

Troy South Middle School Handbook



2023-2024

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

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Troy South Middle School
Contact Information
2023-2024

Troy South Middle School
200 South Campus Road
Moscow Mills, MO 63362

<u>Main Office</u>	<u>Guidance Office</u>	<u>Athletic Office</u>
636.462.5125 (Ph.)	636.462.5128 (Ph.)	636.462.5107 (Ph.)
636.462.5126 (Fax)	636.462.5129 (Fax)	636.462.5108 (Fax)

Office Hours: 7:30 a.m. – 4:30 p.m.

Administrative Contacts

Dr. Alicia Fessenden	Principal
Mr. Matt Goodlet	Assistant Principal
Mr. Aaron Henke	Assistant Principal/Activities Director

Guidance Office

Mrs. Amy Moore	Counselor
Mrs. Kathleen Stahl	Counselor

Other Services

Mrs. Courtney Wessling	Site Coordinator
Mrs. Grace Mattei	Nurse

District Calendar 2023-2024

August				March	
21	FIRST DAY OF SCHOOL			18	NO SCHOOL- Spring Break
				19	NO SCHOOL- Spring Break
September				20	NO SCHOOL- Spring Break
4	NO SCHOOL- Labor Day			21	NO SCHOOL- Spring Break
29	Special Early Release			22	NO SCHOOL- Spring Break
				29	NO SCHOOL - In-service Day
October					
30	NO SCHOOL – Fall Break			April	
31	NO SCHOOL -Fall Break			1	NO SCHOOL – In-service Day
November					
22	NO SCHOOL- Thanksgiving Break			May	
23	NO SCHOOL- Thanksgiving Break			23	LAST DAY OF SCHOOL Special Early Release
24	NO SCHOOL- Thanksgiving Break			27	Memorial Day
December					
20	Special Early Release				
21	NO SCHOOL- Winter Break				
22	NO SCHOOL- Winter Break				
25	NO SCHOOL- Winter Break				
26	NO SCHOOL- Winter Break				
27	NO SCHOOL- Winter Break				
28	NO SCHOOL- Winter Break				
29	NO SCHOOL- Winter Break				

January					
1	NO SCHOOL - Winter Break				
2	NO SCHOOL - In-service Day				
15	NO SCHOOL- Martin Luther King Jr. Day				
February					
16	NO SCHOOL – In-service Day				
19	NO SCHOOL- Presidents’ Day				
				Wednesdays	School dismissed at 2:10pm every Wednesday

Mission:

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

District 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

Troy South Middle School Vision:

Troy South Middle School is dedicated to embracing lifelong learning and creating a culture of kindness to assist students in an ever-changing society.

Commitments (Values):

Troy South Middle School faculty and staff commit to...

- stepping outside of our comfort zones by creating constructive, rigorous, and engaging lessons that utilize differentiated instruction and technology.
- making connections between the classroom and outside world by providing real-life experiences and teaching life skills within our classrooms.
- building positive and trusting relationships with all students and faculty and model positivity and pride in our school.
- providing every student with equal opportunities to be successful by being fair and consistent by starting every day with a clean slate.

Troy South Middle Bell Schedule 23-24

<u>Monday, Friday Schedule</u>	<u>Tuesday, Thursday Schedule</u>	<u>Wednesday Schedule</u>
1st hour 8:20-9:14 (58) 2nd hour 9:18-10:11 (57) 3rd hour 10:15-11:08 (57) 4th hour 11:12-12:29 (60) Lunch Shift A 11:13-11:34 Shift B 11:16-11:37 Shift C 11:39-12:00 Shift D 11:42-12:03 Shift E 12:05-12:26 Shift F 12:08-12:29 5th hour 12:33-1:26 (57) 6th hour 1:30-2:23 (57) 7th hour 2:27-3:20 (53) 399/3=133	1st hour 8:20-9:08 (52) 2nd hour 9:12-10:00 (52) WIN 10:004-10:34 (34) 3rd hour 10:38-11:26 (52) 4th hour 11:30-12:45 (58) Lunch Shift A 11:31-11:52 Shift B 11:34-11:55 Shift C 11:56-12:17 Shift D 11:59-12:20 Shift E 12:21-12:42 Shift F 12:24-45 5th hour 12:49-1:37 (52) 6th hour 1:41-2:29 (52) 7th hour 2:33-3:20 (47) 399/3=133	1st hour 8:20-8:58 (42) 2nd hour 9:02-9:40 (42) Family 9:44-10:14 (34) 3rd hour 10:18-10:56 (42) 4th hour 11:00-12:08 (52) Lunch Shift A 11:01-11:21 Shift B 11:03-11:23 Shift C 11:23-11:43 Shift D 11:26-11:46 Shift E 11:45-12:05 Shift F 11:48-12:08 5th hour 12:12-12:50 (42) 6th hour 12:54-1:32 (42) 7th hour 1:36-2:10 (34) 330/3=110

