

Troy Middle School Handbook



2022-2023

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

Table of Contents

General Information 2-8

- Contact information
- District calendar
- Mission, Vision, Values and Goals
- Daily schedule
- Wednesday schedule
- Alternative Methods of Instruction (AMI)
- Character education
- Curriculum
- Clubs / Activities
- MSHSAA athletics statement

Attendance 8-11

- Attendance policy
- Early dismissal
- Entering after classes begin
- General attendance information
- Arriving before school/leaving after school
- Doctor and dentist appointments
- Illness while at school
- Make up work
- Late to School
- Late to Class

Code of Conduct 11-33

- Definitions
- Behavior Support Matrix
- Student Behavior Flow Chart
- Classroom vs. Office Managed Behaviors
- Academic dishonesty
- Arson
- Assault
- Aggravated assault
- Breaking ISS/AEP contract
- Bullying
- Bus rules
- Dishonesty
- Disrespectful conduct or speech
- Dress code violation
- Drug and alcohol possession and/or usage
- Electronic device misuse
- False alarms
- Fighting and/or Instigation
- Fireworks possession and/or usage
- Forgery/false representation
- Habitual discipline referrals
- Harassment policy
- Horseplay
- Inappropriate Sexual Conduct
- In-class misconduct/class disruption
- Insubordination
- Out of assigned area
- Parking violation
- Physically aggressive behavior
- Profane language
- Public displays of affection
- Racism: racial defamation
- Sexual harassment
- Tardies
- Theft and/or possession of stolen property
- Threatening language
- Threats: catastrophic threats
- Tobacco policy
- Truancy
- Vandalism
- Weapons and/or injurious materials

General Expectations 32-47

- Between classes
- Bullying/cyberbullying policy
- Buses, transportation, and bus passes
- Cafeteria rules
- Compliance statements
- Conceal and carry
- Custody documentation
- Deliveries
- Dress code
- Emergencies
- Hall passes
- Harassment policy
- Locker assignments
- Lost and found articles
- Lunch accounts/Charges and Fees
- Notice of designation of directory information
- Off campus behavior
- Photography notice
- Physical education excuses
- Posters/announcements
- Public notice
- Residency
- Restroom dismissal
- Safe school policy
- School event pick-up policy
- School search policy
- Solicitation on school grounds
- Student files and permanent records
- Student use of tobacco, alcohol and drugs
- Textbooks
- Use of elevator
- Valuable personal property
- Visitors
- Work Completion

Student Services 45-49

- Assemblies
- DESSA
- Flight program
- Grade reporting
- Promotion policy
- Guidance department
- Reading intervention program
- Residency
- Ruler
- Saturday School
- Tutoring
- Virtual Coursework

Medical and Additional Information 47-52

- Asbestos information
- Medical information
- Medication policy
- First aid
- Illness at school
- Immunizations
- Vision and Hearing Screening
- Notice of Non-Discrimination
- Distribution of non-curricular publications by students
- Family Educational Rights and Privacy Act
- Family Time
- Free and reduced meals program
- Transgender Students
- Handbook awareness statement

Troy Middle School Contact Information 2022-2023

Troy Middle School
713 W. College
Troy, MO 63379
636.462.4934 (Phone)
636.462.4935 (Fax)

Office Hours: 6:30 a.m. – 3:30 p.m.

Administrative Contacts

Dr. Kathryn Greer Principal
Mrs. Brittany Hosmer Assistant Principal
Mrs. Shannon Shafer Assistant Principal/Activities Director

Guidance Office

Mrs. Carrie Hopkins	Counselor
Mrs. Brittney Pursifull	Counselor

Other Services

Mrs. Gwen Sickels	Special Education Coordinator .
Mrs. Carrie Agers	Nurse

Communication: Parent Square

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

ParentSquare is also the platform that the district and its schools use to notify parents in an emergency, school closings, or with general updates and reminders. It helps prevent missed connections from your school by storing push notifications in your app regardless of incorrect contact information or poor cellular reception. Download the ParentSquare App for FREE today. To find out more and customize your language and delivery methods, visit www.troy.k12.mo.us/parentsquare.

District Calendar 2022-2023

<https://www.troy.k12.mo.us/Page/8772>



2022-2023 CALENDAR

Trusting Relationships,
Superior Instruction

LEGEND

 FIRST AND LAST DAY OF SCHOOL	 EMPLOYEE IN-SERVICE DAY (NO STUDENT ATTENDANCE)	 "TENTATIVE" EMPLOYEE IN-SERVICE DAY (NO STUDENT ATTENDANCE)	 SUMMER SCHOOL
 NO SCHOOL	 EARLY DISMISSAL FOR STUDENTS (PROFESSIONAL DEVELOPMENT FOR EMPLOYEES)	TROY BUCHANAN HIGH SCHOOL GRADUATION	
The Board of Education reserves the right to amend the calendar when educationally necessary.			NEW HORIZONS HIGH SCHOOL GRADUATION

<p>AUGUST 2022</p> <table border="1"> <tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	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				<p>SEPTEMBER 2022</p> <table border="1"> <tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	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		<p>OCTOBER 2022</p> <table border="1"> <tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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					
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Wednesdays School dismissed at 1:05 p.m. every Wednesday



Mission:

The Lincoln County R-III School District will educate students to achieve excellence through trusting relationships and superior instruction.

Vision:

RIII employees, through unwavering commitment, will...

- develop partnerships with external entities to give students extended opportunities and lenses to the world at large.
- provide exemplary instruction that actively challenges and engages all students, and collaborate with other RIII adults to persistently improve current practice.

So that students will...

- have trusting relationships.
- be the benefactors of superior instruction and
- receive a stellar foundation to achieve excellence at all levels.

Commitments (Values):

Troy Middle School faculty and staff commit to...

- Becoming high-functioning collaborative teams by grounding our work in the 4 corollary questions
- Seeking to build a tool belt of strategies to assist with repeated, inappropriate behaviors using a trauma-informed I

Daily Schedule

Troy Middle School Bell Schedule 2022-2023

Bell Schedule (M, T, Th, F)

1st	7:15-8:03 (52)	
2nd	8:07-8:55 (52)	
3rd	8:59-9:47 (52)	
4th	9:51-10:24 (37)	TROJAN WIN
5th	10:28-11:39 (54)	LUNCH (21 minutes)
	A	10:30-10:51
	B	10:32-10:53
	C	10:53-11:14
	D	10:55-11:16
	E	11:16-11:37
	F	11:18-11:39
6th	11:43-12:31 (52)	
7th	12:35-1:23 (52)	
8th	1:27-2:15 (48)	

TMS Wednesday Schedule

1st	7:15-7:53 (38)	
2nd	7:57-8:34 (37)	
3rd	8:38-9:15 (37)	
4th	9:19-9:49 (30)	TROJAN WIN
5th	9:53-11:01 (68)	LUNCH (20 minutes)
	A	9:55-10:15
	B	9:57-10:17
	C	10:17-10:37
	D	10:19-10:39
	E	10:39-10:59
	F	10:41-11:01
6th	11:05-11:42 (37)	
7th	11:46-12:23 (37)	
8th	12:27-1:05 (38)	

Character Education

With the support of the Lincoln County R-III Board of Education, we have taken a district-wide approach to character education for our students. Although building events and activities may vary, the monthly character trait focus is the same across all grade levels. It is our intent that students from kindergarten through grade twelve will realize the importance of these traits in developing good character and also encouraging a caring climate in all of our schools.

Lincoln County R-III Character Traits and Definitions

August: Enthusiasm

I am excited about helping others. I will set my goals high and do my best each day.

I am eager to learn and share knowledge online and excited about all opportunities to engage with others.

September: Self-Control

I act appropriately when I manage my thoughts, words, and physical behavior.

I show my digital willpower by making good choices and using my devices at appropriate times.

