may qualify for free meals or reduced price meals. Parents need to complete the Free and Reduced Meal Application for all students in the household. The completed application is returned to Tina Walsh, 951 West College St., Troy, MO 63379.

Students in grades 9-12:

- 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 setup 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.

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.

ACADEMIC ACCOLADES AWARD (TRIPLE 'A' CLUB):

All students begin the year as a member of the Triple 'A' Club. Students must maintain their eligibility by completing the following:

- Have no D's or F's at each grade check. Grade checks will occur bi-weekly.
- Have zero discipline referrals during the 2 week period.
- Have 90% or better attendance for the school year.

Students will be rewarded for being a member of the Triple 'A' Club in good standing. Students who have kept up their grades, stayed out of mischief, and had good attendance will enjoy the following:

- Once a week members will get privileged time in the commons during Academic Lab.

Students who lose their Triple 'A' Club eligibility can regain it by meeting the criteria listed above during the next grade check cycle.

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.

CREDIT RECOVERY:

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

EVENING LEARNING PROGRAM (ELP):

The Evening Learning Program is an opportunity for students that have received a suspension of 10 days or more to attend an onsite program housed at New Horizons High School. Building administration will work with students in grades 6-12 on individualized learning assignments that will allow students to get credit for completed work while a child is under suspension. The Evening Learning Program is offered Monday through Thursday from 3-5 p.m. on days District schools are in session. For more information please contact Mr. Gudehus at gudehusn@troy.k12.mo.us or 636-462-4967.

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 AND REQUIREMENTS:

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

- **Freshman** 0 – 7 units of credit
- **Sophomore** 7 ½ – 14 ½ units of credit
- **Junior** 15 – 22 ½ units of credit
- **Senior** 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, 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 Ninth Grade Center and Troy Buchanan High School:

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

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:

AP Courses	Advanced Placement (AP) courses approved through the College Board.
Dual Credit Courses	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.
Formula	The weight from a weighted course will be added to the GPA prior to averaging of the GPA.
Honors Course	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):

English	American Novels, Senior College Prep English, World Literature
Social Studies	Psychology 2, Sociology 2

Math	Algebra 3, Probability and Statistics, Introduction to Calculus, Trigonometry
Science	Anatomy/Physiology, Chemistry, PLTW Human Body Systems, Physics, Medical Interventions, PLTW Medical Innovations, Zoology, Principles of Biomedical Science
Electives	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):

English	AP English Literature and Composition, AP English Language and Composition, Honors English 1, Honors English 2
Social Studies	AP Psychology, AP World History, AP Government
Math	AP Calculus, AP Statistics, Honors Algebra 2, Honors Geometry
Science	AP Environmental Science, AP Biology, Honors Biology
Electives	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

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:

	REGULAR DIPLOMA	CUM LAUDE
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
TOTAL	27	32

Cum Laude Requirements 2025 & Beyond:

	<u>Cum Laude</u>	<u>Magna Cum Laude</u>	<u>Summa Cum Laude</u>
Required Coursework	*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
Credits	32	32	32
Cumulative GPA	3.8-3.99	4.0-4.19	4.2 and above

EOC*	Advanced or Proficient on 3 out of 4 EOC exams	Advanced or Proficient on 3 out of 4 EOC exams	Advanced or Proficient on 3 out of 4 EOC exams
ACT/SAT*	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 and ½ unit of American Government
- 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
- Completion of the 4 required End of Course Exams: English 2, Biology, American Government, and Algebra 1 or higher.

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 parent/guardian 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:

The Ninth Grade Center offers the services of a guidance department to each student. The counselor's 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 fill their needs.
- Assist students in obtaining scholarships and financial assistance to further their education.
- Assist students in finding jobs 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.

NATIONAL HONOR SOCIETY:

Students who have a 3.5 cumulative grade point average 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 by their teachers.

READING SUCCESS PLANS: POLICY AND REGULATION 6215

Utilizing a state-approved reading assessment, the District will assess the level of reading readiness for all students enrolled in Kindergarten through grade 3. Newly enrolled students in grades 1 through 5 shall be assessed at the time of enrollment.

At the beginning of each school year after initial screening, the District will create a Reading Success Plan to eligible students. The Plan will be consistent with the guidelines issued by the Department of Elementary and Secondary Education (DESE) to include but not be limited to measures of reading proficiency, strategies for addressing reading deficiencies, timelines for measuring improvement and information on screening.

