



# Pre-K-5th Grade Student Handbook



Policies, regulations, and forms may be amended by the Lincoln County R-III School District Board of Education at their sole discretion.

# Elementary Student Handbook Lincoln County R-3 Schools

**District Mission Statement**

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

**Board of Education**

President	Mr. Ron Mills
Vice President	Mr. Dale McDonald
Secretary	Mr. Randy Siebert
Treasurer	Dr. David Easterday
Member	Mr. Jim Ladlie
Member	Mrs. Sarah Toedebusch
Member	Mr. Doyle Justus

**School Schedule**

Tier 2 Schools: Boone, Lincoln, Cuivre Park, & Hawk Point	
School Hours	8:20 a.m.- 3:20 p.m. (Wednesday 2:10)
Doors Open	8:00 a.m.
Breakfast	8:00 a.m.- 8:20 a.m.
Tier 3 Schools: Claude Brown, Main Street & William Cappel	
School Hours	9:10 a.m.- 4:10 p.m. (Wednesday 3:00)
Doors Open	8:50 a.m.
Breakfast	8:50 a.m.- 9:10 a.m.

**Patron Code of Conduct**

The Lincoln County R-III School District encourages respectful and courteous behaviors from all patrons. All patrons present on our campuses must not use profane or obscene language or offensive hand signals. We are alcohol, tobacco (including e-cigarettes) and prohibit the use of any tobacco products, drug and weapon-free campuses. Thank you for abiding by these expectations and encouraging a safe educational environment.

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## School and Office Hours/ Campus Locations and Contact Information

Campus	School Hours	Early Release Wednesday School Hours	Office Hours
Board of Education and Office of Superintendent of Schools			7:30 a.m. -4:00 p.m.
Central Offices			7:30 a.m. - 4:00 p.m.
Department of Transportation			6: 00 a.m. - 5:00 p.m.
Latchkey	<b>Morning Hours</b> 6:00 a.m-Start of School <b>Afternoon Hours</b> -End of School-6:00 p.m.		7:30 a.m. - 4:00 p.m.

### Early Childhood Center and Elementary Schools

<p><b>Early Childhood Center (PreK and PAT)</b> 1601 S. Main Street Troy Mo 63379 <b>Mrs. Michelle King, Principal</b> <a href="mailto:kingm@troy.k12.mo.us">kingm@troy.k12.mo.us</a> 636.462.3020 Phone/636.462.3021 fax</p>	<p><b>Boone Elementary School (Grades K-5)</b> 1464 Boone Street Troy Mo 63379 <b>Dr. Al Slusser, Principal</b> <a href="mailto:slussera@troy.k12.mo.us">slussera@troy.k12.mo.us</a> 636.528.1560 phone/ 636.528.1561 fax</p>
<p><b>Claude Brown Elementary (Grades K-5)</b> 711 West College St. Troy, Mo 63379 <b>Dr. Mandy Champion, Principal</b> <a href="mailto:championm@troy.k12.mo.us">championm@troy.k12.mo.us</a> 636.462.5078 phone/ 636.462-5079 fax</p>	<p><b>Cuivre Park Elementary (Grades K-5)</b> 100 Wieman Lane Troy 63379 <b>Mrs. Toni White, Principal</b> <a href="mailto:whitet@troy.k12.mo.us">whitet@troy.k12.mo.us</a> 636.462.5218</p>
<p><b>Hawk Point Elementary (Grade K-5)</b> 327 Maple Street Hawk Point Mo 63349 <b>Mrs. Jennifer Eigenseher, Principal</b> <a href="mailto:eigensej@troy.k12.mo.us">eigensej@troy.k12.mo.us</a> 636.338.4366 phone/ 636.338.4566 fax</p>	<p><b>Lincoln Elementary School (K-5)</b> 1484 Boone Street Troy Mo 63379 <b>Dr. Holly Hite, Principal</b> <a href="mailto:hiteh@troy.k12.mo.us">hiteh@troy.k12.mo.us</a> 636.528.1990 phone/ 636.528.1991 fax</p>
<p><b>Main Street Elementary (Grades K-5)</b> 51 North Main Street Troy Mo 63379 <b>Mrs. Rachel Enos, Principal</b> <a href="mailto:enosr@troy.k12.mo.us">enosr@troy.k12.mo.us</a> 636.528.4809 phone/636.528.2649 fax</p>	<p><b>William Cappel Elementary</b> 121 Hampel Road Moscow Mills, Mo 63362 <b>Dr. Megan Crawmer, Principal</b> <a href="mailto:crawmerm@troy.k12.mo.us">crawmerm@troy.k12.mo.us</a> 636.356.4246. phone/ 636.356.0016 fax</p>