October: Accountability

I am someone people can depend on to honor my commitments. I am responsible for my thoughts, words, actions, and choices. I admit my mistakes and work to correct them.

I am responsible for my actions online and will be mindful of my digital footprint.

November: Respect

I am polite, courteous, and caring. I honor others and myself. I will treat all people with dignity and value property. I am still the same person online; I follow the digital Golden Rule and give the same esteem I expect to receive from others in the virtual world.

December: Humility

I am teachable regardless of how much I know, and I appreciate that everyone has different strengths. I will remain free from arrogance and recognize the needs of others.

I am mindful of others online. I can celebrate my strengths but not at the expense of others.

January: Integrity

I am honest and sincere with others and myself in my words and actions. I choose to do the right thing even when no one is looking.

I use my digital compass to help guide me to make only the best choices online all the time.

February: Compassion

I care about the feelings of others. I will treat all people with kindness.

I seek only positive digital environments and will be tolerant of others' opinions and differences.

March: Encouragement

I use positive words and actions to motivate others and myself to not give up when faced with challenges or obstacles.

I will promote online safety and use best practices by helping others be good digital citizens.

April: Citizenship

I am a good citizen who respects authority, obeys laws and rules, chooses to vote, and protects the environment.

I practice good habits and actions when I participate in the digital community by thinking before I share or post.

May: Gratitude

I am a thankful person. I am mindful of those who help and care for me. I appreciate those who support me in achieving my goals.

I show my gratitude for online resources that are available to me by always citing my sources.

June: Attitude

I will think and act in a positive way towards others and myself.

I will show kindness and a positive approach towards everyone online.

July: Service

I make a difference in the lives of others by being helpful and giving.

I will be a good digital citizen by offering my assistance to others online and in class.

TROY MIDDLE SCHOOL CURRICULUM

6th Grade

REQUIRED CLASSES	EXPLORATORY / ELECTIVES (By Quarter)
English Language Arts	Art
Math	Band (year)
Science	Career Exploration
Social Studies	Choir (year)
P.E./Health	Cyber Civics
	Drama
	Energy and the Environment (GTT)
	Family and Consumer Science
	Medical Detectives (GTT)
	Agricultural Science (AG)

7th Grade

REQUIRED CLASSES	EXPLORATORY / ELECTIVES (By Quarter)
English Language Arts	Art
Math	Band (year)
Science	Career Exploration
Social Studies	Choir (year)
P.E./Health	Coding (GTT)
	Cyber Civics
	Design and Model (GTT)
	Drama
	Family and Consumer Science
	Agricultural Science (AG)

8th Grade

REQUIRED CLASSES	EXPLORATORY / ELECTIVES (By Quarter)
English Language Arts	Art
Math	App Creators (GTT)
Science	Automation and Robotics (GTT)
Social Studies	Band (year)
P.E./Health	Career Exploration
	Choir (year)
	Cyber Civics
	Drama
	Family and Consumer Science
	Agricultural Science (AG)

TROY MIDDLE SCHOOL ACTIVITIES

ACTIVITIES, CLUBS & ORGANIZATIONS	MUSIC GROUPS	ATHLETICS 7th and 8th Grade
Archery Club	6 th - 8 th grade Choir	Cross Country
Art Club	7 th & 8 th grade Show Choir (competitive)	Football
Battle of the Books	6 th - 8 th Band	Softball
Drama Club	7th & 8th Jazz Band	Volleyball
Epsilon Beta		Basketball
Family Career & Community Leaders of America (FCCLA)		Wrestling
Fellowship of Christian Athletes (FCA)		Cheerleading
Friends of Rachel (FOR) Council		Dance Team
Jazz Band		Track
NJHS- National Junior Honor Society		

Robotics		
Student Advisory Group		
Technology Student Association (TSA)		

ELIGIBILITY TO ATTEND AND PARTICIPATE IN EXTRACURRICULAR ACTIVITIES: The District provides opportunities for individual students to grow physically, socially and intellectually through their experiences in self-discipline and their contribution to team effort that is made possible through competitive interscholastic athletics. The purpose of secondary school athletics is both educational and recreational. Emphasis shall be upon the development of good attitudes among students and the public toward losing situations as well as winning situations, with a focus on *how well* the team or individual played the game with respect to skills and sportsmanship.

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 standards include academic requirements (passing 6/7 classes), citizenship, age maximums and passing medical examinations to name a few. MSHSAA eligibility requirements are regularly discussed between coaches, sponsors, athletes and participants. A complete list of MSHSAA eligibility requirements can be located through the TMS athletic department or the official MSHSAA website.

While extracurricular activities do offer educational experiences, they are a privilege. As such, extracurricular 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 extracurricular 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. A student must attend at least 3.5 hours of a school day in order to participate in an after school MSHSAA sanctioned event on that same day.

Attendance

Compulsory Attendance -

Statute [167.031](#), 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, receiving homebound services, or receiving services at another location pursuant to law or by arrangement of the district.

Parent

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

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, or court appearance verification.

Late to School

A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

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.

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 8 or more absences in a semester for one class.

***ONLY EXCEPTION WILL BE ABSENCES VERIFIED WITH A DOCTOR'S NOTE.**

***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.**

Excessive Absenteeism Procedures

Step 1: Parentlink phone call done daily at 10:00 to parents of absent students.

Step 2: Upon the student's 4th absence per semester, administration and/or team will meet with the student to review the attendance policy and send a letter home explaining the policy and attendance record.

- Student may be referred to juvenile authorities after the 4th unverified absence.

Step 3: Upon the student's 8th absence per semester, administration and/or team will meet with the student and/or parent to review the attendance policy and send a letter home explaining the policy and student's attendance.

- Student may be referred to juvenile authorities after the 8th unverified absence.

Step 4: Upon the student's 12th absence per semester, administration will meet with the student, contact the parent and may invite them to meet with administration as well as send a letter home explaining the policy.

- A referral may be made to DFS for educational neglect/truancy.
- If excessive absences result in failing grades, mandatory academic recovery may be

assigned.

Early Dismissal/Leaving School Early -

For students to leave school after they have arrived, written or verbal parental permission is required. Students who ride a school bus are considered to have arrived at school when they board their school bus. **When the student is leaving early they are to check out through the attendance office.**

- Students who fail to observe the above procedure when leaving school after they have arrived will be considered truant and will be subject to the consequences for such.
- Students who become ill at school must be checked out through the nurse's office and must sign out through the attendance office prior to departure.

Entering School After Classes Begin -

Students who enter school after classes have begun must sign in at the attendance office. Arrival within 30 minutes of the day starting will be considered tardy; anything over 30 minutes will count as an absence for those classes missed.

General Attendance Information:

Arriving before school/leaving after school

The building opens at 7:05 a.m. and all students must stay in the cafeteria/gym until the 7:25 a.m. release bell. Sixth grade students arriving at school before 7:25 will remain in the cafeteria/canteen and seventh and eighth grade students arriving before 7:25 will remain in the gym.

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 2:45 p.m.

Doctor and Dentist Appointments

Students will be excused for medical and dental appointments during the instructional day. A prompt return to school is the expectation once the appointment is completed. The need for absence due to medical or dental appointments cannot be construed as justification for absence for the whole day.

Illness While at School

A licensed nurse services the R-III School District 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 communicate that the student needs to 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.

- **Medication** – the Lincoln County R-III School District requires that all students who need

medication during school hours must bring the medications to the nurse's office and adhere to the following:

- o Prescriptions – parents need to bring the medication in the original bottle, (pharmacy label), properly labeled by a registered pharmacist as prescribed by law. If medication is long term, (more than four weeks), a written consent form must be signed by the physician and the parent/guardian. Forms are located in the nurse’s office.
- o Over-the-Counter Medicines (Tylenol, cold medicines, etc.) – written consent from parent/guardian is required.

Make Up Work

Class work assigned during a student’s absence is expected to be completed. Students will be granted a minimum of 2 days for each day missed. 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 take the initiative to make up work.