The district will implement a reading success plan as required by state statute. Any student, parent, or guardian who has questions or concerns related to reading performance should contact their student's building principal.

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-3 School District boundaries and reside with their parent(s) or court appointed legal guardian within such boundaries

**SCHOOL MEALS – MEAL PRICES –
FREE AND REDUCED MEALS PROGRAM –**

2022 - 2023

BREAKFAST MEALS

Secondary	\$2.10
Elementary	\$2.00
Reduced	\$0.30
Adult	\$2.25
Extra Entrée	\$1.50
Extra Side	\$1.00

LUNCH MEALS

Secondary	\$3.75
Elementary	\$3.25
Reduced	\$0.40
Adult	\$4.00
Extra Entrée	\$1.75
Extra Side	\$1.00

ALA CARTE PRICE LIST 2022 – 2023

BREAKFAST

Cereal	\$1.00
Muffin	\$1.00
Pop tart	\$1.00
Breakfast Sandwich Variety	\$1.75
Hashbrown/Bacon/Sausage	\$0.50

LUNCH

Bacon Cheeseburger	\$2.50
Chicken Patty	\$2.50
Spicy Chicken Patty	\$2.50
Pizza by the slice	\$2.50
Salad Bar	\$3.50
Deli Sandwich	\$2.50
Assorted Chips	\$1.00
Fries/Tater Tots/Seasoned Wedges	\$1.25
Rice Krispy Treats	\$1.00
Cookies (2 each)	\$1.00

Beverages

Lifewater	\$2.00
Vita Ice	\$2.00
Propel	\$1.50
Soda	\$1.50
Bubblr	\$1.50
Klarbrunn Water	\$1.25
Juice	\$1.25
Milk	\$0.50

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.

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 will only be considered 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.

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].

STATEWIDE ASSESSMENTS: Policy 6440

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be available to the public at the District office.

STUDENT COUNCIL:

The Troy Buchanan High School and the Ninth Grade Center Student Councils have 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 (lunch, library, etc) and at all school functions (dances, ball games, 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.

VIRTUAL INSTRUCTION PROGRAM (Policy 6190) –

The District will participate in the Missouri Course Access and Virtual School Program ("Program"). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. Any on-line courses or virtual programs offered by the District prior to August 18, 2018 will be automatically approved for program participation, where the District course meets program requirements.

EXTRACURRICULAR ACTIVITIES

There are many extra-curricular activities available to students in the area of sports and clubs. Following 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). These MSHSAA standards, regardless of whether or not the athletic or non-athletic extra-class activity is under the official auspices of MSHSAA, apply to students participating in any extra-class activity involving two or more schools in which two or more students who participate are identified with their schools. These standards include academic requirements, citizenship, age maximums, passing medical examinations and many more items that are posted in the school and discussed by the coaches with their athletes as well as mailed home to parents/guardians of all athletes.

While extracurricular 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.

SCHOOL CLUBS AND ORGANIZATIONS

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

MSHSAA ACTIVITIES

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

MSHSSA SPORTS

Girls

Fall: Cross Country, Golf, Softball, Tennis and Volleyball
Winter: Basketball and Wrestling
Spring: Soccer, Stunt, and Track

Boys

Fall: Cross Country, Football, Soccer
Winter: Basketball and Wrestling
Spring: Baseball, Golf, Volleyball, 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.

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 school nurse. It is important that all emergency contacts are up to date.

ASBESTOS:

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.

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.

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.**

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)

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 education, 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 schools 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), and Section 504

Director of Student Services, Kelly Groeber
Central Office (636)462-4981

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 Registration
Central Office (636)462-4930

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.



Handbook Awareness Statement

My signature below indicates that I have received and read the 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).

WIN Time Teacher _____
Student's Name (Print) _____
Student's Signature _____
Date _____
Parent's Signature _____
Date _____

Computer Usage Agreement

My signature below indicates that I have received and read the Computer Usage Policy found on page 21 of the NGC Student Handbook.

Please check the appropriate response:

_____ My student may use the computers/Internet while at school pursuant to the board policy, and agrees to abide by the rules of the policy.

_____ My student may not use the computers/Internet while at school.

Parent's Signature _____
Date _____
Student's Signature _____
Date _____