## Central Administrative Offices

<p><b>Board of Education and Office of Superintendent</b>  <b>Dr. Mark Penny, Superintendent</b>            951 West College Troy Mo 63379  <a href="mailto:boardofeducation@troy.k12.mo.us">boardofeducation@troy.k12.mo.us</a> /  <a href="mailto:superintendent@troy.k12.mo.us">superintendent@troy.k12.mo.us</a>            636.462.6098 phone / 636.462.6099 fax</p>	<p><b>Assistant Superintendent</b>  <b>Dr. Todd Culbertson, Assistant Superintendent</b>  <a href="mailto:culbertt@troy.k12.mo.us">culbertt@troy.k12.mo.us</a>            951 West College Troy 63379            636.462.3805 phone / 636.462.5205 fax</p>
<p><b>Assistant Superintendent of Academics</b>  <b>Dr. Kelly Briscoe, Assistant Superintendent</b>  <a href="mailto:briscoek@troy.k12.mo.us">briscoek@troy.k12.mo.us</a>            200 Buchanan Street Troy Mo 63379            636.462.4923 phone / 636.462.4924 fax</p>	<p><b>Academics-Elementary</b>  <b>Dr. Amy Porter, Director of Assessment &amp; Federal Programs</b>  <a href="mailto:portera@troy.k12.mo.us">portera@troy.k12.mo.us</a>            200 Buchanan Street Troy Mo 63379            636.462.4923 phone / 636.462.4924 fax</p>
<p><b>Community Relations</b>  <b>Mrs. Audrey Henebry Community Relations Specialist</b>  <a href="mailto:henebrya@troy.k12.mo.us">henebrya@troy.k12.mo.us</a>            951 West College Troy Mo 63379            636.462.6098 phone / 636.462.6099</p>	<p><b>Academics-Secondary</b>  <b>Mrs. Christina Kirchner, Director of Teaching and Learning</b>  <a href="mailto:kirchnecc@troy.k12.mo.us">kirchnecc@troy.k12.mo.us</a>            200 Buchanan Street Troy Mo 63379            636.462.4923 phone / 636.462.4924 fax</p>
<p><b>Human Resources</b>  <b>Mrs. Sarah Schmanke, Director</b>  <a href="mailto:schmankek@troy.k12.mo.us">schmankek@troy.k12.mo.us</a>            951 West College Street Troy Mo 63379            636.462.5194 Phone / 636.462.5195 fax</p>	<p><b>Latchkey</b>  <b>Mrs. Kim Eveland Coordinator</b>  <a href="mailto:evelandk@troy.k12.mo.us">evelandk@troy.k12.mo.us</a>            951 West College Street Troy, Mo 63379            636.462.5073 phone / 636.462.5074 fax</p>
<p><b>Powell Memorial Library</b>            951 West College Street Troy Mo 63379            636.462.4874 phone / 636.462.4875 Fax            Hours of Operation            Monday and Tuesday: 8:30 a.m -7:00 p.m.            Wednesday-Friday: 8:30 a.m. - 4:00 p.m.            Saturday: 8:30 a.m. -12:30 p.m.</p>	<p><b>Student Registration</b>            951 West College Street Troy Mo 63379            636.462.4930 phone / 636.462.4931 fax            Office Hours: 7:00 a.m. - 4:00 p.m.</p>
<p><b>Special Education and Student Services Office</b>  <b>Dr. Kelly Groeber, Director</b>  <a href="mailto:groeberk@troy.k12.mo.us">groeberk@troy.k12.mo.us</a>            951 West College Troy Mo 63379            636.462.4981 phone / 636.462.4982 fax</p>	<p><b>Social Emotional Learning</b>  <b>Dr. Amy Salvo, Director</b>  <a href="mailto:salvoa@troy.k12.mo.us">salvoa@troy.k12.mo.us</a>            200 Buchanan Street Troy, Mo 63379            636.462.4923 phone / 636.462.4924 fax</p>
<p><b>Transportation Offices</b>  <b>Mr. Albert Wiss, Director</b>  <a href="mailto:wissa@troy.k12.mo.us">wissa@troy.k12.mo.us</a>            97 Enterprise Way Troy Mo 63379            636.462.4864 phone / 636.462. 4865 fax</p>	<p><b>Food Services-Chartwells Fine Dining</b>  <b>Mr. Mike Blankley Director</b>  <a href="mailto:blanklem@troy.k12.mo.us">blanklem@troy.k12.mo.us</a>            30 Clonts Field Drive Troy, Mo 63379            636.462.7115 phone / 636.462.7116 fax</p>

## **Board of Education**

### **2022-2023 Meeting Dates**

★ All meetings are held in the Lincoln County R-III (LCR3) Central Offices located at 951 West College St., Troy, MO. Unless otherwise noted, the LCR3 Board of Education will meet on the second Tuesday of the month.

★ Monthly meetings will be held as follows in the Powell Conference Room (downstairs):

- BOE Conference Room (upstairs)
- Powell Conference Room (downstairs)
- Bonfils Auditorium (as necessary based on agenda)

❖ July 19 (3<sup>rd</sup> Tuesday –exception to schedule)

❖ August 9

❖ August 30-Special Session-Tax Rate Hearing

❖ September 13

❖ October 11

❖ November 8

❖ December 13

❖ January 10

❖ February 14

❖ March 14

❖ April 11

❖ May 9

❖ June 13

# 2022-2023 CALENDAR

Trusting Relationships,  
Superior Instruction

**LEGEND**

7/16/2022

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

T=179 85/94-179  
S=178 86/93-174

**AUGUST 2022**  
T=12 S=08

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

**SEPTEMBER 2022**  
T=21 S=21

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

**OCTOBER 2022**  
T=20 S=20

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

**NOVEMBER 2022**  
T=18 S=18

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

**DECEMBER 2022**  
T=14 S=14

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

**JANUARY 2023**  
T=20 S=20

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

**FEBRUARY 2023**  
T=18 S=18

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

**MARCH 2023**  
T=18 S=18

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

**APRIL 2023**  
T=18 S=18

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

**MAY 2023**  
T=19 S=19

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

**JUNE 2023**  
T=9 S=0

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

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

## **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.

## **Attendance Policy**

All students are expected to attend school regularly to gain the maximum benefit from the instructional program. There is a direct relationship between late arrivals to school, poor school attendance, and class failure. Students who have good attendance generally achieve higher grades enjoy school more, and are more marketable after leaving school. It is the responsibility of every student and his/her parents to ensure the student is attending school on time every school day unless there is a legitimate excuse for the absence or tardy.

State law requires regular school attendance until a child reaches seventeen (17) years of age or until a student successfully completes sixteen (16) credits towards high school graduation.

When a student is absent from any period in the school day, he/she must bring a written excuse from his/her parent or guardian on the day he/she returns to school. If the parent/guardian telephones the school office prior to the student's return, a written note is not necessary. The note or phone call should state the date of the absence and the reason for the absence.

### **Doctor Verified:**

Any absence that is accompanied by written verification signed by a doctor from a doctor's office within 48 hours of a student's return to school.

### **Verified:**

Any absence that is accompanied by email correspondence, written letter, or telephone call within 48 hours of a student's return to school.



**Unverified:**

Any absence in which the school is not notified by the parent through email correspondence, written letter, or telephone call within 48 hours of the student’s return to school.

**Tardy:**

Any time a student is not in their classroom by 8:40 a.m.

**Early Pickup:**

Anytime a student is picked up from school before the scheduled release time for that day.

Action	Verified (V)	Unverified (A)	Tardy/Early Pick Up (T, L, E, Y)
Letter 1	8	3	5
Letter 2 and/or email and/or Telephone Call	11	5	10
Letter 3 Refer to Appropriate Authorities	15	8	15

\*If a students’ attendance does not improve, a follow up with the appropriate authorities is possible. If a student is struggling academically, summer school or extended day services may be recommended.

\*If a student is absent from school more than half of a school day, the student is not allowed to attend school events that evening.

\*Students are given twice as many days as they are absent to make-up missed assignments.

**Bus Information**

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

**Bus Rules**

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

(Board Policy # 2652 and 2875):

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

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

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

## **Bus Consequences**

- ❖ **Grade K-8 Consequences:** A report will be sent to the parent each time a referral is given. Anytime a student receives a bus conduct report, he/she will have a conference with a building administrator.
- ❖ **The following are possible consequences for receiving a bus conduct report:** Written apology, loss of recess(es), writing bus expectations, quiet lunch, bus school (practicing appropriate skills), think sheet, in-school suspension, before/after school detention, loss of bus privilege.
- ❖ **Severe Clause:**  
Severe misbehavior, including profane or threatening language directed at the bus driver, may result in consequences in excess of the scheduled consequences. Some examples include fighting, insubordination, and possession of weapons.  
Suspension of riding privileges may continue into the next school year to complete the Suspension.