Students who are absent more than one day may request homework by calling the office NO LATER THAN 10:00 a.m. If students know they are going to be absent, they should pick up homework in advance from their classroom teachers.

Late to School

Students who are late to school must sign in at the attendance office and obtain a pass to class. If a student is no more than 30 minutes late he/she will be counted as tardy to class and will be subject to the late to class policy. Students who are more than 30 minutes late to class will be counted absent and will have the absence count towards their overall attendance.

Late to Class

Students are considered tardy to class if they are not in the class by the time the late bell signals. Each time a student accumulates 3 tardies to a class they will be assigned a consequence according to the tardy referral guide found in the student code of conduct. **(3 tardies to any class, in the same day, warrants a referral as well.)**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the safe and orderly operation of the Lincoln County R-III Schools. No code of conduct 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 of conduct to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. 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. In addition, prior offenses and disciplinary action may be considered when determining disciplinary consequences. The Lincoln County R-III Schools student discipline and conduct code follows the laws set out in the safe schools act.

Troy Middle School is a PLC school where the faculty and staff meet the needs of all students. Our behavioral purpose is to ensure that ALL students master the academic and social behaviors required for their success . Troy Middle School will ensure that through behavior interventions and restorative practices, students will have complete access to their education and become productive members of society. Troy Middle school will utilize many different intervention strategies to meet the needs of our students.

Restorative Practices: In communication with faculty and staff members, 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.

Chill Zone- If a student is a behavioral concern in the classroom, the teacher can move the student to a different location in the classroom. This will allow the student to receive classroom instruction under more teacher supervision and gives the student the opportunity to reflect on behavior choices that were being made.

Focus Room: If a student is unsuccessful in the chill zone, the student may be asked to report to the focus room, The Focus Room is a neighboring teacher's classroom. While there, the student will be asked to reflect on the reason for being asked to leave the regular classroom. Students who are insubordinate will receive consequences per the student handbook.

Detention- Detention is defined as a length/period of time a student is required to make up in a designated location. Detention will be assigned to students for the following types of behavior (but not limited to) truancy, tardies, misbehavior, and other applicable situations. The student will attend sessions either during the regular school day or before or after school for a specific amount of time on the dates he/she has been assigned.

Lunch Detention- The student will serve a period of time during their lunch period at a designated location in the building. Students will still get the opportunity to eat lunch, but will have to sit at a lunch table designated by the administrator, in the ISS room, or at another location in the school. The same rules apply for a lunch detention as an After School detention.

In-School-Suspension (ISS)- The student is deprived the privilege of attending regular classes and will report to the ISS room 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 who are assigned ISS will receive ISS guidelines from an administrator and/or the ISS teacher. Any student assigned ISS, per the handbook, will be required to complete a positive behavior intervention assignment as determined by the administrator. **Students are excluded from any school activities until the first calendar day after the assigned ISS time is successfully completed.** Violation of the ISS contract may result in additional days of ISS or OSS. Students who are unsuccessful 3 times in ISS may receive OSS for further discipline referrals. Any student receiving 3 warnings during an ISS day will serve the remainder of their ISS in OSS.

Out-Of-School-Suspension (OSS)- The student is denied the privilege of attending a school day, participating in

classes, participating in or attending any extracurricular activities or school sponsored functions whether on campus or at another facility for the length of the suspension. The opportunity to make up work missed while on OSS will be extended upon the student's return to school for suspensions less than 10 days (for suspensions of more than 10 days, arrangements will be made with the Guidance Office to make up the work missed). OSS is defined as school days, not calendar days. OSS days do not count when school is not in session (i.e., snow days, holidays, summer days). Administration may require a reentry conference with parent/guardian and student prior to returning to school.

Referral to Superintendent- The Superintendent of Schools will review the discipline file and determine if additional actions are warranted, such as,

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

Expulsion – 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

Trojans will be respectful, responsible and accountable each day. Trojans will demonstrate these traits by meeting the social and academic expectations as follows:

	Responsible verbal and physical interactions with adults.	Responsible verbal and physical interactions with peers.	Independently staying on a required task.
The Trojan Way (Everywhere/every day)	<ul style="list-style-type: none"> • I can respond to an adult appropriately. • I can use kind words when responding to adults. • I can self advocate for myself. 	<ul style="list-style-type: none"> • I can respond to peers appropriately. • I can use kind words when responding to peers • I can self advocate for myself • I can keep my hands and feet to myself. 	<ul style="list-style-type: none"> • I can stay on task without being prompted • I can advocate for what I need to be successful.
Cafeteria	<ul style="list-style-type: none"> • I can ask for permission to leave my seat. • I will keep the cafeteria clean by cleaning up after myself. 	<ul style="list-style-type: none"> • I will use low voices when talking with my peers. • I will keep my hands and feet to myself. • I will choose kind words when talking to peers. • I can use technology appropriately. 	<ul style="list-style-type: none"> • I can put my technology down and eat lunch.
Technology	<ul style="list-style-type: none"> • I can stand up to inappropriate use. • I can use technology at school for school work only. • I can treat equipment with care. • I can come to school with my iPad charged. 	<ul style="list-style-type: none"> • I can ask my peers for a charger, if needed. • I can THINK before I send. • I can use technology for my work and not inappropriately share with others (i.e. cheat). • I am responsible for my technology at all times. 	<ul style="list-style-type: none"> • I can keep personal information and passwords private. • I can visit school appropriate websites. • I can prevent cyberbullying. • I can model digital citizenship.
Restrooms	<ul style="list-style-type: none"> • I can respect the privacy of others. • I can clean up after myself. 	<ul style="list-style-type: none"> • I can make a quick return to class or designated area. • I can flush and wash my hands. • I can secure my belongings. 	<ul style="list-style-type: none"> • I can prevent horseplay. • I can report behavior concerns. • I can keep my cell phone and other electronic equipment put away at all times.
Hallways/Stairwells	<ul style="list-style-type: none"> • I can keep my voice low • I can use appropriate language. • I can pick up trash • I can greet appropriately with my hands to myself. 	<ul style="list-style-type: none"> • I can go directly to my destination. • I can move in a timely manner • I can turn off all audio from speakers and phones. 	<ul style="list-style-type: none"> • I can walk on the proper side of the hall. • I can report spills. • I can limit electronic use and pay attention.
Bus	<ul style="list-style-type: none"> • I can listen to the driver • I can use polite language. 	<ul style="list-style-type: none"> • I can clean up after myself. • I can be on time. • I can report directly to my bus. 	<ul style="list-style-type: none"> • I can stay seated. • I can use the appropriate volume. • I can keep all of my personal possessions in their appropriate places.
Classroom	<ul style="list-style-type: none"> • I can be an active listener. • I can use positive words. 	<ul style="list-style-type: none"> • I can use technology appropriately. 	<ul style="list-style-type: none"> • I can follow classroom procedures.

	<ul style="list-style-type: none"> I can respect my educational future. 	<ul style="list-style-type: none"> I can participate in discussions. I can complete and submit assignments. 	<ul style="list-style-type: none"> I can use classroom materials appropriately.
Distance Learning	<ul style="list-style-type: none"> I can find a quiet place to work at home. I can mute myself while the teacher gives instruction or until the teacher gives a signal. 	<ul style="list-style-type: none"> I can complete assignments on time I can be on time to class meetings I can keep my device charged 	<ul style="list-style-type: none"> I can utilize technology appropriately. I can be proactive and contact my teacher if needed
School Sponsored Activities	<ul style="list-style-type: none"> I can use school appropriate language while at school events. I can use manners at our school and other school events. 	<ul style="list-style-type: none"> I will bring only what I need to events and not unnecessary items. I can be responsible for my items and not misplace them. 	<ul style="list-style-type: none"> I can follow social distancing guidelines and wear a face covering if asked to. I can report unsafe or unwanted behaviors to the nearest school employee.

