Student Handbook

Lincoln County R-III

2016-2017

Board Approved: July 19, 2016

Policies, Regulations, and Forms may be amended by the R-III Board of Education at their sole discretion.
District Mission Statement
The Lincoln County R-III School District will educate students to achieve excellence through trusting relationships and superior instruction.

Board of Education
President    Mr. Ron Mills
Vice President Dr. Mary Sue Thompson
Secretary    Mr. Greg Strawhun
Treasurer    Mrs. Susan Eales
Member       Mr. Dale Black
Member       Mr. Dale McDonald
Member       Mr. Randy Siebert

School Schedule
School Hours               8:40 a.m. – 3:35 p.m.
Doors Open                 8:15 a.m.
Breakfast                  8:15 a.m. – 8:35 a.m.
Class Begins               8:40 a.m.
Class Ends                 3:35 p.m.
Wednesday Early Release Hours 8:40 a.m. – 2:30 p.m.
Delayed Start (if necessary) due to Inclement weather 10:40 a.m. – 3:35 p.m.
Doors Open                 10:15 a.m. (breakfast will be available)
Latchkey (for those students already enrolled) 8:30 a.m. (breakfast will be available)

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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<tr>
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<tr>
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<tr>
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<td>Session I: 10:00 a.m.</td>
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<td></td>
<td>Session II: 11:30 a.m. – 2:51 p.m.</td>
<td>Session II: 1:00 p.m.</td>
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<tr>
<td>Board of Education &amp; Office of</td>
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<tr>
<td>Superintendent of Schools</td>
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<td>Central Offices</td>
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</table>

**Early Childhood Education Center**

*Early Childhood Center (PreK & PAT)*
1601 S. Main Street (Troy) 63379

*Dr. Kelly Groeber, Principal*
groeberk@troy.k12.mo.us
636.462.3020 phone / 636.462.3021 fax

**Elementary Schools**

*Boone Elementary School (Grades K-5)*
1464 Boone Street (Troy) 63379
*Mr. Al Slusser, Principal*
slussera@troy.k12.mo.us
636.528.1560 phone / 636.528.1561 fax

*Cuivre Park Elementary School (Grades K-5)*
100 Wieman Lane (Troy) 63379
*Ms. Toni Wankel, Principal*
wankelt@troy.k12.mo.us
636.462.5218 phone / 636.462.5219 fax

*Lincoln Elementary School (Grades K-5)*
1484 Boone Street (Troy) 63379
*Mrs. Holly Hite, Principal*
hiteh@troy.k12.mo.us
636.528.1990 phone / 636.528.1991 fax

*William Cappel Elementary (Grades K-5)*
121 Hampel Road (Moscow Mills) 63362
*Dr. Megan Crawmer, Principal*
crawmerm@troy.k12.mo.us
636.356.4246 phone / 636.356.0016 fax

*Claude Brown Elementary School (Grades K-5)*
711 West College St. (Troy) 63379
*Mrs. Mandy Champion, Principal*
champion@troy.k12.mo.us
636.462.5078 phone / 636.462.5079 fax

*Hawk Point Elementary (Grades K-5)*
327 Maple Street (Hawk Point) 63349
*Mrs. Megan Sanford, Principal*
sanfordm@troy.k12.mo.us
636.338.4366 phone / 636.338.4566 fax

*Main Street Elementary (Grades K-5)*
51 North Main Street (Troy) 63379
*Mrs. Alica Holthaus, Principal*
holthaua@troy.k12.mo.us
636.528.4809 phone / 636.528.2649 fax
## 2016-17