## **Bus (In Case of an Emergency)**

- ❖ Parents/Guardians are required to notify the school elementary office for any changes if your student will not be riding the bus. **All changes will need to be communicated 24 hours in advance to your school elementary office.**
- ❖ Students may not ride as a visitor on buses.

## **Cafeteria Program and Payment System**

Complete hot lunches, including milk, are served at a very nominal cost. Students pay for their meals through a prepaid account system. Each student has a plastic card with a barcode. These codes are scanned at the register, and the appropriate amount is subtracted for each meal, single food item or drink. Those students receiving free or reduced meals have an identical card as a privacy measure. Student cards are kept at school. The teacher hands out the cards to students prior to lunch. The cashier collects the cards when the meal is purchased and returns the cards to the teacher for the next day.

- ❖ If your child's card is lost or mutilated, a new card is issued.
- ❖ Students may pay for their meals by putting money into their accounts periodically. Lunch is for \$3.25 per day. Breakfast is \$2.00 per day. Just milk, bottle water or additional milk is \$0.50 and bottled water is available for an additional charge. Checks should be made to "**Lincoln County R-III School District.**" Parents are encouraged to pay in larger increments to decrease the frequency of payments. The amount may be in a lump sum, such as \$25.00, and does not need to equal specific numbers of meals and/or

drinks. Any money left in the account may be transferred to the next year or refunded if the child moves out of the District.

- ❖ Payment envelopes are available outside the school's office to submit payments. Any payment to your child's account, including charge payments, should be made in these envelopes. It is important to fill in the information on the payment envelope completely to assure proper credit. You also have the option of paying online through parental portal and the district app.

### **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 the summer school as well. If your child(ren) qualifies, reduced meal prices are \$0.30 for breakfast and \$0.40 for lunch or free for both breakfast and lunch.

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

### **Meal Charging 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.

- A. These meal charges will include only the menu items of the reimbursable meal.
  - a) Once the maximum of \$10 has been met, the student may receive a designated menu alternate for both breakfast and lunch.
  - b) After this maximum has been met, no additional charges will be accepted.

- 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) Lunch account balances can be viewed and payments made through the Parent Portal.
- D. Annually in May, all charging will be cut off.
- ❖ Parents/Guardians will be contacted via phone calls, emails and/or hard copy letters requesting payment in full from the child's school. " 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.
  - ❖ 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.

### **Discrimination Clause**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a

letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agricultural  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)>.

This institution is an equal opportunity provide

### **Cafeteria Rules**

The cafeteria is supervised during lunch periods. Proper conduct and good table manners are encouraged. If students do not observe cafeteria rules, the student may be subject to building discipline procedures until appropriate behavior is followed. We highly encourage following the building's wellness policy in preparing a lunch from home.

### **Character Education**

Teachers and students are actively involved in Character Education. Character Education uses integrated teaching strategies and stresses positive character traits. The function of Character Education in our district is to focus on positive character experiences that demonstrate and promote a learning climate that is based on respect and trust. Each month, students and staff will focus on a different character trait while continually building on previous traits.

- ❖ **August-Enthusiasm:** I am excited about helping others. I will set my goals high and do my best each day.  
**Digital Enthusiasm:** 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.

**Digital Self-Control:** I show digital willpower by making good choices online 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.

**Digital Accountability:** 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. I will value property.

**Digital Respect:** I am still the same person online; I follow the 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 everyone has different strengths. I will remain free from arrogance and recognize the needs of others.

**Digital Humility:** 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.

**Digital Integrity:** I use my digital compass to help guide me to make only the best choices online at all times.

- ❖ **February-Compassion:** I care about the feelings of others. I will treat all people with kindness.

**Digital Compassion:** 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.

**Digital Encouragement:** 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.

**Digital Citizenship:** 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.  
**Digital Gratitude:** 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 toward others and myself.  
**Digital Attitude:** I will show kindness and a positive approach towards everyone on-line.

### **Counseling Program**

Lincoln County R-III School District has counseling programs to encourage students in the direction of intellectual, social, and emotional growth. The counseling programs include:

- ❖ The counselor visits each classroom periodically throughout the year to teach counseling lessons.
  - ❖ Small group counseling is available upon request by a parent, student, or teacher dealing with topics such as anger management, study skills, friendship skills, self-concept, stress management, or divorce issues.
- ❖ Individual counseling is provided as needed. Referrals to outside agencies are made if necessary.
- ❖ Parents are encouraged to contact the counselor if any resources are needed.
  - ❖ The counseling program monitors and reinforces the character education program school-wide.
  - ❖ Appointments may be made with the counselor to discuss parenting concerns by calling the school office.
- ❖ All district counselors and social workers are held to an ethical code of conduct. Exceptions to the code of conduct could be but are not limited to when students report they or anyone else are unsafe and/or are reporting or harming themselves or others.
- ❖ Students can give permission to share with specific, relevant persons.

### **Custody Documentation**



Parents involved in divorce or separation must have current, legal, custodial documents on file at the school. Under normal circumstances, biological parents may pick their children up at school unless current court documentation states otherwise. Identification is required.

### **DESSA:**

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

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

Sample DESSA questions include:

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

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

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

The DESSA is published by Aperture Education. Our district chose the DESSA in part because Aperture Education offers a "parent portal" on their website that provides resources, tips, and

strategies to parents on supporting their child’s development. To view additional information about the DESSA, or the parent portal, visit <https://info.apertureed.com/parent-portal>. Please contact the school principal to discuss any questions or concerns that you may have.

### **Directory Information**

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

Examples include:

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

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

If you do not want Lincoln County R-III School District to disclose directory information from your child’s educational records without your prior written consent, you must notify the District in writing within 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.**

## **District 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](http://www.troy.k12.mo.us/parentsquare).

## **Dress Code**

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

- ❖ Appropriate clothing will be worn in the manner for which the manufacturer designed it.
- ❖ All students are asked to help themselves and their school maintain a clean, neat, and tastefully-dressed student body. **Boxers, bedroom wear, or other immodest clothing (clothing that exposes underwear, bellies, bottoms, backs, etc.)** that, in the judgment of the administrator, detracts from the learning process **is not to be worn.**
- ❖ Shorts of an appropriate length may be worn. (With arms down, fingertips should not reach past the bottom hem of the shorts.)
- ❖ Wide-armed and spaghetti strap tank tops should only be worn over or under another shirt.
- ❖ Clothing depicting the advertisement of drugs, alcohol, and/or tobacco in picture or slogan form, as well as clothing with inappropriate language, will not be permitted.
- ❖ Head apparel (hats, scarves, bandanas) is not to be worn in the building during school hours.
- ❖ Long chains that hang from the belt, bagging pants, radical hair color, and face paint are not allowed.