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 SOUTH MIDDLE SCHOOL CURRICULUM

6th Grade

REQUIRED CLASSES	EXPLORATORY / ELECTIVES (Quarter)
English	Band (year)
Science	Choir (year)
Math	Art
Social Studies	Agriculture
	Cyber Civics
P.E./Health/Academic Lab	Family and Consumer Science
	Engineering and the Environment (GTT)
	Medical Detectives (GTT)
	Career Exploration

7th Grade

REQUIRED CLASSES	EXPLORATORY / ELECTIVES (Quarter)
English	Band (year)
Science	Choir (year)
Math	Art
Social Studies	Family and Consumer Sciences
P.E./Health/Academic Lab	Coding (GTT)
	Agriculture
	Design and Model (GTT)
	Career Exploration
	Cyber Civics

8th Grade

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

TROY SOUTH MIDDLE SCHOOL ACTIVITIES		
ACTIVITIES, CLUBS & ORGANIZATIONS	MUSIC GROUPS	ATHLETICS 7th and 8th Grade
Art Club	6 th - 8 th grade Choir	Football – Fall
Interact Club	7 th & 8 th grade Show Choir (competitive)	Basketball – Winter
FCCLA- Family Career & Community Leaders of America	6 th - 8 th Band	Cheerleading
FFA		Cross Country – Fall
TSA- Technology Student Association		Dance
Robotics		Softball – Fall
NJHS- National Junior Honor Society		Track – Spring
Student Advisory Council		Volleyball – Fall
		Wrestling – Winter

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 TSMS 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

ATTENDANCE POLICY - GENERAL

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

Excessive Absenteeism Procedures-

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

Step 2: Upon student's 4th absence per semester, administration and/or team will meet with

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 4th unverified absence

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

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

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.

General Attendance Information:

Arriving before school/leaving after school-

The building opens at 7:00 a.m. but students arriving before 8:00 a.m. will wait in the cafeteria. After 8:00 a.m., students may eat breakfast in the cafeteria or report to the designated grade level waiting area until dismissed to their 1st hour class.

At the end of the day students are expected to leave campus promptly. Students not involved in extracurricular activities, receiving after-school tutoring, attending an assigned detention, or participating in other scheduled activities must leave the campus within 15 minutes of the dismissal bell.

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:
 - 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.
 - Over-the-Counter Medicines (Tylenol, cold medicines, etc.) – written consent from parent/guardian is required.

Make Up Work -

Class work assigned during student 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.

Tardy -

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 4 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.)**

Troy South Middle School KARE Matrix
Created by the Tier 2 BIT

Expectations				
	Kind	Accountable	Respectful	Empathetic
Classroom	Use positive words with peers and teachers Be friendly Be helpful Honor personal space and property of others	Be truthful in conversations. Admit mistakes, say you're sorry. Do your own work. Give your best effort.	Active listening Respect your educational future Be positive in your actions and words Respect the learning of others Keep hands, feet and objects to self	Be considerate of others' ideas. Respect others' personal space and belongings Encourage others' ideas and effort
Hallways	Polite and kind words Say "excuse me" Appropriate manners Engage in appropriate conversations Honor personal space	Walk on the proper side of the hall. Report spills Limit electronic use and pay attention Throw trash in proper receptacles	Pick up trash Keep all hands, feet, and objects to yourself Allow others to reach their lockers Walk quietly on the RIGHT side of the hallway Keep hands, feet and objects to self.	Greet others politely Use appropriate voice Be mindful of the needs of others
Cafeteria	Be friendly and helpful Engage in school appropriate conversations Say "please" and "thank you" Be a friend to others	Be safe in your actions Pay for all items you select Maintain personal space Keep your hands off others' food	Keep the cafeteria clean Keep voices low Ask for permission to leave your seat	Have appropriate conversation. Use encouraging words. Welcome and include others Be considerate of others' choices

Restroom/ Locker Rooms	Say “excuse me” Honor personal space Engage in appropriate conversations Wait your turn	Keep all hands, feet, and objects to yourself Report behavior concerns No cell phones or electronic device use	Respect the privacy of others Clean up after yourself	Give privacy to others. Respect others personal space and belongings. Have positive interactions with peers.
Assemblies	Honor others personal space Only positive comments	Remain seated Stay in assigned area Enter/exit in an orderly fashion	Be “unplugged” Use manners Quiet and attentive	Be mindful of the feelings and needs of others. Be a good listener Give positive and appropriate responses to speakers.
Bus	Honor personal space Engage in appropriate conversations Be safe in your actions Treat others with kindness	Stay seated Appropriate volume Do not throw items Watch for traffic Get off at assigned stop	Listen to bus driver Use polite language and volume Keep hands, feet and objects to self	Use appropriate volume and language for bus safety. Be mindful of the needs of others Respect others personal space and belongings.