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

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<tr>
<th>Secondary Schools</th>
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</tr>
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</table>
| **Troy Middle School (Grades 6-8)**  
713 West College Street (Troy) 63379  
*Dr. Kelly Briscoe, Principal*  
briscoek@troy.k12.mo.us  
636.462.4934 phone / 636.462.4935 fax | **Board of Education & Office of the Superintendent**  
Dr. Mark Penny, Superintendent of Schools  
951 West College (Troy) 63379  
636.462.6098 phone / 636.462.6099 fax  
boardofeducation@troy.k12.mo.us / superintendent@troy.k12.mo.us  
Office Hours: 7:00 a.m. – 5:00 p.m. |
| **Troy South Middle School (6-8)**  
951 West College Street (Troy) 63379 (until January 2017)  
200 S. Campus Rd. (Moscow Mills) 63362 (to be opened January 2017)  
*Dr. Amy Salvo, Principal*  
salvoa@troy.k12.mo.us | **Assistant Superintendent**  
Mr. Charley Branham, Assistant Superintendent  
branhamc@troy.k12.mo.us  
951 West College (Troy) 63379  
636.462.3805 phone / 636.462.5205 fax |
| **Ninth Grade Center (9)**  
80 Elm Tree Road (Moscow Mills) 63362  
*Dr. Chris Chaney, Principal*  
chaneyc@troy.k12.mo.us  
636.366.4450 phone / 636.366.4451 fax | **Assistant Superintendent**  
Dr. Todd Culbertson, Assistant Superintendent  
culbertt@troy.k12.mo.us  
951 West College (Troy) 63379  
636.462.6098 phone / 636.462.6099 fax |
| **New Horizons High School (10-12)**  
41 Clonts Field Drive (Troy) 63379  
*Mrs. Barbara Hatcher, Principal*  
hatcherb@troy.k12.mo.us  
636.462.4967 phone / 636.462.4968 fax | **Business & Finance**  
Mrs. Kay Richardson, Director  
richardk@troy.k12.mo.us  
951 West College (Troy) 63379  
636.462.3739 phone / 636.462.5139 fax |
| **Troy Buchanan High School (Grades 10-12)**  
1190 Old Cap Au Gris (Troy) 63379  
*Dr. Jerry Raines, Principal*  
rainesj@troy.k12.mo.us  
636.462.5148 phone / 636.462.5149 fax | **Community Relations**  
Mrs. April Bryant, Community Relations Specialist  
bryanta@troy.k12.mo.us  
951 West College (Troy) 63379  
636.462.6098 phone / 636.462.6099 fax |
| **Ninth Grade Center (9)**  
80 Elm Tree Road (Moscow Mills) 63362  
*Dr. Chris Chaney, Principal*  
chaneyc@troy.k12.mo.us  
636.366.4450 phone / 636.366.4451 fax | **Curriculum & Instruction - Elementary**  
Dr. Amy Porter, Elementary C & I  
porter@troy.k12.mo.us  
951 West College (Troy) 63379  
636.462.6098 phone, ext. 50900/ 636.462.6099 fax |
| **New Horizons High School (10-12)**  
41 Clonts Field Drive (Troy) 63379  
*Mrs. Barbara Hatcher, Principal*  
hatcherb@troy.k12.mo.us  
636.462.4967 phone / 636.462.4968 fax | **Curriculum & Instruction - Secondary**  
Dr. Mary Ingmire, Secondary C & I  
ingmirem@troy.k12.mo.us  
951 West College (Troy) 63379  
636.462.6098 phone, ext. 50900 / 636.462.6099 fax |
| **Food Services - Chartwells Fine Dining**  
Mrs. Carolyn Harrell, Director  
harrelle@troy.k12.mo.us  
30 Clonts Field Drive (Troy) 63379  
636.462.7115 phone / 636.462.4876 fax | **Human Resources**  
Mrs. Barbara Furrer, Director  
furrerb@troy.k12.mo.us  
951 West College (Troy) 63379  
636.462.5194 phone / 636.462.5195 fax |
# 2016-17 School & Office Hours / Campus Locations & Contact Information

## Maintenance, Custodial, & Grounds Office
- Mr. Jarrod Klump, Custodial Supervisor
- Mr. Don Richardson, Maintenance Supervisor
- Mr. Gary Scearce, Maintenance Supervisor
- Mrs. Janine Scearce, Custodial Supervisor
- 60 Clonts Field Drive (Troy) 63379
- 636.462.4856 phone / 636.462.4857 fax

## Powell Memorial Library
- Mrs. Sharon Hasekamp
- hasekams@troy.k12.mo.us
- 951 West College (Troy) 63379
- 636.462.4874 phone / 636.462.6099 fax
- Hours of Operation:
  - Monday & 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.

## Special Education & Student Services Office
- Dr. Kevin Conner, Director
- connerk@troy.k12.mo.us
- 951 West College (Troy) 63379
- 636.462.4981 phone / 636.462.4982 fax
- Office Hours: 7:30 a.m.–4:00 p.m.