- ❖ Shoes containing roller skate wheels are not allowed.
- ❖ We strongly suggest that younger students wear laced shoes and not sandals due to mulch on the playground as well as some tripping issues on the steps and stairs.
- ❖ Special circumstances could arise in which the dress code will be modified such as pajama days, hat days, etc., as approved by the building administrator.

### **Electronic Devices**

Student usage of electronic devices in schools, (Board Policy #2656), 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. The use of electronic devices in locker rooms, restrooms, or any other dressing room area is STRICTLY prohibited at ALL times. Telephones are available in the office for students to contact their parents for legitimate reasons. Students violating this policy will face disciplinary action according to each building's student handbook. If a student brings a cell phone or other electronic devices to school, he/she does so at his/her own risk. The Lincoln County R-III School District is not responsible for lost or stolen electronic devices.

### **Emergency Procedures**

Emergency drills are conducted periodically during the school year. These drills provide the students and staff practice in the following correct procedures in case of a fire, tornado, earthquake, or intruder. Proper student behavior is expected during these drills.

### **Field Trips**

The Lincoln County R-III School District views field trips as a unique opportunity to extend student learning beyond the classroom. Each grade level will be allotted a consistent district trip for all the R-III students of the grade level. Administrator approval to ensure the extension of student learning and volunteers for field trips may be requested.

All volunteering opportunities for field trips require the completion and clearance of a background check, as well as the completion of a volunteer form. Background Checks will now be a one-time requirement. However, the completion of the volunteer packet is required annually. Background checks and volunteer forms need to be completed 14 days prior to the experience that prompted the check. (I.E.: a trip that will occur on October 14th must have forms submitted and run no later than October 1st. Field Trips may only be attended by approved volunteers. Volunteers will be responsible for supervising groups of students in

some circumstances, therefore no siblings or younger children will be allowed to attend. Please stop by your students' elementary office for these forms and an informational packet on our volunteer program.

### **Flight Program**

The Flight Program is designed to meet the needs of gifted students in grades two through five. The Flight Handbook describes the program and guidelines for testing students to enter the program. Copies of the handbook are available upon request.

- ❖ All district counselors and social workers are held to an ethical code of conduct. Exceptions to the code of conduct could be but are not limited to when students report they or anyone else are unsafe and/or are reporting or harming themselves or others.
- ❖ Students can give permission to share with specific, relevant persons.

### **Home/School Communication**

Communication between home and school is very important. Parents are asked to notify school personnel when students are ill, when changes occur in the family unit, or when events may affect a student's behavior or emotions. Teachers aim to keep in contact with parents concerning student performance, behavior, activities, etc.

We also encourage you to visit our district website at [www.k12.mo.us](http://www.k12.mo.us). Electronic copies of newsletters that inform parents of important notices, upcoming events, lunch menus, dates of school-related activities, and changes in the school calendar. Quarterly grade reports are sent home to parents via email. Parents have access to their child's grades, attendance, lunch balances, and discipline records through the SIS Parent Portal. An enrollment form is sent home with each child at the beginning of the school year. Once the form is received and processed, an ID and password will be issued to allow you to access our child's information.

SIS Parent Portal distributes a weekly Student update email which includes information such as current attendance percentage, lunch account balance and/or student grades.

### **Inclement Weather**

Inclement Weather is always a possibility. Every effort will be made to provide cancellation notices as early as possible. Local radio and television stations are notified when a decision is made, and school closings are also posted on the District's website and sent via School District

APP. Please tune in to these local media outlets for information on questionable weather days: Channels 2, 4, & 5 and KWRE 730 AM and KMOX 1120 AM. Here are a few reminders about inclement weather days.

**First and Foremost: You Make the Call**

You are always the best judge of your own situation and what is best for your child. The District makes our decision on what is best for all students and staff, and that decision may not fit your individual situation.

**Closing Due to Inclement Weather**

School District personnel drive bus routes to check firsthand on local conditions and consult officials in neighboring school districts. Whether or not the conditions will be improving throughout the day is also considered. Safety is always our top priority.

**Early Dismissal**

Early dismissal is not an option we like to use unless conditions are expected to get worse throughout the day. This is primarily due to the fact that many parents work, and the children are often safer at school. Please have a plan in place to handle early dismissals.

**Your Understanding and Cooperation is Appreciated**

For every person who is happy with a weather-related decision, there is someone who is unhappy. We appreciate your understanding of the difficulties and the timing of our decisions. Your support in helping your child get to and from school safely on inclement weather days is sincerely appreciated.

**Important**

If schools are closed, please refer to Lincoln County R-III School District 2022-2023 calendar for makeup days. Makeup days are used in the order they appear on the calendar.

**Interventions**

An Intervention is anything a school does above and beyond what all students receive to help certain students succeed academically or behaviorally. Schools will have designated intervention times throughout the week to allow for students to improve and further build their skills.

**Library**

The Library is an excellent source of reading and resource materials for students. The library book collection is continually updated and students are encouraged to check out materials. We

ask for your support in making sure books are cared for and returned to school on time. Students will not be allowed to check out a book if they have lost or damaged a book. In the case of a lost or damaged book, the student will be required to pay for the book in order to check out again.

### **Lost and Found**

The school has a “Lost and Found” location. Please mark your child’s name in his/her coat, hat, boots, mittens, gloves, lunch box and any other possessions that are brought to school. Articles may be obtained from the “Lost and Found” or from the office after being properly identified. Items not claimed will be given to a local charity organization at the end of each quarter.

### **Makeup Work**

- ❖ Parents may call their child’s elementary office prior to 9:30 a.m. to request that makeup work be sent to the office.
- ❖ Assignments should be ready to be picked up by 3:00 p.m.
- ❖ Students may also do makeup work with the assistance of their teachers after they return to school.
- ❖ If a student is absent for longer than two weeks, parents are encouraged to discuss the makeup work with the teacher.
- ❖ It is the student’s responsibility to complete the missed work.
- ❖ A student has two times the days absent to complete the work for credit.

### **Mandated Reporting**

All Lincoln County R-III District Employees are mandated Reporters. For more information, please refer to board policy 2710.

### **Medical**

#### ***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 1968 (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 parents/guardians 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 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, in partnership with Dr. James Bockhorst, has established medical standing orders to service our students more efficiently. These standing orders are reviewed annually by the District Health Coordinator and Dr. James Bockhorst. A signed standing order form allows the school nurse or designee to administer over the counter medication to your child. Only students whose parent/legal guardians have signed the form are allowed to be given medication. The medication available is listed on the standing order form and can be obtained on the R-III website or from your child's building nurse.