Behavior Flow Chart

Prior to this event, did you re-teach expectations, use 4:1, and provide pre-corrects before each transition?
Typically, a teacher would use more than 1 consequence from each of the lower tiers before progressing.

Observe Problem Behavior

What is the function of the behavior?

Determine if the behavior is
teacher managed
or
office managed

Every day starts with a clean slate!

Level 1 (teacher managed)	Level 2 (teacher may ask for help if needed)	Level 3 (office managed)
<p>Low intensity; behavior confined to focus student or is easily diffused</p> <ul style="list-style-type: none"> -disruptive noises -disruptive transitions -inappropriate items such as toys -tech use without permission -inappropriate talk to/about others -non-directed inappropriate language -inappropriate physical contact -eating/drinking without permission (teacher discretion) -uncooperative behavior -out of seat without permission 	<p>Disrupts immediate area or whole class; student receives Level 1 Classroom Discipline and misbehavior continues and/or:</p> <ul style="list-style-type: none"> -repetitive teasing, including derogatory language -rude/disrespectful language that is directed at someone -rude/disrespectful actions that are directed at someone, including slamming furniture and throwing work or supplies -deceptive cheating -deceptive use of technology 	<p>Behavior causes or threatens to cause physical or severe emotional injury or harm to student or others; student receives Level 2 Classroom Discipline and misbehavior continues and/or:</p> <ul style="list-style-type: none"> -Discrimination/intentional defamation -theft -targeted bullying/harassment -weapons/illegal substances -assault/fighting -false alarms -profanity/obscene gestures towards others -profane technology misuse
<p>Interventions:</p> <ul style="list-style-type: none"> -verbal re-direct -change seat -re-teach expectations -4:1 -pre-correct -non-verbal cue -brief time out -use of classroom sensory space 	<p>Interventions:</p> <ul style="list-style-type: none"> -verbal re-direct -4:1 -pre-correct -re-teach expectations -restorative circles -contact parent -loss of privilege -silent lunch 	<p>Interventions:</p> <ul style="list-style-type: none"> -Send student to office if student is not an immediate threat to self or others -Call for help if student is an immediate threat to self of others
<p>Documentation: none</p>	<p>Documentation: Record in Minors Google Sheet</p>	<p>Documentation: Office Discipline Referral in SIS</p>



K-12 Code of Conduct

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

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

DEFINITIONS:

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

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

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

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

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

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

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

In-School Suspension (ISS)- The student loses the privilege of attending regular classes and will report to the office or ISS room/location at the start of the day for a specific amount of time as determined by the offense committed. The student will receive full credit for all work completed while in ISS. Students assigned ISS will receive ISS guidelines from an administrator. Students are excluded from any school activities until the first calendar day after the assigned ISS time is successfully completed.

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

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

Out-Of-School Suspension (OSS)- The student loses all the privileges of attending school, participating in classes, and participating in or attending any extracurricular activities or school sponsored functions, whether on campus or at another facility, for the length of the suspension.

The opportunity to make up work missed while on OSS will be extended upon the students return to school for suspensions less than 10 days. For suspensions of more than 10 days, arrangements will be made with the office to make up the work missed.