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.

	Middle School Level	High School Level
1st offense	zero points awarded on the assignment in question, conference with administration, and notification to parents, possible detention/ISS/OSS	zero on the assignment, test, quiz or project, Principal/student conference, Saturday detention, parent notification, ISS, OSS
Subsequent offenses	zero points awarded on the assignment in question, detention, 1-3 days ISS, possible OSS, conference with administration, and notification to parents	zero on the assignment, test, quiz or project, Principal/student conference, Saturday detention, parent notification, ISS, OSS

Arson (ARSN)–

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.

	Middle School Level	High School Level
1st offense	10 days OSS with referral to Superintendent, notification to law enforcement	10 days OSS with referral to Superintendent, notification to law enforcement
Subsequent offenses	expulsion, notification to law enforcement	expulsion, notification to law enforcement

Assault (ASLT)–

The act of inflicting physical harm or unwanted physical contact on a person.

	Middle School Level	High School Level
1st offense and Subsequent offenses	10 days OSS, possible ISS upon return, possible referral to Superintendent and notification to	10 days OSS, referral to Superintendent, possible ISS upon return, notification to law

	law enforcement	enforcement
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Aggravated Assault (ASLT)–

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

	Middle School Level	High School Level
1st offense and Subsequent offenses	10 days OSS and referral to Superintendent for further action and notification to law enforcement	10 days OSS, referral to Superintendent, notification to law enforcement

Breaking ISS (BISC)-

Students who violate the ISS contract/instructions.

	Middle School Level	High School Level
1st offense	Serve the remainder of ISS as OSS Serve the remainder of ISS as OSS	

Subsequent offense	Loss of ISS as a consequence	Loss of ISS as a consequence
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Bullying (Refer to Policy 2655) (DBUL, CYBR)

	Middle School Level	High School Level
1st offense and Subsequent offenses	Conference with teacher/administrator, parent notification, detention, ISS, OSS, expulsion, notification to law enforcement	Conference with teacher/administrator, parent notification, detention, ISS, OSS, expulsion, notification to law enforcement

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

Bus Rules (BBUS)–

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

1. Students will obey the driver.
2. Students will remain seated in their assigned seat unless exiting the bus.
3. Students will keep hands, feet, and all other objects to themselves and inside the bus.
4. Students will use respectful language (at appropriate levels) at all times.
5. Students will follow all rules and expectations as outlined in the student handbook.
6. No food or drink permitted on the bus

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.

<u>Offense</u>	<u>1st Infraction</u>	<u>2nd Infraction</u>	<u>3rd Infraction</u>	<u>4th+ Infraction</u>
Insubordination	Conference	1-3 off bus	3-10 off bus	5-10 off bus & ISS
Weapons/Fighting Physical Violence	Per student handbook consequence schedule and associated loss of bus privilege.			
Verbal/ Sexual Harassment, Profanity, Bullying, Coercion	Per student handbook consequence schedule and associated loss of bus privilege.			
Vandalism/Throwing Objects	Conference & restitution	1-3 off bus & restitution	3-10 off bus & restitution	5-10 ISS, & restitution w/ assoc. loss of bus 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, but are not limited to, profane or threatening language, fighting, insubordination, bullying, and possession of weapons.

Note: Suspension or riding privileges may continue into the next school year to complete the suspension.

*Students are to report directly to their bus and are not to be out of their assigned bus zone. In addition, students who do not ride a bus should not be in the bus loading area. **(Students not complying will be assigned no less than a detention)**

Dishonesty (including lying, making false statements, spreading false rumors) (DHON)–

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

	Middle School Level	High School Level
1st offense	Conference, Detention, ISS, OSS	Conference, Detention, ISS, OSS
Subsequent offenses	ISS, OSS	ISS, OSS

Disrespectful Conduct or Speech (DDIS, DVAB, LANG)-

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

	Middle School Level	High School Level
1st and Subsequent offenses	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 code will be subject to the following consequences:

	Middle School Level	High School Level
1st offense	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 attire, refusal to do so will be considered insubordination possibly

		resulting in detention, ISS, OSS
2nd offense	Conference, parent contact, detention	teacher/student conference, principal/student conference, detention, ISS, OSS
Subsequent offenses	parent contact, ISS	

Student Use of Tobacco, Alcohol and Drugs (Refer to Policy 2640, 2642)

DRUG VIOLATION (DRUG, ALCO)

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

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

1st Offense

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 60 days OSS.
- Documentation of violation will be placed in the student’s discipline record. ● Upon returning to school, the student must successfully complete monthly random drug testing for 12 consecutive months or until graduation requirements are met.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others. Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 30 days OSS if the Student voluntarily satisfies all of the following conditions:
 - Student completes a drug abuse assessment and begins the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, provides a signed release for this documentation to be obtained by the District directly from the assessment provider.
 - Documentation is provided showing that the Student has enrolled in a drug treatment/counseling program and successively completed at least 3 treatment/counseling sessions. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the treatment/counseling provider.
 - Documentation is provided from the assessment/treatment/counseling provider of at least

three (3) urinalysis test results indicating successful decreasing substance levels. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the testing administrator.

- Student, if 18 or older, or the Student and his/her parent/guardian consent(s) to random drug testing by the District for twelve (12) consecutive school months following the Student's readmittance to school or until the Student graduates, whichever occurs first.
- Student does not engage in any illegal and/or serious misconduct while on suspension.

2nd Offense

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

3rd Offense

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

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

1st Offense

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

Subsequent Offenses

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

Alcohol Violation Consequences

1st Offense

- Student will be suspended out of school for 1-10 days OSS and up to 10 days ISS upon return.
- Possible referral to Superintendent for additional disciplinary action.

- Documentation of violation will be placed in the student’s discipline record.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.

Subsequent Offenses

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

Electronic Device and/or Technology Misuse (DELC, DCEL)- The Lincoln County R-III School District is committed to preparing our students for the future and being productive in a technological society. Student misuse of an electronic device that leads to a disruption of the educational setting will not be tolerated. The use of electronic devices in locker rooms, restrooms, or any other dressing room area is STRICTLY prohibited at ALL times.

In addition, the use of a cellular phone to “text” profane/threatening statements to other students or to capture inappropriate images of oneself or others will result in consequences and possible referral to law enforcement. 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 receiving personal messages, obtaining, downloading, viewing or otherwise gaining access to materials which may be deemed unlawful, harmful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current district policy or legal definitions.

	Middle School Level
1st offense and Subsequent offenses	principal/student conference, loss of privilege, ISS, OSS, possible referral to Superintendent, possible notification to law enforcement

False Alarms (ALAR)-

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

	Middle School Level	High School Level
1st offense and Subsequent offenses	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

Fighting and/or Instigation--(DVFI, DINF) –

Fighting will not be tolerated. Students who fight face suspension and/or possible criminal charges as well as arrest. All active participants in a fight will face disciplinary consequences. The student who is deemed (according to available information) to have made the first physically aggressive act by intentionally shoving or hitting the other person may have more severe consequences. If both or all parties involved agreed to fight for the purpose of settling a dispute and a fight erupts, both or all parties will be considered aggressors.

	Middle School Level	High School Level
1st offense	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 offenses	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.**
- Fights in which the aggressor cannot be identified will be handled according to the best judgment of the principal.
- Students who instigate a fight may be subjected to similar consequences as stated above. ● Fighting offenses will be cumulative throughout a student's time in middle school and repeat offenders may be referred to the Superintendent.
- Students who record or distribute a video of a fight may be subjected to similar consequences per administrative discretion.

Fireworks Possession and/or Usage (DFIR)--

The use, possession, and distribution of fireworks, smoke bombs, or any similar items that are a detriment 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 will be subject to disciplinary action and/or prosecuted under the City of Troy ordinances.