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

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

## **PERSONNEL SERVICES**

**Policy 2874**

### **Staff Services**

#### **Administering Opioid Antagonists**

**NARCAN, also known as naloxone is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.**

**The District may maintain NARCAN or other opioid antagonist at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse**



or other trained school personnel may utilize the school's supply NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. If a student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school as expeditiously as possible. In such situations, local medical services will be notified.

### **Students with Communicable Diseases**

#### **Universal Precautions**

The District requires all students to routinely employ universal precautions to prevent exposure to disease-causing organisms. The District will provide the necessary equipment and supplies to implement universal precautions.

#### **Categories of Potential Risk**

Students with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and the Lincoln County Health Department. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students infected with chronic communicable diseases that do not pose a risk of transmission in school or school related activities (such as but not limited to, hepatitis B virus, HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The District will not require any medical evaluations or tests for such diseases.

#### **Exceptional Situations**

There are certain specific type of conditions, such as frequent bleeding episodes or unhealing, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and nonbloodborne pathogens. Students who exhibit such conditions will

not be allowed to report to school until the condition is resolved or appropriately controlled in a way that minimizes exposure.

### **Confidentiality**

The Superintendent or designee shall ensure that confidential student information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with District employees who have reasonable need to know the identity of the individual. An example of an individual who may need to know a student's medical information is the student's teacher, nurse, and principal, if accommodations are necessary. All medical records will be maintained in accordance with law and Board Policy. Breach of confidentiality may result in disciplinary action, including termination.

### **Reporting and Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local law. DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county health department.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, Childcare Providers and Parents or Guardians," a copy of which shall be on file in the office of the Coordinator of Health Services and in the office of each school nurse

### ***First Aid***

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

### ***Illness at school***

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

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

- ❖ Temperature/Fever--Above 100 degrees
- ❖ Difficulty breathing or wheezing without proper treatment or failure to respond to treatment.
- ❖ Vomiting or diarrhea
- ❖ Sore Throat with fever and/or symptoms of possible strep throat (white patches on tonsils or enlarged red tonsils)
- ❖ Rash with unknown origin
- ❖ Eye drainage
- ❖ Unusual Color of Skin, Eyes, Stool, or Urine
- ❖ Live Head Lice

### ***Lincoln County R-III Head Lice Procedures***

1. *Students with live lice (bugs) will need to be picked up by a parent at their earliest convenience. Students may go back to class until they are picked up. When live lice are found, the school contacts the parents via phone that day and informs them of the findings.*
2. *Students may return to school as soon as proper treatment has begun. Students will need to stop at the nurse's office before going to class each day for 3 days and then every other day for 7 days. Parents are NOT required to bring their student to the nurse's office for these checks. Students will be allowed to ride the bus to and from school.*
3. *Students with nits are allowed to stay at school for the remainder of the day. Parents will be notified of the nits, via phone or letter sent home with students.*
4. *The Lincoln County R-III School District does NOT do whole class or whole school lice checks nor will a parent request to check another student (unrelated to the parent) from their student's class be granted.*
5. *Parent handouts will be sent home to the entire class when a student is found to have an infestation of lice (live lice found). If multiple kids in the same class are found to have an infestation during the same week, the parent handout will only go out once in that week.*

*This procedure is based on best practices involving lice detection, transmission and treatment. The Centers for Disease Control (CDC) in all of its published journals and articles state that head lice move by crawling. They cannot hop or fly. Head lice are spread by direct contact with the hair of an infected person; therefore, anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. Spread by contact with clothing (such as hats, scarves, coats) or other personal items (such as combs, brushes, or towels) used by an infested person is uncommon. The CDC also states that nits are "very unlikely to be transferred successfully to other people"-which has led to many schools across the nation dropping their no-nit policies.*

*Another intention of the procedure is to help keep children from missing class, shield children with lice from embarrassment and protect their privacy. Our procedure is based on current*

*research around best practices along with ensuing the social/emotional well-being of our students.*

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

### ***Immunizations***

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

- ❖ If the student cannot receive the needed immunization(s) for medical reasons, an original medical exemption card (**a copy will not be accepted**) will need to be completed and signed by a physician and filed in the student's health record.
- ❖ If the parent/guardian objects to immunizations for religious reasons, an original exemption card (**a copy will not be accepted**) must be signed by the parent/guardian and verified by the school nurse. **A new card for a medical exemption and a religious exemption are required for each new school year.**
- ❖ In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with the 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 semester. Parents will be notified via letter and/or email/Parent Link 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)

### **Missouri Course Access And Virtual School Program**

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

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled for all students after the first quarter of the school year. Conferences may be requested any time by the parent or the teacher, but we ask that an appointment be made in advance. Parents are encouraged to notify the school if their child is having problems of any kind by sending a note or by calling the school office.

### **Permanent Records**

The school keeps a permanent record of each student. This record is initiated in Kindergarten and is used throughout the thirteen years the student may be in the District. The cooperation of parents is of particular importance in securing information for this very important record. These records are confidential and are to be used only by authorized school personnel. Records are available to parents. (Board Policy #2400)

### **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 take 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.

## **Pictures**

Pictures of all students are taken two times during the school year by a photography company. Individual pictures are used for school records. Parents purchasing picture packages must pre-pay for the package on or before “picture day” for the fall pictures. Picture retakes are scheduled for students that missed picture day or want a new picture taken. For spring pictures, only students who are purchasing will be photographed. Payment may be sent in before or on the date of photo session.

## **Playground Guidelines**

- ❖ Students in kindergarten and first grade will have a cumulative 25 minutes of recess. This time may be split into two recesses at the discretion of the building administrator.
- ❖ Students in grades 2-5 will receive one 20-minute recess period each day.
- ❖ Special circumstances may alter the schedule of the day and therefore disrupt recesses, the special circumstances will replace recess minutes.
- ❖ Students will go outside for recess unless the weather as listed on <http://agebb.missouri.edu/weather/realtime/moscowmills.asp>, states the temperature is 100 degrees or higher “heat index” or 20 degrees or lower “wind chill factor” or at the administrators discretion may also be used to make decisions regarding cancellation of recess.
- ❖ All students are expected to go outside for recess as weather permits. Appropriate clothing is to be worn according to weather conditions. A student must have a written or medical excuse for an extended excuse from recess.
- ❖ In order for your child to be excused for an extended period of days from recess the district requires a note from your child’s doctor.

## **Public Notice**

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

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

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 that describes the District's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the District must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

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

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)-** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the

confidentiality of a student's educational record. It also requires schools receiving federal money to provide access to their child's records and allows them to request modification of the child's educational records. The right is also extended to students 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 characteristic protected by the law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following have been designated to handle inquiries regarding the non-discrimination policies.