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

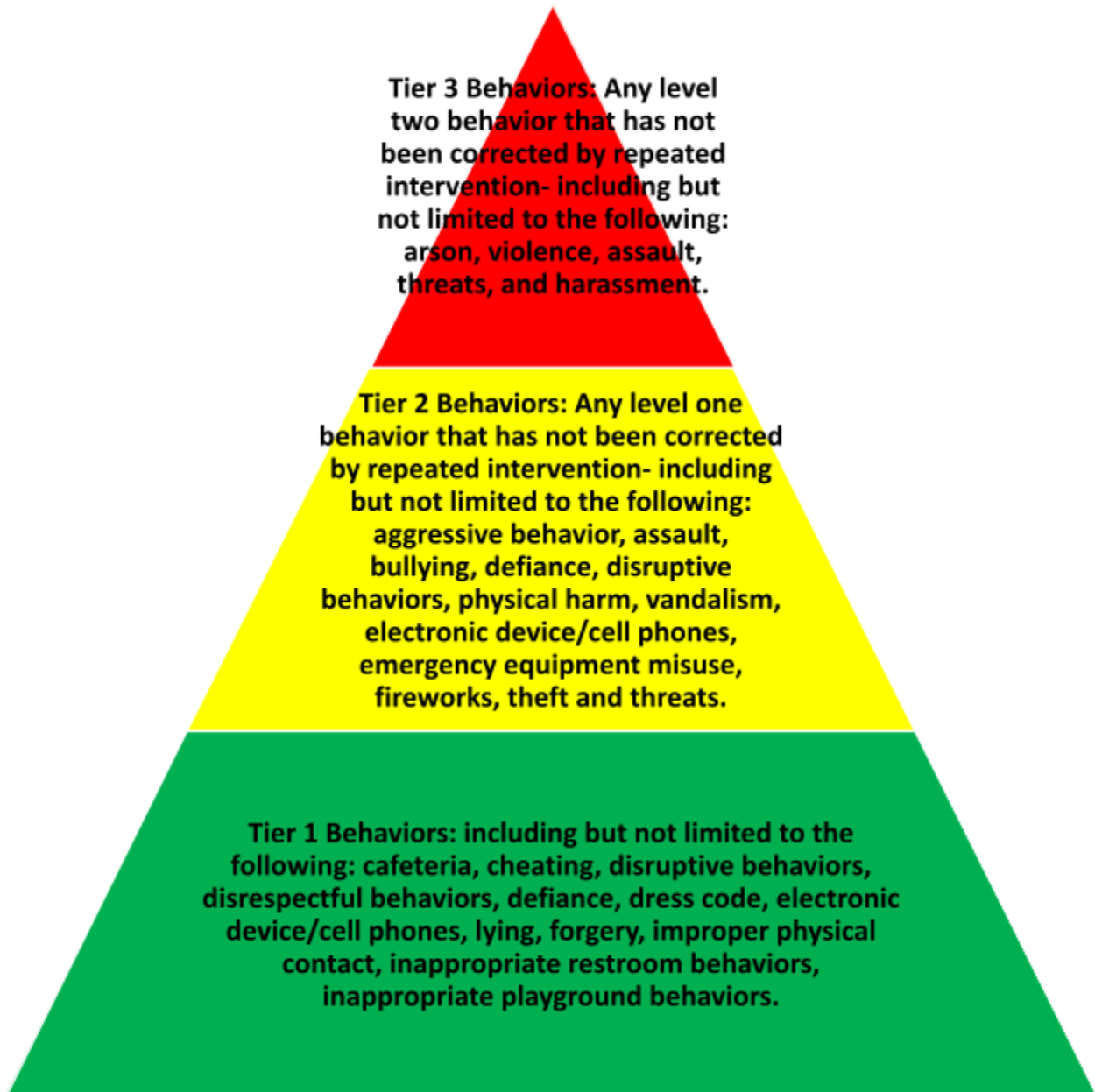
- 11-180 days of original OSS
- Professional counseling services
- Referral to the Board of Education for expulsion

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

Classroom vs. Office Managed Behaviors

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

Pyramid of Behaviors



ACADEMIC DISHONESTY (DCHE)

Includes, but is not limited to, the following:

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

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

ARSON

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

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

ASSAULT (ASLT)

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

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

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

AGGRAVATED ASSAULT (ASLT)

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

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

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

BREAKING ISS EXPECTATIONS (BISC)

Failure to adhere to ISS or AEP contract and rules

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

BULLYING - Refer to Policy 2655 (DBUL, CYBR)

Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, extortion, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. For more information reference Bullying under General Expectations. Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc.

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

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

BUS VIOLATION (BBUS)

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

	Elementary (Pre-K- grade 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	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.	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.	Bus Driver Conference	
Minor Infraction:				
Major Infraction:	Remember that it is a privilege to ride the bus, student is subject to losing that & refer to what the classroom behavior in the handbook states	Remember that it is a privilege to ride the bus, student is subject to losing that & refer to what the classroom behavior in the handbook states	Driver Referral - consequences assigned in accordance to the student code of conduct based on specific infraction.	
Subsequent Offense	Remember that it is a privilege to ride the bus, student is subject	Remember that it is a privilege to ride the bus, student is subject	Consequences assigned in accordance to the student code of conduct based on specific infraction.	

	to losing that & refer to what the classroom behavior in the handbook states	to losing that & refer to what the classroom behavior in the handbook states	
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Remember that it is a privilege to ride the bus and if at any time there is a disciplinary infraction, the student is subject to losing that privilege.