	Middle School Level	High School Level
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Possession		
1st offense	3-5 days ISS	3-5 days ISS
Subsequent offenses	5-10 days ISS, up to 10 days OSS	5-10 days ISS, up to 10 days OSS
Use		
1st offense	1-10 days OSS, notification to law enforcement, and documentation in student's discipline record	1-10 days OSS, notification to law enforcement
Subsequent offenses	1-10 days OSS, notification to law enforcement	OSS for the remainder of semester, notification to law enforcement

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

Forgery/False Representation (DFOR) –

Any alteration and/or misuse of passes, notes, letters, doctor's notes, etc., which causes the attendance system to lose its integrity. This includes making false reports or telephone calls concerning a student.

	Middle School Level	High School Level
1st offense	1-3 days ISS	3-5 days ISS
Subsequent offenses	ISS, possible OSS	5-10 days ISS, OSS

Severe Clause: Serious circumstances will also be referred to law enforcement or the Lincoln County Juvenile Office.

Habitual Discipline Referrals (HOFF)–

Excessive referrals may result in increasing consequences ranging from loss of privileges, ISS, OSS or referral to Superintendent. It is at the discretion of the administrator whether or not a student will be considered a habitual offender. Students who receive 5 or more discipline referrals may be considered a habitual offender.

Harassment (Policy 1300) (HARR)–

	Middle School Level	High School Level
1st offense	principal/student conference, loss of privilege, ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	principal/student conference, detention, ISS, OSS, possible referral to Superintendent, possible notification to law enforcement
Subsequent offenses	ISS, 1-10 days OSS, possible	ISS, OSS, referral to

	referral to Superintendent, possible notification to law enforcement	Superintendent, notification to law enforcement
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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.

	Middle School Level	High School Level
1st offense and Subsequent offenses	ISS, possible OSS	ISS, possible OSS

Inappropriate Sexual Conduct (IISC)

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

	Middle School Level	High School Level
1st offense	principal/student conference, loss of privilege, ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	principal/student conference, detention, ISS, OSS, possible referral to Superintendent, possible notification to law enforcement
Subsequent offenses	ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	ISS, OSS, referral to Superintendent, notification to law enforcement

In-Class Misconduct/In-Class Disruption (DCLA)–

Behavior that interrupts the education process in the classroom. Students who accumulate 4 focus room visits out of any classroom per quarter and each additional focus room thereafter will receive a discipline referral.

	Middle School Level	High School Level
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1st offense	2-3 class periods of ISS, After School Detention and/or 3 blocks ISS	
2nd offense	1-2 days ISS	Detention and/or 3-5 blocks ISS
3rd offense	3-5 days ISS	3 full days ISS with re-entry conference

Subsequent offenses	ISS, OSS, or alternate placement	ISS, OSS or expulsion from the class and receive a grade of F for the class.
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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.

	Middle School Level	High School Level
1st offense	detention, ISS, or 1-10 days of OSS	detention, ISS, 1-10 days OSS
Subsequent offenses	ISS, OSS, possible referral to Superintendent	ISS, 10 days OSS, possible referral to Superintendent

Out of Assigned Area (AOAA) –

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

	Middle School Level	High School Level
1st offense	Conference and/or lunch detention principal/student conference	detention
2nd offense	Detention, ISS	Detention, ISS
Subsequent offenses	up to 3 days ISS	Up to 3 days ISS

Physically Aggressive Behavior (DPAB) –

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

	Middle School Level	High School Level
1st offense	1-3 days ISS, possible OSS	3-5 ISS, possible OSS

Subsequent offenses	5-10 days ISS, possible OSS	5-10 ISS, possible OSS
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Profane Language (DPRO, DLEM) –

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

	Middle School Level	High School Level
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Directed at a staff member		
1st offense	3-5 days OSS and 1-3 days ISS upon return	5 days OSS and up to 5 days ISS upon return
Subsequent offenses	5-10 days OSS and 3-5 days ISS upon return	10 days OSS and up to 10 days ISS upon return
Directed at a student		
1st offense	1-3 days ISS and/or possible OSS	3-5 days ISS and/or possible OSS
Subsequent offenses	3-5 days ISS and/or possible OSS	5-10 days ISS and/or possible OSS

* Severe Clause: By administration 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.

	Middle School Level	High School Level
1st offense	principal/student conference, loss of privilege, detention, ISS, possible	principal/student conference, detention, ISS
Subsequent offenses	ISS, 1-10 days OSS	ISS, 1-10 days OSS

Racism: Racial Defamation (RACE)–

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently 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;

2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

	Middle & High School Level
1st offense	10 days OSS, possible ISS upon return
Subsequent offenses	10 days OSS with referral to Superintendent

Sexual Harassment (DSLH, IAS)–

Sexual harassment of a student consists of unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

	Middle School Level	High School Level
1st offense	principal/student conference, loss of privilege, ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law	principal/student conference, detention, ISS, OSS, possible referral to Superintendent, possible notification to law enforcement
Subsequent offenses	ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	ISS, OSS, referral to Superintendent, notification to law enforcement

Tardies (ATRF)–

Referrals are assigned for every 3rd tardy to a class.

	Middle School Level	High School Level
1st offense	Lunch detention	40 minute detention
2nd offense	After school detention or 4 lunch detentions	90 minute detention
3rd offense	Detention or ISS	4 hour Saturday detention

Subsequent offenses	ISS	ISS, possible parent conference, possible notification to juvenile office
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- Notification is made to parents with each referral the office receives.
- A student who is more than 5 minutes late to class without a pass will be referred to the office. No less than 1 detention will be assigned.
- A student who is tardy to 3 classes in one day will be issued an office referral and assigned no less than 1 detention.
- Tardies are cumulative per quarter in middle school and per semester in high school.

Theft and/or Possession of Stolen Property (DSTE) -

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

	Middle School Level	High School Level
1st offense	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 ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement
Subsequent offenses	3-5 days ISS, 10 days OSS or expulsion, notification to law enforcement, documentation in student's discipline record. Restitution may be required	Restitution, 10 days 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 Staff Member	Middle School Level	High School Level
1st and Subsequent offenses	OSS, possible referral to Superintendent, possible notification to law enforcement	OSS, possible referral to Superintendent, possible notification to law enforcement
Directed at Student		
1st and Subsequent offenses	ISS, OSS, possible referral to Superintendent, possible	ISS, OSS, possible referral to Superintendent, possible

	notification to law enforcement	notification to law enforcement
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Threats (Catastrophic Threats) (THRT)–

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

	Middle School Level	High School Level
1st offense and subsequent offenses	10 days OSS, referral to Superintendent, and notification to law enforcement	10 days OSS, referral to Superintendent, notification to law enforcement

Tobacco 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 (Juil, 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.

	Middle & High School Level
1st Offense	3 days OSS, 1 day ISS with rehabilitation education
2nd Offense	5 days OSS
Subsequent Offenses	10 days OSS and referral to the Superintendent

SEVERE CLAUSE: By administrator discretion, the sale of tobacco 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.

	Middle School Level	High School Level
1st Offense	1 day ISS	4 hour Saturday detention
2nd Offense	2 days ISS	2 days ISS
Subsequent Offenses	4 days ISS	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.

	Middle School Level	High School Level
1st & Subsequent Offenses	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, MISC) –

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 firearms, throwing stars, metal knuckles, razors, blackjacks, explosive weapons, firearm silencers, gas guns, knives, switch-blades, machine guns, rifles, shotguns, spring guns, and any other item represented as a weapon. Occurrences will be cumulative throughout a student’s time in middle school.

Injurious Materials:

	Middle School Level	High School Level
1st Offense	ISS, 1-10 days OSS, possible referral to Superintendent, possible notification to law enforcement	ISS, 1-10 days OSS, possible referral to Superintendent, possible, notification to law enforcement
Subsequent Offenses	1-10 days OSS and/or 1-10 ISS upon return, referral to Superintendent, notification to law enforcement	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:

	Middle School Level	High School Level
1st Offense and subsequent offenses	10 days OSS, referral to Superintendent, notification to law enforcement	10 days OSS, referral to Superintendent, notification to law enforcement

*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, students could be suspended from school for a period of not less than 180 days or expelled from school.