### **District Compliance Officers:**

Equal Opportunity Employment

Director Of Human Resources, Sarah Schmanke

Central Office (636) 462-5194

American With Disabilities Act (ADA) and Section 504

Director of Student Services, Kelly Groeber

Central Office (636) 462-4981

Title IX

Director of Human Resources, Sarah Schmanke (Staff)

Central Office (636) 462-5194

Director of Student Services, Kelly Groeber (Students)

Central Office (636) 462-4981

Homeless Students

Director of Registration, Kelly Groeber

Central Office (636) 462-4981

The District's policy and procedures detailing the District's Prohibition Against Harassment, Discrimination, and Retaliation are set forth in the Board of Education Policy and 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](mailto:ocr.kansascity@ed.gov)).

## **RULER:**

As part of our ongoing efforts to continue to provide the most impactful experiences for the children and families we serve, we have committed to implementing RULER, an evidence-based approach to social and emotional learning developed at the Yale Center for Emotional Intelligence. RULER is also an acronym for the skills of emotional intelligence: Recognizing emotions, Understanding emotions, Labeling emotions, Expressing emotions, and Regulating emotions. Research from the field of emotion science finds that children who understand and manage their feelings make more responsible decisions, have stronger relationships, and perform better in school.

We are excited to be introducing RULER in classrooms! Teachers will be integrating routines that build emotional awareness, such as creating a class Charter and checking in on the Mood Meter. Teachers will also lead lessons that help students understand emotion concepts such as community building, self-awareness, and conflict resolution.

We are eager to see your children plotting themselves on the Mood Meter, to hear the shared language of *best self*, and to witness them being kinder to themselves by practicing positive self talk strategies to regulate emotions. Students will bring home activities related to the RULER skills and tools to do together.

## **STUDENTS**

## **Policy 2610**

### **Discipline**

### **Misconduct and Disciplinary Consequences**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in school handbook. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

## **STUDENTS**

## **Policy 2670**

### **Discipline**

#### **Corporal Punishment: Prohibited**

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

Although corporal punishment is prohibited the use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo

## Pyramid of Behaviors



Tier 1: Consequence could include but is not limited to the Behavior Plan, chill zone, buddy room, focus room, office visit, loss of recess, parent conference, etc.

Tier 2: Consequence could include but is not limited to Behavior Plan, chill zone, buddy room, focus room, office visit, mediation, parent conference, behavior contract, loss of recess, restitution, after school detention, in-school suspension, out-of-school suspension, etc.

Tier 3: Consequence could include but not limited to after school detention, in-school suspension, out-of school suspension, and any actions under the Safe School Policy Severe Clause that would require a threat assessment to be conducted.

## **Definitions of Infractions that Require Disciplinary Consequences**

### **STUDENTS**

**Policy 2655**  
**(Form 2655)**

#### **Discipline**

#### **Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggression or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student 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, 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 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.

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.

Building Administrators or School Counselors (or their designee) will be responsible for investigating alleged acts of bullying. Bully Incident Report Forms can be found in your building office.

**1st Offense:** Conference, Loss of privilege, ISS, OSS

**Subsequent Offense:** Loss of privilege, ISS, OSS

### ***Computer Usage Policy***

Students misusing computers will face the following disciplinary action:

**1st Offense:** Loss of computer privileges for 1-30 days, loss of privilege, ISS, OSS, notification to parents.

**2nd Offense:** Loss of computer privileges for 1-180 days, loss of privileges, ISS, OSS notification to parents.

### ***Electronic Device Misuse***

Students violating this policy will face the following disciplinary action:

**1st Offense:** Conference with student, quiet lunch, loss of recess, ISS, OSS

**2nd Offense:** Quiet lunch, loss of recess, detention, ISS, OSS

**Subsequent Offenses:** Detention, ISS, OSS

Routine checks will be made to monitor sites that students have accessed. Student home directories are subject to monitoring by school personnel.

### ***Dangerous Items***

Students are not to bring any items that are considered to be dangerous. Students who bring these items will face disciplinary consequences.

**1st Offense:** Conference, loss of privileges, quiet lunch, loss of recess, ISS, OSS

**2nd Offense:** Loss of privileges, ISS, OSS

**Subsequent Offenses:** ISS, OSS

### ***Dishonesty***

This includes lying, making false statements, spreading false rumors, and academic honesty. Students are expected to tell the truth when asked by staff.

**1st Offense:** Conference, loss of privilege, quiet lunch, loss of recess, ISS, OSS

**2nd Offense:** Loss of privileges, ISS, OSS

**Subsequent Offenses:** Loss of Privilege, ISS, OSS

### ***Disrespectful Inappropriate Conduct or Speech***

This is defined as disrespectful verbal, written, or symbolic language or gestures that are inappropriate to public settings directed at a student, visitor, or school district employee. Students who are unwilling to cooperate with staff or refuse to follow staff member's directives will be considered disrespectful.

**1st Offense:** Conference, loss privilege, detention, ISS, OSS

**2nd Offense:** Loss of privileges, ISS, OSS

**Subsequent Offenses:** Loss of privileges, ISS, OSS

### ***Drug-Free School***

**STUDENTS**

**Policy 2640**

**Discipline**

**Student use of Tobacco, Alcohol, Drugs and Vapor Products**

## **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, distribution, receipt and possession of tobacco products and substances appearing to be tobacco products, i.e., e-cigarettes on District Property, at school activities, and on any District-owned vehicle or in any other District-approved vehicle.

## **Alcohol and Drugs**

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

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws, and the District may take disciplinary action - to the same extent that disciplinary action is taken against nondisabled students - in relation to that use of 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 and 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 or 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 drug-related misconduct submit to a drug test as set forth in District policy and Regulation 2642. Conduct that includes, the sale, transfer, distribution, use, possession or being under the influence of unauthorized prescription drug, alcohol, narcotic, substance, counterfeit drugs, as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in the District's discipline policies and regulations.

### **CBD Products**

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; the lack of research into the long-term effects of these products; and the overriding concern for the health and safety of District students, CBD and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

## **STUDENTS**

## **Policy 2641**

### **Discipline**

#### **Drug-Free Schools**

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 and 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.

**STUDENTS**

**Policy 2642**

**Discipline**

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

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.<sup>1</sup> The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of alcohol is also prohibited, as is the use, possession, sale, distribution, transfer, purchase, and/or receipt of any drug-related paraphernalia. 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.

**STUDENTS**

**Regulation 2642**

**Discipline**

**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.<sup>2</sup> The use, possession, being under the influence, sale distribution, transfer, purchase,

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

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

Students who engage in misconduct in violation of this Procedure and/or Board of Education Policy 2642 will be subject to the disciplinary consequences outlined below. A student who receives a long term suspension for drug or alcohol-related misconduct may qualify for early 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 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.