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

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

CELL PHONE USE/MISUSE (DCEL)

Due to the District issuing/providing iPad devices to each student, cell phone usage during class time will not be tolerated unless directed by a teacher. Students violating these expectations will face the following disciplinary action:

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

	and pick it up at the end of the day.	and pick it up at the end of the day.		
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Severe Clause: By administrative determination, acts of harassment, bullying or possession/distribution of pornography through the use of an electronic device may result in consequences in excess of those outlined above.

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

DEROGATORY LANGUAGE (DELA)

Isolated incident consisting of verbal, written, or physical conduct that is derogatory in nature. If the conduct may rise to the level of harassment or discrimination as defined in Policy and Regulation 1300 or 1301, it will be investigated per that policy.

	Elementary (Pre-K-grade 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Principal/student conference, loss of privilege, ISS, 1-10 days, OSS, possible referral to Superintendent, possible notification to law enforcement			
Subsequent Offense	Refer to Policy 1300/1301			

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

Being dishonest to staff members, gossiping, spreading false rumors, and/or making false statements, (either written, verbal, or technology based) is prohibited. Any alteration and/or misuse of passes, notes, letters, doctor's notes, parking passes, etc. This includes making false reports or telephone calls concerning a student. Making false statements about another student can cause serious emotional distress to others and even incite physical confrontations between students. Students are expected to tell the truth when asked by staff.

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

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

DISRESPECTFUL CONDUCT OR SPEECH (DDIS, DVAB, LANG)

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

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

DRESS CODE VIOLATION (DCLO)

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

	Elementary (Pre-K- grade 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire; possible ISS, possible OSS	Teacher/Student conference, Principal/Student conference, Student will be asked to remove inappropriate items or change into school appropriate attire, refusal to do so will be considered

				insubordination possibly resulting in detention, ISS, OSS
Subsequent Offense	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire; possible loss of privilege	Teacher/student conference, student will be asked to remove inappropriate items or change into school appropriate attire; possible loss of privilege	Teacher/Student Conference, Principal/Student Conference, Detention, ISS, OSS	Teacher/Student Conference, Principal/Student Conference, Detention, ISS, OSS

DRUG AND ALCOHOL VIOLATION - Refer to Policy 2640 (DRUG, ALCO)

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

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

1st Offense (Pre-K through 12)

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

- Documentation is provided from the assessment/treatment/counseling provider of at least three (3) urinalysis test results indicating successful decreasing substance levels. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the testing administrator.
- Student, if 18 or older, or the Student and his/her parent/guardian consent(s) to random drug testing by the District for twelve (12) consecutive school months following the Student's readmittance to school or until the Student graduates, whichever occurs first.
- Student does not engage in any illegal and/or serious misconduct while on suspension.

2nd Offense (Pre-K through 12)

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

3rd Offense (Pre-K through 12)

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

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

1st Offense (Pre-K through 12)

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

Subsequent Offenses (Pre-K through 12)

- Student will be suspended out-of-school for 10 days with referral to Superintendent for an additional 180 days OSS with recommendation for expulsion from the District to the Board of Education.
- Documentation of violation will be placed in the Student's discipline record.

- Notification to Law Enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.

Alcohol Violation Consequences

1st Offense

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

Subsequent Offenses (Pre-K through 12)

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

FALSE ALARMS (ALAR)

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

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

			possible notification to Law Enforcement.	possible notification to Law Enforcement.
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FAILURE TO ATTEND DETENTION (AFDE, AFSD)

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

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

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

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

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

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

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

FIREWORKS: POSSESSION AND/OR USAGE (DFIR)

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

Possession

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

Use

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

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

HABITUAL DISCIPLINE REFERRALS (HOFF)

Excessive referrals may result in increasing consequences ranging from loss of privileges, ISS, OSS, or referral to Superintendent. It is at the discretion of the administrator whether or not a student will be considered a habitual offender. Any student who receives five (5) or more discipline referrals may be considered a habitual offender and subject to consequences outlined above.

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

Lincoln County R-III prohibits any and all forms of unlawful harassment and

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

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

HORSEPLAY (DHPL)

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

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

INAPPROPRIATE SEXUAL CONDUCT (IISC)

Inappropriately touching oneself or another person's body and/or clothing in the area of breasts, buttocks, or genitals; using sexually intimidating language, objects, or pictures (includes sexting); displaying breasts, buttocks, and genitals. If the conduct may rise to the level of Sexual Harassment as defined in Policy and Regulation 1300 or 1301, it will be investigated per that policy.