## Transportation ADMIN Building
- Mr. Mike Francisco, Director
- francism@troy.k12.mo.us
- 51 Clonts Field Drive, Suite B (Troy) 63379
- 636.462.4864 phone / 636.462.4865 fax
- Office Hours: 6:00 a.m.–5:00 p.m.

## Latchkey
- Mrs. Jen Williamson, Coordinator
- 951 West College (Troy) 63379
- 636.462.5073 phone / 636.462.5074 fax
- Office Hours: 7:30 a.m.–4:00 p.m.
- Campus Location Hours:
  - Morning Hours: 6:00 a.m. – Start of School
  - Afternoon Hours: End of school – 6:00 p.m.

## Student Registration, Technology & Data
- Dr. Connie Werkmeister, Director
- cranec@troy.k12.mo.us
- 951 West College (Troy) 63379
- 636.462.4930 phone / 636.462.4931 fax
- Office Hours: 7:00 a.m.–4:00 p.m.

## Technology Services
- Mr. Keith Eisenbath, Systems Administrator
- helpdesk@troy.k12.mo.us
- 51 Clonts Field Drive, Suite A (Troy) 63379
- 636.462.4925 phone / 636.462.4926 fax
- Office Hours: 7:30 a.m.–4:00 p.m.

## Transportation Bus Garage
- Mr. Paul Schupmann, Fleet Manager
- schupmap@troy.k12.mo.us
- 71 Clonts Field Drive (Troy) 63379
- 636.462.4864 phone / 636.462.4865 fax
- Office hours: 6:00 a.m.–5:30 p.m.
Board of Education
Proposed Meeting Dates

All meetings are held in the B-III Central Offices located at 951 West College (Troy)

Unless otherwise noted, the B-III Board of Education will meet on the third Tuesday of the month. Monthly meetings will be held as follows:

- 5:00 pm: preliminaries dinner meeting & report cards from B-III Building Administrators in the Powell Conference Room
- 6:00 pm: regular monthly meeting & report cards from B-III Central Office Administrators in Board of Education Meeting Room

2016-17 School Year

✓ July 19
✓ August 16
✓ September 20
✓ October 18
✓ November 15
✓ December 20
✓ January 17
✓ February 21
✓ March 14*
✓ April 18
✓ May 16
✓ June 20

*Due to spring break, the March 2017 Board of Education meeting will be held on the second Tuesday, which is March 14, 2017.
**2016-17 District Calendar**

*Note: This calendar is subject to change due to inclement weather.*

### Legend
- Teacher In-Service
- No School
- Early Dismissal for Students (DO for Family & Staff)
- First & (tentative) Last Day of School

### First Day of School for Students, Faculty & Staff: August 16

#### Tentative Last Day of School: May 17 (Subject to change due to inclement weather days.)

#### Inclement Weather (Make-up Days)

- January 16
- February 20
- April 17
- May 16, 22, 23, 24, 25, 26, 30 & 31
- June 1 & 2

**Disclaimer:** In the 2016-2017 school year, if needed, a school district may be exempt from the requirement to make up days of school lost or canceled due to inclement weather in the school district when the school district has made up the ten days required under subsection 2 of this section and half of the number of additional lost or canceled days up to eight days, resulting in no more than ten total make-up days required by this section. "Inclement weather," for purposes of this section, shall be defined as ice, snow, extreme cold, flooding, or a tornado, but such term shall not include excessive heat.

**Certified Staff see individual, job-specific calendar.**
**Arrival & Dismissal Procedure**

Students must be transported to and from school either by school district bus transportation or by vehicle. For students' safety, please follow building's specific plans for walkers and car drop-off in the mornings.

- Upon arrival, students who eat breakfast at school are to report immediately to the cafeteria. Classroom instruction begins promptly at 8:40 daily. Students who arrive after 8:40 need to be accompanied by an adult and signed in at the office.
- **No transportation changes are allowed after 2:00 pm on a regular school day or after 12:00 pm on an early release day.** Changes made to student transportation need to be through written or verbal correspondence with the office from a parent or guardian. If written or verbal correspondence is not made, students will be dismissed as indicated in the SIS program.
- Students are only to be dismissed early in the event of an emergency. Students must be dismissed through the office after proper identification has been presented by the parent or guardian. Students leaving early must be signed out in the office by a parent/guardian or a previously designated person.
- All car riders will be released following building specific procedures with proper identification.
- **Important:** Your child should know where you are and if you will be home to receive him/her at the close of the school day or in the case of an early dismissal or emergency.