General Expectations

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 (CYV or A+ Students) 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.

Bullying/Cyberbullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

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

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

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

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

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

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*Alleged acts of bullying should be reported to Alicia Fessenden, Troy Middle School Assistant Principal.

Buses, Transportation, and Bus Passes

Bus Information

Certain laws and regulations govern the operation of the busses. The school authorities make every effort to provide safe, punctual, comfortable, and orderly transportation for students.

Bus Rules

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year. (Board Policy # 2652 and 2875):

- ❖ The driver is in charge of the students and the bus. Students must obey the driver promptly. When and/if a bus has a bus monitor, students will obey the monitor on duty.
- ❖ The driver will assign bus seats. The assigned seat may change as deemed necessary by the driver or building administrator.

- ❖ Students must board and depart at their designated bus stop on the bus route.
- ❖ Students must be on time; the driver cannot wait for those who are late. Students should arrive at the bus stop 10 minutes before their assigned bus arrival time. Please allow 10 minutes after assigned drop off time for your child to arrive.
- ❖ Unnecessary conversation with the driver is prohibited.
- ❖ Outside of carrying on ordinary conversations with other students, classroom conduct is to be Observed.
- ❖ The possession of controlled substances, tobacco, e-cigarettes, and alcohol on the bus is prohibited.
- ❖ There is no eating or drinking on the bus. In the case of extremely hot weather or special circumstances, bottled water may be consumed.
 - ❖ Items considered inappropriate for transportation on school buses include weapons, glass, animals, insects, skateboards, hockey sticks, ball bats, balloons and floral arrangements, or any other items deemed by the Director of Transportation or building administration to be inappropriate.
- ❖ Students participating in athletic activities are required to transport athletic gear in an approved sports bag.
- ❖ Students must not throw any objects on the bus.
- ❖ Students must not at any time get out of their seats until the bus has come to a full stop.
- ❖ Any damage to the bus is to be reported to the driver promptly.
- ❖ The use of profanity and obscene language is not permitted.
- ❖ Misuse of electronic devices on the school bus will be subject to school and bus discipline as stated in the Code of Conduct section of the handbook.

Remember that it is a PRIVILEGE to ride the school bus, and if at any time there is an infraction of any of the rules, the student is subject to losing this privilege.

If it becomes necessary for a driver to refer a student to the building administrator for repeated infractions of these rules or any other form of behavior deemed inappropriate by the driver, the driver will fill out a **BUS CONDUCT REPORT** and deliver it to the building administrator at the earliest possible time. The driver's description of the misconduct must be as specific as possible according to the way he/she witnessed it or perceived it through reports from reliable sources.

Bus Consequences

❖ **Grade K-8 Consequences:** A report will be sent to the parent each time a referral is given. Anytime a student receives a bus conduct report, he/she will have a conference with a building administrator.

Severe Clause:

Severe misbehavior, including profane or threatening language directed at the bus driver, may result in consequences in excess of the scheduled consequences. Some examples include fighting, insubordination, and possession of weapons.

Suspension of riding privileges may continue into the next school year to complete the Suspension.

Bus (In Case of an Emergency)

Parents/Guardians are required to notify the School Elementary office for any changes if your student will not be riding the bus. **All changes will need to be communicated 24 hours in advance to your school office**

❖ Students may not ride as a visitor on buses

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, they are to use the restroom designated by a supervising faculty member. Students are to finish their entire lunch in the commons area. Only packaged food and drinks with lids are allowed out of the cafeteria area. It is teacher discretion as to the consumption of food and beverage in their classroom. 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.

Custody Documentation

Under normal circumstances, biological parents may pick their children up at school unless court documentation states otherwise. The school will not arbitrate custodial rights. Current, legal custodial documents should be on file at the school.

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.

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.

Dress Code

The dress code will coincide with the Lincoln County R-III School District Board of Education policy #2651.

The dress and grooming of students attending TMS 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.

- Appropriate clothing will be worn in the manner for which the manufacturer designed them.
- All students are asked to help themselves and their school climate by maintaining a clean, neat, and tastefully dressed student body. [Boxers or other immodest clothing that exposes underwear, bellies, bottoms, backs, etc.] that, in the judgment of the administrator or teacher, detracts from the learning process should not be worn.

- Shorts of an appropriate length may be worn.
- Clothing and accessories depicting/representing drugs, alcohol, sexual content, and/or tobacco in picture, slogan, slang, or innuendo form will not be permitted. In addition, students who wear accessories to their clothing that are disruptive to the school climate (i.e. scarves, banners, flags, signs, etc) will be asked to remove such item(s).
- Long chains that hang from the belt, sagging pants, radical hair color, or body/face paint are not allowed if it distracts from the learning environment.
- 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 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.
- Blankets, pajamas, pillows and costumes are not allowed.
- Shoes containing roller skate wheels are not allowed.

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.

Hall Passes

During class time students are not to be out of their classroom without a hall pass. Students must have a signed pass to leave a classroom.

Harassment Policy

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, 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 law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

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

Attn: Kelly Groeber

Address: 951 W College, Troy, MO 63379

Telephone Number: 636.462.5194 or 636.462.4981

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis

of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Locker Assignments

Students in 6th, 7th will be assigned lockers for the storage of books, clothing, personal articles, etc. Students in 8th grade will be assigned lockers upon request. 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 use school issued locks and clean out their assigned locker at the end of the year. Replacement locks can be purchased for \$6. Maintaining and cleaning out gym lockers are the students' responsibility.

Lost and Found Articles

Lost and found is located in the hallway outside the Canteen doors. Unclaimed items will be donated to local community assistance organizations.

Lunch Accounts

Chartwells School Dining Services serves students with 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. Students can deposit money in their account by placing cash/check in an envelope and turning it into the deposit box located in the cafeteria or by making a deposit online. Students are required to keep meal accounts current.

Meal Charges: Policy 5550

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's building administrative offices of outstanding balances.

Administration

a) Student Groups:

- Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
 - a) These meals charged will include only the menu items of the reimbursable meal.
 - b) Once the maximum of \$10 has been met, the student may receive a designated menu alternate for both breakfast and lunch.
 - c) After this maximum has been met, no additional charges will be accepted.
- Middle school students will be allowed to charge a maximum of ten (\$10.00) dollars.
 - a) These meals charged will include only the menu items of the reimbursable meal.
 - b) Once the maximum of \$10 has been met, the student may receive a designated menu alternate for both breakfast and lunch.
 - c) After this maximum has been met, no additional charges will be accepted.
- High school students are not allowed to charge any meals.
 - a) If the meal account is negative, the student may receive a designated menu alternate for both breakfast and lunch.
 - b) No charges will be allowed for ala carte foods and beverages. Students must have funds available to purchase.
 - c) 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.

- a) Email notifications will be sent weekly to parents of all students.
- b) Elementary students, who have a \$10.00 or less balance, will also receive a hard copy letter every Friday.
- c) Secondary students will be reminded verbally of their daily balance by the cashiers.
- d) 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.
- e) 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.
- f) 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.

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Off Campus Behavior (Policy 2600,2610) –

This handbook governs conduct that takes place on school grounds, school property, school buses, and at school activities whenever and wherever they may take place. In addition, the school reserves the right to impose disciplinary consequences for any student’s behavior (whenever and wherever it may occur) if such behavior is prejudicial to good order and conduct in the school they attend or tends to impair the morale or good conduct of the pupils in said school. Finally, the school district reserves the right to suspend any pupil who has been charged, convicted, and/or plead guilty in a court of general jurisdiction (Missouri Circuit Court or a Federal District Court) for the commission of a felony violation of state or federal law.