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

IN-CLASS MISCONDUCT OR DISRUPTION (DCLA)

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

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

INSUBORDINATION (DINS)

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

	Elementary (Pre-K- grade 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Conference, Reteach Expectations, Loss of privilege	Loss of privilege, detention, ISS	Detention, ISS, 1-10 days OSS	Detention, ISS, 1-10 days OSS
Subsequent Offense	Conference, Reteach Expectations,	Detention, 1-3 days of ISS, OSS	ISS, OSS, possible referral to	ISS, OSS, possible referral to

	Loss of privilege, ISS		Superintendent	Superintendent
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OUT OF ASSIGNED AREA (AOAA)

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

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

PARKING VIOLATIONS (DPAR)

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

	Elementary (Pre-K-grade 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	N/A			Loss of parking pass for 1 week and Saturday Detention
Subsequent Offense	N/A			Loss of parking pass up to 30 days, detention, ISS, OSS, car towed.

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

PHYSICALLY AGGRESSIVE BEHAVIOR (DPAB)

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

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

PROFANE LANGUAGE (DPRO, DLEM)

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

Directed at a Staff Member

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

Directed at a Student

	Elementary (Pre-K- grade 1)	Elementary (Grades 2-5)	Middle School	High School
1st Offense	Reteach Expectations	ISS for Remainder of the Day Up to 1 Day OSS	1-3 days ISS and/or possible OSS	3-5 days ISS and/or possible OSS.

Subsequent Offense	Loss of Privilege, ISS	1-3 Days ISS/OSS (Combined)	3-5 days ISS and/or possible OSS	5-10 days ISS and/or possible OSS
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Severe Clause: By administrative determination, severe acts of profane and/or threatening language may result in consequences in excess of those outlined above.

PUBLIC DISPLAYS OF AFFECTION (DPDA)

Physical contact that is inappropriate for the school setting.

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

SAFE SCHOOLS ACT VIOLATION (FELO)

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

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

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

- 16. Possession of a weapon
- 17. Child molestation
- 18. Sexual abuse
- 19. Sexual misconduct involving a child
- 20. Harassment
- 21. Stalking

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

SEXUAL HARASSMENT - Refer to Policies & Regulations 1300 & 1301 (DSLH, IAS)

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

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

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

TARDIES (ATRF)

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

	Elementary (Pre-K- grade 1)	Elementary (Grades 2-5)	Middle School	High School

1st Offense	N/A	Lunch detention	40-Minute Detention
Subsequent Offense	N/A	After school detention or lunch detentions; ISS	90-Minute Detention; 3rd Referral 4 Hour - Saturday Detention

TECHNOLOGY USE/MISUSE (DELIC)

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

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

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

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

Students violating these expectations will face the following disciplinary action:

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

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

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

THEFT AND/OR POSSESSION OF STOLEN PROPERTY (DSTE)

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

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

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

THREATENING LANGUAGE (DTHR, DRTH)

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

Directed at a Staff Member

	Elementary (Pre-K- grade 1)	Elementary (Grades 2-5)	Middle School	High School

1st Offense	Reteach Expectations, ISS, OSS	ISS, OSS	OSS, possible referral to Superintendent, possible notification to Law Enforcement	OSS, possible referral to Superintendent, possible notification to Law Enforcement
Subsequent Offense	Reteach Expectations, ISS, OSS	ISS, OSS	OSS, possible referral to Superintendent, possible notification to Law Enforcement	OSS, possible referral to Superintendent, possible notification to Law Enforcement

Directed at a Student

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

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

THREATS OF A CATASTROPHIC NATURE (THRT)

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

	Elementary (Pre-K-grade 1)	Elementary (Grades 2-5)	Middle School	High School

1st Offense	10 days OSS, referral to Superintendent, notification to Law Enforcement.
Subsequent Offense	10 days OSS, referral to Superintendent, notification to Law Enforcement.

TOBACCO POLICY AND ELECTRONIC CIGARETTE POLICY (TBCO, ECIG)

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

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

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

TRUANCY (ATRU)

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

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

VANDALISM - POLICY 2654 (DVAN)

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

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

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

	possible referral to Superintendent, possible notification to law enforcement	Superintendent, possible notification to law enforcement	Superintendent, possible notification to law enforcement	notification to Law Enforcement
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WEAPONS AND/OR INJURIOUS MATERIALS (4KNI, WEAP)

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

Possession of injurious materials

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

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

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

NOTE: Any student who uses a potentially lethal or injurious object or weapon against the person of another student, regardless of the presence of or the absence of provocation, and regardless of the presence or absence of intent to do bodily harm, shall fall under the weapons

policy per safe schools act. Upon validation of the incident by school officials, student could be suspended from school for a period of not less than 180 days or expelled from school.