**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 phone call within 48 hours of a student’s return to school.

Unverified (A):
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:
Any time a student is picked up from school before the scheduled release time for that day.

<table>
<thead>
<tr>
<th>Action</th>
<th>Verified (V)</th>
<th>Unverified (A)</th>
<th>Tardy/Early Pick Up (T, L, E, Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter 1</td>
<td>8</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Letter 2 and/or Telephone Call</td>
<td>11</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Letter 3 Refer to Appropriate Authorities</td>
<td>15</td>
<td>8</td>
<td>15</td>
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</table>

• If a student’s 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 a 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.

Exemplary Attendance
Students may be absent from school on two separate occasions and still qualify for exemplary attendance. One absence may be no longer than ½ of a day (3½ clock hours). The other absence may be no longer than ¼ of a day (1½ clock hours). (Note: A tardy is considered an absence. Three or more tardies will disqualify a student from the attendance award.)

Book Reports
Students are encouraged to record the books that they read. Each teacher decides the manner in which books will be recorded. To receive a “Reading Circle Certificate,” students must complete the following book reports during the school year:

➢ First Grader 12 Fiction/Nonfiction
➢ Second Grader 15 Fiction/Nonfiction
Bus Rules
To ensure the safety of all persons riding the bus, students are expected to read and abide by the following rules (Board Policy #2652 and 2875):

- The driver is in charge of the students and the bus. Students must obey the driver promptly.
- 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, and/or alcohol on the bus is prohibited.
- There is no eating or drinking on the bus. In the case of extremely hot weather or special circumstances, bottled water may be consumed.
- Items considered inappropriate for transportation on school buses include weapons, glass, animals, insects, skateboards, hockey sticks, ball bats, balloons, and floral arrangements, or any other items deemed by the Director of Transportation or building administration to be inappropriate.
- Students participating in athletic activities are required to transport athletic gear in an approved sports bag.
- Students must not throw any objects on the bus.
- Students must not at any time get out of their seats until the bus has come to a full stop.
- Any damage to the bus is to be reported to the driver promptly.
- The use of profanity and obscene language is not permitted.
- Misuse of electronic devices on the school bus will be subject to school and bus discipline as stated in the Code of Conduct section of the handbook.

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

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

- Students are not allowed to get off the bus between school and home. This ensures that their locations will always be known.
- Students must behave on the bus for the safety of everyone.
- Bus drivers are required to report disorderly conduct to the office by completing a detailed bus conduct report.
- If a student continues to misbehave on the bus, he/she may be suspended from riding the bus for a period of time.
- Elementary students are not allowed to buy sodas after school to take on the school bus.

**Bus Consequences**

**Grades K-8 Consequences:** A report will be sent to the parent each time a referral is given. Any time 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, 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 Information**

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

**Bus Permission Notes**

- Students are required to bring a written permission note to their teacher if they do not intend to ride the bus in the afternoon.
- Students are required to bring a written permission note from their parents to ride any bus other than their regularly assigned bus. This note must be brought to the office by 10:00 a.m. to determine if the request will be approved by the bus garage. If approved, the student will receive a bus pass to give to the driver upon boarding the bus.
- Students may not ride as a visitor on buses determined to be “full.”
- NO transportation changes will be made after 2:00 pm on a regular day or 12:00 on an early release day.
**Cafeteria Program & 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 bar code. These coded cards 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. Lunches are $2.75 per day. Breakfast is $1.65 per day. Just a milk, bottled water, or additional milk or bottled water is .50. 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 payments 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.

**Meal Charging Procedures**

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

Your children may qualify for free meals or reduced price meals. Parents need to complete the free and reduced meal application for all students in the household. The completed application is to be returned to Donetta Schieffer at 951 West College Street, Troy, MO 63379. Students are required to keep meal accounts current. However, there are instances when meal accounts do reach a negative balance. If a student’s meal account has a negative balance, below are the District’s practices for students purchasing meals at school:

**Students in grades K-5:**

Students are allowed to accrue a negative balance of $10.00.

Students that have a meal account balance of $10.00 or more will not be allowed to purchase a school meal, but instead, they will receive toast and milk for breakfast and a peanut butter sandwich and milk for lunch until their meal account has a positive balance.