Photography Notice

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

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lincoln County R-III School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lincoln County R-III School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lincoln County R-III School District to include this type of information from your child's educational records in certain school publications. Examples include:

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

Directory information as Defined in Regulation 2400, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Lincoln County R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing with in ten (10) school days of registration with the District. Lincoln County R-III School District has designated the following information as directory information:

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

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.

Posters/Announcements

The principal 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 1st hour, and the weekly bulletin will be posted across from the office.

Public Notice

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/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 (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special educations, and traumatic brain injury.

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

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.

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, which 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 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.

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

Residency

Proof of residency/address will be required at the time of enrollment and at the beginning of each school year. Proof of address in the form of a recently dated utility bill, a newly signed lease agreement, signed purchase agreement/closing statement, or a current Driver's License are the only documents that are acceptable.

Restroom Dismissal

Students will not be excused from a classroom to use the restroom unless it is determined by the teacher to be an emergency. Students should use the restroom during passing time.

RULER

As part of our ongoing efforts to continue to provide the most impactful experiences for the students and families we serve, we have committed to implementing RULER, an evidence-based approach to social and emotional learning developed at the Yale Center for Emotional Intelligence. RULER is also an acronym for the skills of emotional intelligence: Recognizing emotions, Understanding emotions, Labeling emotions, Expressing emotions,

and Regulating emotions. Research from the field of emotion science finds that children who understand and manage their feelings make more responsible decisions, have stronger relationships, and perform better in school.

Teachers, staff and I are excited to be bringing RULER to our students! Teachers will be leading lessons to support the development and refining of the RULER skills. In middle school, students learn about emotions and emotional intelligence within the context of their real world experiences: personally, at school, in our communities, and in our understanding of the world around us. Each lesson addresses a developmentally appropriate topic such as healthy and unhealthy relationships, conflict resolution, coping skills, and identifying personal values. Additionally, middle school lessons use project based learning, which gives students the opportunity to be co-creators of knowledge and learning.

We are eager to see your children plotting themselves on the Mood Meter, to hear the shared language of *best self*, and to witness them being kinder to themselves by practicing positive self talk strategies to regulate emotions.

Safe School Policy

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

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

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

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

School Event Pick-Up Policy

For all athletic events, practice, or club meetings held after school students are to make arrangements to be picked up as soon as possible at the conclusion of a school activity. Approximate ending times are announced so students can inform parents/guardians when to pick them up. Teachers assigned to supervise activities appreciate student cooperation. The names of students who have not been picked up fifteen (15) minutes after an event will be given to the administration, and those students will be subject to the loss of attendance privileges to extra-curricular activities. Anyone leaving the area or building prior to the end of the event will not be allowed to return to the event. After leaving, the student must immediately leave the school premises unless waiting in a designated area for transportation.

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 administrators may search a student, student lockers, and/or student automobiles (CYV or A+ Students) under the circumstances outlined in the guidelines below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Guidelines:

The Person – a student’s person and/or personal effects (i.e., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If after being informed of the basis for the school official’s reason to search, the student does not consent and the circumstances permit, an attempt will be made to contact a parent or guardian and inform them of the circumstances. Even though the parent or guardian may not consent to the search, the school official may proceed with the search, and/or if necessary call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his/her effects should be conducted out of the presence of other students.

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

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

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

Solicitation on School Grounds

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

Student Files and Permanent Records

The personal records of each student are kept on approved accumulative record forms. This record includes the student’s courses and grades earned, standardized test scores, family records, health records, and a record of attendance. These records are kept on file as they will be referred to many times while you are in school and after you have left school. Many times the school is called upon to forward transcripts for students. The information for these transcripts comes from their permanent records. Every effort should be made to keep a good record. All student records are available for parents/guardians to review at any time

Student Use of Tobacco, Alcohol and Drugs (Policy 2640)

Smoking

The Board of Education believes that smoking; the use of any tobacco products and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products i.e. e cigarettes at school and at school activities.

Alcohol and Drug Use

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Policy and Regulation 2642.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student’s behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the District’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Drug-Free Schools (Policy 2641)

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

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

As permitted by law, the District will cooperate with government and private agencies offering services related to drug, alcohol and tobacco problems. The District will provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. All parents/guardians and students shall annually be provided with a copy of this policy.

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

Student Drug Testing and Consequences for Drug/Alcohol-Related Violations (Policy 2642)

The Lincoln County R-III School District recognizes the importance of protecting the health and safety of students from the use of prescription drugs without a valid prescription, alcohol, narcotic substance and

synthetic drugs. The purpose of this policy is to help prevent substance abuse among students, maintain a safe environment for all students and staff, and encourage treatment for students with substance abuse problems.

The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of any unauthorized prescription drug, narcotic drug, controlled substance, illegal drug, counterfeit substance, and/or imitation controlled substance (collectively as used herein “drug(s)”) at school, any school activity, or on a District-owned or approved vehicle is strictly prohibited.¹ The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of alcohol is also prohibited, as is the use, possession, sale, distribution, transfer, purchase, and/or receipt of any drug-related paraphernalia. Violations of this policy will be subject to the disciplinary action set forth in the District’s discipline policies and regulations, which may include student drug testing as set forth in Regulation 2642.

The District will regularly evaluate its policies, regulations and procedures to ensure that it remains in compliance with state and federal laws and regulations.

Student Drug Testing and Consequences for Drug/Alcohol-Related Violations

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.² The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of alcohol is also prohibited, as is the use, possession, sale, distribution, transfer, purchase, and/or receipt of any drug-related paraphernalia.

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

Students who engage in misconduct in violation of this Procedure and/or Board of Education Policy 2642 will be subject to the disciplinary consequences outlined below. A Student who receives a long term suspension for drug or alcohol-related misconduct may qualify for early readmittance under certain conditions set forth specifically below. Early readmittance is a voluntary choice which allows the student to return to school sooner and encourages education regarding the physical, mental and emotional harm caused by drug or alcohol abuse. Students who choose early readmittance shall have the length of his/her out-of-school suspension reduced so long as the student complies with the requirements for early readmittance. Failure to comply with all of the conditions of early readmittance, which may include negative results to random voluntary drug tests for a designated period

¹ Unless otherwise specified herein or in Board of Education Policy, terms herein will be defined as set forth in RSMo. § 195.010. “Controlled substance” shall include any controlled substance, counterfeit substance or imitation controlled substance set forth in schedules I, II, III, IV and V in 21 U.S.C. 812(c).

April 2016

² Unless otherwise specified herein or in Board of Education Policy, terms herein will be defined as set forth in RSMo. § 195.010. “Controlled substance” shall include any controlled substance, counterfeit substance or imitation controlled substance set forth in schedules I, II, III, IV and V in 21 U.S.C. 812(c).

of time, may result in the reinstatement of the remaining days of the original long-term suspension. A student who does not choose early readmittance will suffer no adverse consequences and will merely serve the length of the original suspension.

Drug Testing Procedures

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

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

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

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

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

Treatment/Rehabilitation

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

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

Payment for Testing

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

Text Books

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

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

Troy Middle School is not responsible for any personal property brought to school by students. Personal property should not be left unattended. TMS 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

Per 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:

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

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

Work Completion (Missing Work/Late Work)

Students are expected to complete all work assigned. The penalty for late work is a minimum of 10% to a maximum of 50% off of the assignment, which will be determined by the teacher. Work will be accepted until the end of the quarter. Since work is accepted until the end of the quarter zeros are not permitted at Troy Middle School. Students who CHOOSE NOT to complete assignments (to the expectation level set by the teacher) will be subject to interventions and/or disciplinary consequences (see below).

Educational Interventions: Teacher/student conference, phone call home, mandatory in school tutoring (before school, during lunch, or during elective classes), mandatory after school tutoring, Saturday school, team isolation

Disciplinary Consequences: Lunch Detention, After School Detention, Saturday Detention, ISS

* Definition of “work” - any assignment and/or assessment given by the teacher.