General Expectations

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 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 during 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 incidents, 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 contact.

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 Troy South Middle School Assistant Principals.

Buses/Transportation, -

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

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.

Dress Code Policy 2651 –

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

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.

- 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.
- Spaghetti strap tank tops should only be worn over or under another shirt.

- 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. scarfs, banners, flags, signs, etc) will be asked to remove such item(s).
- Appropriate footwear is required at all times.

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

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District. For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

Locker Assignments –

Students in 6th, 7th and 8th grade may be assigned lockers for the storage of books, clothing and personal articles, depending on availability. 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 as well.

Lost and Found Articles –

Lost and found is located in the exploratory hallway outside of the choir room door. 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 in to 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.
 1. These meals charged will include only the menu items of the reimbursable meal.
 2. Once the maximum of \$10 has been met, the student may receive a designated menu alternate for both breakfast and lunch.
 3. 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.
 1. These meals charged will include only the menu items of the reimbursable meal.
 2. Once the maximum of \$10 has been met, the student may receive a designated menu alternate for both breakfast and lunch.
 3. After this maximum has been met, no additional charges will be accepted.
 - High school students are not allowed to charge any meals.
 1. 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 set up a repayment plan for their student(s) by building office personnel.
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
 -
- 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.

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.

Media Exclusion

Upon enrollment in the Lincoln County R-III School District, families are provided with a number of forms including a Media Exclusion Form. This form allows families to “opt-out” of information and/ or audiovisual opportunities for publications such as yearbook, district use, school directory information, military recruiters and outside media coverage. The R-III District understands and respects family situations and circumstances may change and require the Media Exclusion Form to be amended. At any point during your time in our schools, you may visit your school’s front office and request a Media Exclusion Form to amend your status.

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 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.

School/District Communication App

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.

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 administration may search a student, student lockers, or student automobiles under the circumstances outlined in the guidelines below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Searches may include, but not be limited to, the use of trained drug detecting K-9 or a hand held metal detector as appropriate and reasonable under the circumstances.

Guidelines:

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

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

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

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

Illegal, Contraband or Unauthorized Materials: For purposes of this policy, “illegal, contraband and/or unauthorized materials” include all substances or materials, the presence or possession of which is prohibited by school policy or state law including, but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol, or alcoholic beverages, vapes or other electronic cigarettes, or creates an unsafe, intimidating, offensive or hostile work or education environment.

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

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

Students who engage in misconduct in violation of this Procedure and/or Board of Education Policy 2642 will be subject to the disciplinary consequences outlined below. A Student who receives a long term suspension for drug or alcohol-related misconduct may qualify for early re-admittance under certain conditions set forth specifically below. Early re-admittance 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 re-admittance shall have the length of his/her out-of-school suspension reduced so long as the student complies with the requirements for early re-admittance. Failure to comply with all of the conditions of early re-admittance, which may include negative results to random voluntary drug tests for a designated period of time, may result in the reinstatement of the remaining days of the original long-term suspension. A student who does not choose early re-admittance 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 re-admittance 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 re-admittance 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 re-admittance. The positive random drug test will not be deemed a new disciplinary offense.

Payment for Testing

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

Textbooks –

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

Valuable Personal Property –

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

Visitor Policy 1430s –

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 up 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 unit final exam. 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

Academic Lab –

The goal of Academic Lab is to assist learners in reaching his/her goals and supporting them in all areas to progress through grade level curriculum in an alternative setting. During Academic Lab, students will be provided with support in a small group setting to work on targeted skills and/or assistance in developing organizational skills to enhance classroom success. Academic lab will be on an A/B schedule opposite of a student’s physical education class.

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.

Evening Learning Program-

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

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 TSMS:

90 - 100 =	A (4.0)
80 - 89 =	B (3.0)
70 - 79 =	C (2.0)
60 - 69 =	D (1.0)
Below 60 =	F

Guidance Department –

Troy South 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.

Math 180 –

Math 180 is a program designed to assist the learner in reaching his/her goals with math while providing students with the unique tools they need to thrive. In the Math 180 program, students will receive targeted, data-driven instruction.

Promotion Policy –

It is important for TSMS 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.

Students who have not met the requirements of the core classes (passing 7 of 8 possible core classes during the two 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.

Read 180 –

Read 180 is a program designed to assist the learner in reaching his/her goals with reading while providing students with the unique tools they need to thrive. In the Read 180 program, students will receive targeted, data-driven instruction.