Email notifications will be sent weekly to students who have a +$7.50 or below in their meal accounts.

Every Friday letters will also be sent home with students who have a +$7.50 or below in their meal accounts.
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 the following discipline procedures until appropriate behavior is followed.

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.
- **September – Self-Control:** I act appropriately when I manage my thoughts, words, and physical behavior.
- **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.
- **November – Respect:** I am polite, courteous, and caring. I honor others and myself. I will treat all people with dignity. I will value property.
- **December – Service:** I make a difference in the lives of others by being helpful and giving.
- **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.
- **February – Compassion:** I care about the feelings of others. I will treat all people with kindness.
- **March – Encouragement:** I use positive words and actions to motivate others and myself to not give up when faced with challenges or obstacles.
- **April – Citizenship:** I am a good citizen who respects authority, obeys laws and rules, chooses to vote, and protects the environment.
- **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.
- **June – Attitude:** I will think and act in a positive way toward others and myself.

Caring School Community
Caring School Communities create an environment that promotes feelings of autonomy, belonging, and competency. This community is supported through elements such as class meetings, buddy activities, home-side activities, and school-wide activities. This structure will help nurture a safe environment for all students to learn. Near the end of this handbook is a list of our monthly character words and their meanings.
Compliance Statement
Title IX - 86.34
This school shall not provide any course or otherwise carry out any of its education program or activity separately on the basis of sex, or require or refuse participation therein by any of its students on such basis, including health, physical education, industrial business, vocational, technical, home economics, music, and adult education courses.

Section 504-84.4
No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of this school that receives or benefits from federal financial assistance.

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.

District App
The Lincoln County R-III School District has a FREE mobile app available in Google Play or the App Store. The R-III App is convenient and customizable to your family’s needs. You can subscribe to the calendars and lunch menus of the schools that pertain to only your family, check grades, create a live “stream” of news and social media of the schools and organizations you care about most.

The app is also the tool 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 info or poor cellular reception.

Download the Lincoln County R-III School District App for FREE today. To check out the full list of features, visit your online app store today.

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 (Board Policy #2656) in schools poses increasing risks of misuse, such as school disruptions, bullying, criminal activity, and academic dishonesty. Use of electronic devices may be allowed during instructional time for instructional purposes specific to the classroom lesson at the discretion of the teacher and the building administrator. Student misuse of an electronic device that leads to a disruption of the educational setting will not be tolerated. 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-3 School District views field trips as a unique opportunity to extend student learning beyond the classroom. Each grade level will be allotted up to two field trips per school year; one trip being a consistent district trip for all R-3 students of the grade level and one trip being the choice of each building grade level team. All field trips must receive prior 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 and volunteer forms need to be completed by the first day of the month of the scheduled event.
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.

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

- The counselor visits each classroom periodically throughout the year to teach guidance 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 guidance 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.

**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. Mid-quarter and quarterly grade reports are sent home to parents.

The Lincoln County R-III Elementary offices make electronic copies available of monthly newsletter that informs parents of important notices, upcoming events, lunch menus, dates of school-related activities, and changes in the school calendar.

We also encourage you to visit our district website at www.troy.k12.mo.us. 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 I.D. and password will be issued to allow you to access your child's information.
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 & 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.

Delayed Start
In the event that weather conditions would permit school to be delayed, school will begin at 10:40am with student arrival starting at 10:15am. Latchkey services will be open at 8:30 am for students already enrolled in Latchkey. If students are riding a bus, please be at the bus stop two hours later than the normally scheduled time. Breakfast will be available at 8:30 am for Latchkey students and at 10:15am for students arriving on the delayed start schedule. Delayed start will not be utilized on a Wednesday due to the already shortened day. School will end at the normal time of 3:35pm even in the event of a delayed start.

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 the Lincoln County R-III School District 2016-2017 calendar for makeup days. Makeup days are used in the order they appear on the calendar.
Lost and Found
The school has a “Lost and Found” location. Please mark your child’s name in his 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.

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

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

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 1986 (AHERA). A copy of the plan is available for your inspection at our administrative office during regular office hours.

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

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

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

Medication will be given by designated school personnel only on orders of a physician and written authorization of a parent/legal guardian. Both prescription and over-the-counter medication (not listed on the standing orders) must be brought in by the parent/legal guardian in the original container. DO NOT allow your student to bring the medication to school. This permission must be renewed annually. The district will not administer the first dose of any medication.