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<sup>1</sup> Unless otherwise specified herein or in Board of Education Policy, terms herein will be defined as set forth in RSMo. § 195.0.10.

“Controlled substance” shall include any controlled substance, counterfeit or imitation controlled substance set forth in schedules I, II, III, IV and V in 21 U.S.C. 812(c).

<sup>2</sup> Unless otherwise specified herein or in Board of Education Policy, terms herein will be defined as set forth in RSMo. § 195.0.10.

“Controlled substance” shall include any controlled substance, counterfeit or imitation controlled substance set forth in schedules I, II, III, IV and V in 21 U.S.C. 812(c).

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

### *1st Offense*

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 60 days OSS.
- Documentation of violation will be placed in the student's discipline record.
- Upon returning to school, the student must successfully complete monthly random drug testing for 12 consecutive months or until graduation requirements are met.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others. Student will be granted early re-admittance 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 re-admittance to school or until the Student graduates, whichever occurs first.
  - Student does not engage in any illegal and/or serious misconduct while on suspension.

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

- Student will be suspended out-of school for 10 days OSS by the Building Principal or Assistant Principal with referral to Superintendent for an additional 180 days OSS.
- Documentation of violation will be placed in the Student's discipline record.
- Upon returning to school, the student must successfully complete monthly random drug testing for 18 consecutive months or until graduation requirements are met.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.
- Student will be granted early re-admittance 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 re-admittance to school or until the Student graduates, whichever occurs first.
  - Student does not engage in any illegal and/or serious misconduct while on suspension.

### ***3rd Offense***

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with a 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 and safety of the Student or others.

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

### ***1st Offense***

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 180 days OSS and/or recommendation for expulsion from the District to the Board of Education.
- Documentation of violation will be placed in the student's discipline record.
- Upon returning to school, the student must successfully complete monthly random drug testing for 18 consecutive months or until graduation requirements are met.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student and others.
- If the Student is suspended rather than expelled, Student will be granted early re-admittance 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 re-admittance to school or until the Student graduates, whichever occurs first.
  - Student does not engage in any illegal and/or serious misconduct while on suspension.

### ***Subsequent Offenses***

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

### **Alcohol Violation Consequences**

#### ***1st Offense***

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

### ***Subsequent Offenses***

- Student will be suspended out-of-school for 10 days with referral to Superintendent for an additional 30-180 days OSS.
- Documentation of violation will be placed in the student's discipline record.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.
- Student will be granted early re-admittance 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, in any. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained directly from the assessment provider.
  - Refrains from engaging in any illegal and/or serious misconduct while on suspension.

### **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 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 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.

### ***False Alarms***

False alarm offenses include tampering with emergency equipment, setting off false alarms, and/or making false reports.

**1st Offense:** Conference, loss of privilege, detention, ISS or OSS

**2nd Offense:** Loss of privileges, ISS, OSS

**Subsequent Offenses:** Loss of privileges, ISS, OSS

### ***Fighting and/or Physical Violence***

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

**1st Offense:** Conference, loss of privilege, detention, ISS, OSS

**2nd Offense:** Loss of privilege, ISS, OSS

**Subsequent Offense:** Loss of privileges, ISS, OSS

### ***Firework Possession and/or Usage***

The use, possession, and distribution of fireworks, smoke bombs or any similar items that are a detriment to the health and safety of the students and/or organization of the school are prohibited. Students or others engaging in these acts on or around campus will be subject to disciplinary action and/or prosecuted under the City of Troy's ordinances. Occurrences will be cumulative throughout a student's time in school,

#### **Possession:**

**1st Offense:** Conference. Loss of privilege. Detention, ISS, OSS

**2nd Offense:** Loss of privileges, ISS, OSS

**Subsequent Offense:** Loss of privileges, ISS OSS

#### **Use:**

**1st Offense:** Loss of Privilege, Detention, ISS, OSS

**2nd Offense:** Loss of Privilege, ISS, OSS

**Subsequent Offenses:** Loss of privileges, ISS, OSS



### ***Habitual Discipline Referrals***

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.

### ***Harassment Policy***

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 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, promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or take other appropriate action reasonably calculated to end the harassment/discrimination. Factors considered when deciding on the appropriate consequence include but are not limited to age of student(s) degree of harm; severity of behavior; and number of incidences.

**1st Offense:** Conference, loss of privilege, ISS, OSS

**Subsequent Offense:** Loss of Privilege, ISS, OSS

***Physically Aggressive Behavior***

This includes pushing, shoving, horseplay, scuffling or other types of behavior that could result in injury to another person.

**1st Offense:** Conference, loss of privilege, detention, ISS, OSS

**2nd Offense:** Loss of Privilege, ISS, OSS

**Subsequent Offense:** Loss of Privilege, ISS, OSS

***Tobacco Policy:***

Students are not allowed to smoke, use, or be in possession of any type of tobacco products or simulated tobacco products (i.e. electronic cigarettes) on school property or while attending any school related function. Students who violate the policy are subject to disciplinary action. Missouri State law makes it illegal to possess tobacco products if under 18 years of age. Products and paraphernalia will be confiscated.

**1st Offense:** 3 days ISS

**2nd Offense:** 5 days ISS

**3rd Offense:** 5 days OSS

**4th Offense:** 10 days OSS and referral to Superintendent for consideration

***Vandalism***

Vandalism is the willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

**1st Offense:** Conference, loss of privilege, detention, ISS, OSS

**2nd Offense:** Loss of privileges ISS, OSS

**Subsequent Offense:** Loss of Privileges, ISS, OSS

\*\*\*Restitution will be a possible condition for any willful damage done to school property.

***Weapons and/or Injurious Materials***

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

***Injurious Materials:***

**1st Offense:** In-School suspension, 1-180 days out-of-school suspension or expulsion,

notification to law enforcement officials, documentation in student's discipline record.

**Subsequent Offenses:** 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, documentation in student's discipline record.

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

**1st Offense:** One calendar year out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

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.

### ***Severe Clause***

Severe misbehavior that may jeopardize the safety and wellbeing of students may result in consequences in excess of the scheduled consequences. Some examples include profane or threatening language, fighting, insubordination, bullying and possession of weapons

### ***Code of Conduct***

The Student Code of Conduct is designed to foster student responsibility and respect for the rights of others and to ensure the safe and orderly operation of the Lincoln County R-III Schools. No code of conduct policy can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of the code of conduct to list certain offenses that, if committed by a student will result in the imposition of a certain disciplinary action. Any conduct not included herein or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, Superintendent and/or Board of Education. In addition, prior offenses and disciplinary action may be considered when determining disciplinary consequences. The Lincoln County R-III Schools student discipline and conduct code follows the laws set out in the Safe Schools Act.