Reading Success Plans (Policy and Regulation 6215)

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

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

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

Residency –

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

RISE Program-

Goal – RISE is a behavior intervention program for 6-8th grade students.

Schedules – Based on individual student needs, students will either be in RISE for two hour chunks or attend RISE for a half day. This will be determined by the Building Intervention Team.

Class Structures

SEL	<ul style="list-style-type: none"> ● Daily Mood Meter ● Classroom Charter ● Daily Ruler Lessons to improve DESSA score ● Counseling Support
Goal Setting and Reflection	<ul style="list-style-type: none"> ● Daily Goal Setting ● Daily Reflection over Goals ● Behavior Monitoring with weekly celebration when students meet their goals
Academic Interventions	<ul style="list-style-type: none"> ● Visual Schedule ● Project Based Learning ● Community Service ● Teaching the essential standards in core areas ● Progress Monitoring of essential standards

Behavior Monitoring/Reflection Sheet/Goal Setting

- Goals should be easy and chosen by the "intake" team
- One goal should be from highest need on the DESSA screener
- Students should be reflecting everyday around their individual goals.
- Students should be having a conversation with an adult around their goals each day
- Celebrate students meeting goals weekly

Academic Support and Community Service (PBL)

- TMS-Tower Gardens (focuses on Core and Electives)
- TSMS- Core Class curriculum being covered
- PBL-Buck Institute (pblworks.org)
- Monthly Community Service-food pantry, buddy bags, nursing home, etc.

Counseling Support

- Educational Support Counselor and Social Worker two days a week for small group counseling sessions
- Youth in Need available for one on one counseling sessions

Exit Criteria

- Meeting a goal that is tracked daily on the progress monitoring sheet Growth on DESSA
- Academic Growth
- #of behavior referrals
- Attendance increasing
- BIT team and Parent meeting to transition student gradually to the regular education setting.

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 tutoring sessions after school. Tutoring is held on Tuesday and Thursdays from 3:35 – 4:35 p.m.

Virtual Course Work -

The Lincoln County R-III School District will provide access to virtual (on-line) 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.

Medical Information

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

Medication Policy

Standing Orders

The Lincoln County R-III School District has worked with Dr. James Bockhorst to establish medical standing orders to service our students more efficiently. 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 the parent/legal guardian in the original container. DO NOT allow your student to bring the medication to school. This permission must be renewed annually. The district will not administer the first dose of any medication.

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 the Lincoln County Medical Center 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:

- **Fever greater than 100.0 F** – Student can return after fever free without medication for 24 hours.
- **Difficulty breathing** or wheezing without proper treatment or failure to respond to treatment. Student can return after proper treatment from physician.
- **Diarrhea** – Student can return after diarrhea free for 24 hours or a physician’s note stating that is not due to a communicable disease.
- **Vomiting** – (two or more episodes) Student can return after 24 hours unless determined to be caused by a non-communicable condition.
- **Rash with Fever or Behavior Change** – Student can return after medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
- **Eye drainage** – Student can return when free of symptoms or a medical exam indicates student can return.
- **Unusual Color of Skin, Eyes, Stool, or Urine** – Student can return after a medical exam indicates the child does not have hepatitis A.
- **Head lice infestation** =Live lice (See lice procedure on R3 website for more details)

The Lincoln County R-III School District follows the recommendations of the Department of Health and Senior Services guidelines for the control and prevention of communicable diseases and reserves the right to request a physician’s note for any student to be readmitted to school.

Immunizations

All students attending public schools are required to comply with the state programs mandating immunization against specific diseases. Failure to comply with the District’s 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)

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.

Notice of Nondiscrimination

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

District Compliance Officers:

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

American with Disabilities Act (ADA), and Section 504
Director of Student Services, Dr. 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, Dr. Kelly Groeber (Students)
Central Office (636)462-4981

Homeless Students:
Director of Registration, Dr. Kelly Groeber
Central Office (636)462-4930

Social Emotional Learning and Support
Director of Social Emotional Learning & Supports, Dr. Amy Salvo
The District's policy and procedures detailing the District's Prohibition Against Harassment, Discrimination, and Retaliation are set forth in the Board of Education Policy & Regulation 1300. District Board of Education Policies can be found on the District's website and/or available in the

District's Central Office at 951 West College, Troy, Missouri 63379.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816)268-0550 (voice), or (877)521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Handbook Awareness Statement

My signature below indicates that I have received and read the student handbook and have read the Code of Conduct and Attendance Policies.

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

Academic Lab Teacher _____

Student's Name (Print) _____ Grade _____

Student's Signature _____

Date _____

Parent's Signature _____

Date _____