**First Aid**

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

**Illness at School**

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

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

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

Lice – If lice is found, the student is sent home until treatment is given. HOWEVER, the student may attend school the next day if proof of treatment is brought to school. (Proof of treatment can include receipt or empty treatment box/bottle). A parent/adult must accompany the child to the nurse to be checked before returning to the classroom or riding the bus. No classroom-wide or school-wide head checks will be conducted. District staff will educate families on head lice through PTO meetings and newsletters. The Lincoln County R-III School District follows the recommendations of the Department of Health and Senior Services guidelines for the control and prevention of communicable diseases and reserves the right to request a physician’s note for any student to be readmitted to school.

**Immunizations**

All students attending public schools are required to comply with the state programs mandating immunization against specific diseases. Failure to comply with the 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, a medical exemption card 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 exemption card must be signed by the parent/guardian and verified by the school nurse. This must be renewed annually.
- In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with State Rule 13 CSR 50-101.0412. The only exception will be students with a signed letter from a physician saying they have already had the disease and have available laboratory confirmation of immunity.

**Vision and Hearing Screenings**

All public schools are required to conduct vision and hearing screenings for each student. These screenings will be done during first quarter. Parents will be notified 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)

Nondiscrimination Clause
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, age, 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, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. (Board Policy #2130)

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.

Parent Teacher Organizations
Parents are encouraged to join the Parent Teacher Organization (PTO). The social contacts with the teachers and with other parents are invaluable. The PTO meeting is an excellent time to meet the teachers, but it is not the time to discuss individual problems. All parents are urged to attend these meetings and become members. These meetings are held monthly and are listed in our monthly newsletter and on the school calendar located on the school website, www.troy.k12.mo.us.

Permanent Records
The school keeps a permanent personal 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)

Pictures
Pictures of all students are taken two times during the school year. 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 is 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 recess 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/realtimemoscowmills.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 a child to be excused for an extended period of days from recess the district requires a note from your child’s doctor.

Progress Reports
Progress reports will be sent out mid-way through each quarter. Parents and teachers are urged to schedule individual conferences after a special report or at any time they believe it to be necessary.

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 assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

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

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 school receiving federal money to provide access to their child’s records and allows them to request modification of the child’s educational records. This right is also extended to students the age of 18 and older.

NOTICE OF NONDISCRIMINATION - As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.

Any person having inquiries, including person with impaired vision or hearing can obtain information as to the existence and location of services, activities, and services that are accessible to and usable by persons with disabilities by contacting the Director of Student Services, 951 West College Street, Troy, MO 63379, (636)4624981, or the Assistant Superintendent of Facilities and Operations, (636)4623805. Questions concerning the
Lincoln County R3 Schools’ compliance with regulations implementing Title II of the Americans Disabilities Act (ADA), Title VI, Title IX, Section 504, or Equal Opportunity Employment is directed to contact the following designated coordinators:

**Equal Opportunity Employment:**
*Director of Human Resources, Barbara Furrer*
Central Office (636)462-5194

**Title VI, ADA, and Section 504:**
*Director of Student Services, Kevin Conner*
Central Office (636)462-4981

**Title IX:**
*Director of Human Resources, Barbara Furrer (Staff)*
Central Office (636)4625194
*Director of Student Services, Kevin Conner (Students)*
Central Office (636)4624981

**Homeless Students:**
*Director of Registration, Connie Werkmeister*
Central Office (636)4624930
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

Bullying (Policy – 2655)
The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or other students. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:
- Communicates with another by any means, including telephone, writing, or electronic communication, with the intent to intimidate or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Cyberbullying, a form of bullying, is strictly prohibited and will not be tolerated. Cyberbullying is the use of electronic communication technology or devices such as cell phones, instant messaging, text messaging, digital cameras, email, personal websites, and/or the Internet to harass, embarrass, humiliate, intimidate, insult, threats, defame, or otherwise harm or intend to harm another in a deliberate, repeated, or hostile and unwanted manner.

Students who are found to have violated this policy will be subject to appropriate consequences and/or disciplinary action that may include: parental conference; conference with a teacher, principal, or Superintendent; classroom detention; loss of privileges; in-school suspension; out-of-school suspension; or expulsion. The District may also report any student to law enforcement. 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.