Student Services

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

Students must sit in the section assigned to their class. Students are expected to behave appropriately and give courteous attention at all times.

Flight Program

This program is designed to enhance the regular curriculum for students who are academically/intellectually gifted. Qualification for this program would be under the direction of Student Services at Lincoln County R-III Central Office.

Grade Reporting

Report cards are issued every nine weeks (quarterly). Recorded on each student's grade card will be the grades for each subject, number of days he/she has been absent, and conduct grade.

The following grading scale is used at TMS:

90-100 A

80-89 B

70-79 C

60-69 D

59 and below F

Promotion Policy

It is important for TMS students to understand that they will be accountable for the successful completion of their scheduled course work. Failure of coursework is not acceptable.

Grades earned in the core classes (Science, Math, Communication Arts, Social Studies) will be considered prior to promotion to the next grade level. Students who earn a failing semester grade may be required to successfully complete Academic Recovery during the year, and/or Summer Academic Recovery, after school tutoring or Saturday school before being promoted to the next grade level. Those students failing to attend, or successfully complete the required interventions, will be reviewed for possible retention.

Students who have not met the requirements of the core classes (passing 7 out of 8 possible core classes during the 2 semesters of the year) may be required to attend Academic Recovery during the year and/or Summer Academic Recovery to catch up on course level expectations that were not met during the school year. Student's having 12 or more absences per semester will need to complete attendance make-up after school or during Saturday school to ensure promotion to the next grade level (Please see Excessive Absenteeism on pages 11-12)

All Missouri schools may be mandated by legislation that students perform at specific levels regarding their reading skills. These skills will be evaluated through multiple testing instruments.

APPEAL PROCESS

The final recommendation on student promotion/retention will be made by the Teacher Support Team to the school administration. Student promotion/retention appeals will be considered upon written request to the office of the superintendent by the student or the student's parents/guardians. All written appeal requests may be made to the office of the superintendent within ten (10) days of receipt of notification of promotion/retention from the Teacher Support Team.

Guidance Department

Troy Middle School 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:

1. Assist students in realistically appraising themselves and the world of work.
2. Aid students in deciding whether or not to go to college and in choosing a school, which will best fill their needs.
3. Assist students in finding jobs through various agencies.
4. Aid students in their attempt to identify and eliminate causes of academic difficulties.
5. Assist students in identifying and solving problems of a personal nature.
6. Assist students in choosing high school subjects, which will give them the education they need.

Reading Intervention Program

Any student testing two or more grade levels behind his or her current academic year, may be required to participate in the reading intervention program.

Residency

Pursuant to Public School Laws of Missouri (167 RSMo), students attending Troy Middle 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.

Saturday School

Students who are behind in their class work or need extra help may be recommended and/or required to attend Saturday School. At Saturday School students can get extra help and time to work on assignments that they have not completed. Saturday School is from 8 – 11 a.m. and is scheduled on an as needed basis.

Tutoring

Students who are behind in their class work or need extra help may be recommended and/or required to attend a variety of tutoring sessions during and/or after school.

- After school tutoring is held after school on Tuesdays and Thursdays from 2:35-3:35
- New Frontiers: Academic Recovery during a student's regular school schedule
- Math 180/Read 180: Interventions held during a student's regular school schedule • Saturday School: Held once a month from 8:00-11:00; See school calendar for specific dates

Virtual Course Work

The Lincoln County R-III School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact their student's school counselor and inquire about our virtual program options and the Missouri Coursework Access Program (MOCAP).

Medical and Additional Information

Asbestos Information

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

Medication Policy

Standing Orders

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

Prescription Medication and OTC Medication NOT listed on the Standing Order Form

Medication will be given by designated school personnel only on orders of a physician and written

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

First Aid

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

Illness at School

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

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

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

Immunizations

- All students attending public schools are required to comply with the state programs mandating immunization against specific diseases. Failure to comply with the Districts immunization requirements will result in exclusion from school until proof of compliance is provided. (Policy 2850, Regulation 2850)
- If the student cannot receive the needed immunization(s) for medical reasons, an original medical exemption card (**a copy will not be accepted**) will need to be completed and signed by a physician and filed in the student's health record.
- If the parent/guardian objects to immunizations for religious reasons, an original exemption card (**a copy will not be accepted**) must be signed by the parent/guardian and verified by the school nurse. **A new card for a medical exemption and a religious exemption are required for each new school year.**
- In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with State Rule 13 CSR 50-101.0412. The only exception will be students with a signed letter from a physician saying

they have already had the disease and have available laboratory confirmation of immunity.

Vision and Hearing Screenings

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

- Hearing screenings will be completed for students in kindergarten and grade 1 only. ● Emphasis is always placed on the youngest population. (Missouri Department of Health and Senior Services – Guidelines for Hearing Screenings)
- The range of normal hearing is -10 to 20 decibels.
- Vision screenings will be completed for students in grades 1, 3, and 5 only.
- Only 1st and 3rd grade students are required with near and distance acuity, Random Dot E. (Missouri Department of Health and Senior Services – Guidelines for Vision Screening in Missouri Schools)

Notice of Non-discrimination

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, Kelly Groeber
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.

Distribution of Non-curricular Publications by Students

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's education mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals.

Family Educational Rights and Privacy Act (FERPA)

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

Family Time

Family Time is a once a month, multi-grade level "class" that meets with student identified TMS trusted adult with the purpose of building relationships through restorative circles, mindfulness, inspiration, motivation, character development, community service, and more.

Free and Reduced Meals Program

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

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

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

Transgender Students (Policy 2115)

The Board of Education believes that all students are entitled to a quality education in a safe environment. This belief extends to the growing number of transgender students, that is, students who self-identify with a gender that is different from their biological sex.

The Board seeks to balance the privacy needs of all students with the preferences of transgender students and their parents/guardians. This policy sets forth the practices that are in place for the welfare of all of our students. This policy does not anticipate every situation that might occur with respect to transgender students, and the needs of each transgender student must be assessed on a case-by-case basis.

Student Identity

Transgender students are permitted to select a first name and pronoun that more closely matches their gender identity. This chosen name shall be used by District staff to communicate verbally and electronically other than in official school records. Changes of name shall not be permitted to exceed one name change per school year

Official school records shall continue to list the birth name and biological sex of the student. The student or their parents/guardians may obtain a name change through the court system. In such a case, the District will amend its official school records to comply with the court order.

Restrooms

The District, when requested, will designate a gender neutral restroom(s) in each building with the appropriate signage.

All students, regardless of their gender identity will have the option of using the gender neutral restroom, or the restroom designated for their biological sex.

Locker Rooms/Showering Facilities

Elementary students are not required to change into PE uniforms and, hence, do not require showering.

In District secondary schools, students who elect to participate in physical education classes that require access to locker rooms or showering facilities will be expected to use those facilities designated for their biological gender. However, upon request of a transgender student and/or their parents, alternatives will be considered. In consultation with the student and parents, the alternative will include, but not be limited to, online PE courses, independent study; scheduling adjustments to include early access to change and showering facilities; separate enclosed change and shower room within the locker room. Each such request would be considered on a case-by- case basis. However, if consensus cannot be reached with the student/parents, the District will select an option that is in the best interest of all students.

Apparel

Transgender students are permitted to dress in the same manner as the gender with which they identify. However, all students are required to dress consistently with the school's dress code.

Extra-Curricular/School Activities

Similarly, all students are permitted to wear apparel associated with their gender or gender identity. On occasion, student activity groups schedule overnight trips. Students will be assigned rooms, with sponsor approval, mutually agreed upon by student roommates. The District is a member of the Missouri state High School Activities Association (MSHSAA). As such, the District is required to adhere to MSHSAA regulations regarding athletic participation by transgender students.

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).

1st Hour Teacher _____

Student's Name (Print) _____ Grade _____

Student's Signature _____

Date _____

Parent's Signature _____

Date _____