## **Definitions of Disciplinary Consequences:**

**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 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 Buddy Room/Focus Room. The Buddy Room/Focus Room is a neighboring teacher's classroom. While there, the student is afforded the opportunity to reflect upon his/her behavior.

**Detention-**The student will attend sessions either before the regular school day, during the regular school day, or after school 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.

**After School Detention-**This is the length/period of time a student is required to make up in a designated location after school. Students are expected to bring all necessary academic materials and use the time studying, working on an assignment, or reading quietly.

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

**Out-Of-School Suspension (OSS)-** The student loses all the privileges of attending school, participating in classes, and 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.

**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.

### **Safe School Policy**

It is our policy (Board Policy #2600) to ensure the highest possible standards of learning, as well as to ensure the safety, health and wellbeing of students and employees. We recognize that inappropriate behavior/acts can substantially interfere with student and employee productivity. We are dedicated to preventing these disruptions in our schools. Behaviors that are disruptive include: theft/extortion, disrespectful/disruptive behavior, abusive/profane language, truancy, physical attack on students/adults, verbal attacks on students/adults, sexual harassment, the possession of hazardous objects, and possession of controlled substances. The appropriate school officials reserve the right to punish any group or person displaying behavior that is subversive to good order, discipline, and wellbeing in our schools.

Lincoln County R-III School District abides by the Safe Schools Act adopted in 1996 and amended in 1997 and 2000. Students, faculty and staff are instructed to take threats seriously and report them to the building administrators immediately. Anonymous tips may be made and will be investigated. Any offense stated in the Safe Schools Act, including assault, property damage or the possession of weapons, must be reported to the building principal. The Superintendent may modify a weapon suspension on a case by case basis.

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 that 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.

### **Student Birthdays**

**As part of our building wellness policy, we ask that you please not send in sugar-based treats (cake, cupcakes, cookies, candy, etc.) for your child to share with his/her classmates for his/her birthday.**

Instead, we have a "birthday party menu" that will be sent home with your child a week or two before his/her birthday. You and your child may pick an option from the menu and send in your selection by your child's birthday. (For students with summer birthdays, you will be sent home a

menu on your child's half birthday. This is to avoid a large number of students celebrating his/her birthday in May. For more information, please contact the office or your child's teacher.

While we understand that your child's birthday is a special time, please do not have deliveries of flowers or balloons sent to school. These items cause a disruption to the school day and will not be delivered to your child until the end of the day. **Additionally, these items may not be allowed to go home with your child on the bus (please see the "bus rules" section of this handbook).**

- ❖ **Check with your child's teacher to receive a "birthday party menu" a week or two before your child's birthday.**
- ❖ **When sending in healthy treats, please send individually-wrapped, store-prepared items for each child.** Suggested items: fruit snacks, packaged crackers, granola bars, etc. Please refer to the "birthday party menu" for choices.
- ❖ **Please do not send drinks, cakes, cupcakes, big cookies, or candy.**
- ❖ **A nonfood item such as pencils or stickers is also appropriate.** Please refer to the "birthday party menu" for choices.
- ❖ **If you send birthday party invitations to school, please be sure to include all girls, all boys or all members of the class.** If you choose to only invite select students from multiple classes please make other arrangements to deliver the invitations.

## **Testing**

The classroom teacher and other specialists conduct the testing program. A standardized test is given to each student at some point during the school year. The various types of test given are achievement tests and group or individual tests. These tests are used to assist in individualizing instruction for the students, not as a basis for grades. If you wish to discuss these tests, please feel free to contact the teacher or principal.

## **Textbooks/Device/Ipad**

Students must take care of their textbooks/device/ipad. If the teacher is advised of a lost book/device/ipad or if a book/device/ipad is damaged, the responsible student is required to pay for the book/device/ipad. When a student leaves the Troy R-III School District, all damage or lost books/device/ipad must be returned or paid for. The fine for lost or destroyed textbooks/device/ipad will be assessed and applied to student portal.

## **Volunteers**

The Lincoln County R-III Schools are bustling each day with students, faculty, staff, parents, and volunteers. The volunteers are helping our teachers and students by assisting on field trips and

special projects, being a reading buddy, participating in school-wide activities, or involved in one of our unique school volunteer opportunities.

We value our volunteers and the role they play in our schools. We also value student safety. The guidelines for volunteers and visitors have recently been updated due to a change in the Missouri State Law. Please see the additional tabs in this section of the website to find out more about completing an application to volunteer.

In order to provide a safe environment for our students and employees and to stay in compliance with Missouri law, the District must have practices and procedures in place for volunteers and visitors. Enforcing deadlines and adhering to district-wide practices keep students safe. Keep these items in mind each year to ensure you don't miss an opportunity.

- 1. Fill it out early before the need arises.** Background checks will now be a one-time requirement. However, the completion of the volunteer packet is required annually.
- 2. Give yourself time and plan ahead.** The application and background check process can take time. The District strongly recommends that you complete your volunteer requirements two or more weeks prior to the event that you wish to attend.
- 3. Give our staff time.** Parties, field trips, and volunteer opportunities occur in each of our schools and typically happen around the same time. We appreciate the patience that you provide to our employees as we work diligently to provide our students with the best learning environment possible.
- 4. Delayed processing.** Processing a records request doesn't typically take days; however any type of infraction (even a ticket) can impede how quickly your background check is returned to our offices. A delay doesn't equal denial; however, the Lincoln County R-III School District must have information prior to making any decision.

Thank you for your time and dedication to our students.

## **Visitors**

Visitors are welcome and encouraged. Visitors are individuals that are invited guests for events and activities that pertain to the educational business of the school. Examples could include events such as grandparents' day or Veterans Day. Visitors to our schools do not need a paid background check, although frequent visitors may be encouraged to do so.

**All visitors must present a photo identification to front office staff AND be listed as a point of contact for the student they are visiting. \*\* If the person is not listed, the parent must give their permission for the visit.**

**Visitors identification will be run through our visitor management system.**

All visitors are required to report to the office, present photo identification and sign in when entering the building. All visitors must be supervised by a camera or a staff member.

In accordance with Missouri State Law, persons listed on the sex offender registry may not be present in any school building, on district property, in any district vehicle utilized to transport students, or be present at school activities at any time.

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/she must submit a written request to the building principal within five school days of the date he/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/she wishes to observe.
3. The amount of time he/she wishes to observe.
4. The specific purpose for which he/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. (Policy #1430)

### **Web Page:**

Each School building in the District has its own web page containing pertinent school building information. You may reach all school web locations through the Lincoln County R-III web site at [www.troy.k12.mo.us](http://www.troy.k12.mo.us).