Students are encouraged to report any instance of bullying, including cyberbullying, immediately to a teacher or principal. District employees are also encouraged to report any instance of bullying, including cyberbullying, and are required to report any instance of which the employee has firsthand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

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 offenses: Loss of privilege, ISS, OSS

The building representative responsible for investigating alleged acts of bullying is the Building Principal, Assistant Principal, and/or his/her designee.

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 to 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 dishonesty. Students are expected to tell the truth when asked by staff.
1st Offense: Conference, Loss of privileges, 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 of privilege, detention, ISS, OSS
2nd Offense: Loss of privileges, ISS, OSS
Subsequent Offenses: Loss of privileges, ISS, OSS

Drug-Free Schools

STUDENTS
Policy 2640

Discipline

Tobacco, Alcohol and Drugs

Tobacco
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 or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student’s behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the District’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses’ statements. While not required, District administrators may request a student suspected of 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.
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 an age-appropriate, developmentally based drug and alcohol education and prevention program that will be incorporated into the total education program.

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

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

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

STUDENTS
Policy 2642

(Regulation 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.\textsuperscript{1} The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of alcohol is also prohibited, as is the use, possession, sale, distribution, transfer, purchase, and/or receipt of any drug-related paraphernalia. Violations of this policy will be subject to the disciplinary action set forth in the District’s discipline policies and regulations, which may include student drug testing as set forth in Regulation 2642.

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

\section*{STUDENTS}
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\section*{Discipline}

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

When an administrator has reasonable suspicion to believe a student has been using, is in possession of, under the influence of, has sold, distributed, transferred, purchased, and/or in receipt of any of the drugs set forth above or is in possession of drug-related paraphernalia, the student may be drug tested as set forth in Board of Education Policy and the “Drug Testing Procedures” section herein. The testing shall 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.

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

\textsuperscript{2} Unless otherwise specified herein or in Board of Education Policy, terms herein will be defined as set forth in RSMo. § 195.010. “Controlled substance” shall include any controlled substance, counterfeit substance or imitation controlled substance set forth in schedules I, II, III, IV and V in 21 U.S.C. 812(c).
A Student who receives a long term suspension for drug or alcohol-related misconduct may qualify for early readmittance under certain conditions set forth specifically below. Early readmittance is a voluntary choice which allows the student to return to school sooner and encourages education regarding the physical, mental and emotional harm caused by drug or alcohol abuse. Students who choose early readmittance shall have the length of his/her out-of-school suspension reduced so long as the student complies with the requirements for early readmittance. Failure to comply with all of the conditions of early readmittance, which may include negative results to random voluntary drug tests for a designated period of time, may result in the reinstatement of the remaining days of the original long-term suspension. A student who does not choose early readmittance will suffer no adverse consequences and will merely serve the length of the original suspension.

Drug Use, Possession, and/or Being under the Influence of Drugs, and/or Possession of Drug-Related Paraphernalia Consequences:

1st Violation:

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

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

2nd Violation:

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

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

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

1st Violation:

- Student will be suspended out-of-school for 10 days by the Building Principal or Assistant Principal with referral to Superintendent for an additional 180 days OSS and/or recommendation for expulsion from the District to the Board of Education.
- Documentation of violation will be placed in the student’s discipline record.
- Notification to local law enforcement will be made if required by law or otherwise appropriate for the health or safety of the Student or others.
- If the Student is suspended rather than expelled, the Student will be granted early readmittance by the Superintendent (or his designee) after the Student has served 90 days OSS if the Student voluntarily satisfies all of the following conditions:
  - Student completes a drug abuse assessment and the recommended treatment plan, if any. The parent/guardian of the Student or the Student, if 18 or older, provides a signed release for this documentation to be obtained by the District directly from the assessment provider.
  - Documentation is provided showing that the Student has successfully completed a drug treatment/counseling program. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the treatment/counseling provider.
  - Documentation is provided from the assessment/treatment/counseling provider of at least three (3) urinalysis test results indicating successful decreasing substance levels. The parent/guardian of the Student or the Student, if 18 or older, must provide a signed release for this documentation to be obtained by the District directly from the testing administrator.
  - Student, if 18 or older, or the Student and his/her parent/guardian consent(s) to random drug testing by the
Any Future Sale, Distribution, Transfer, Purchase and/or Receipt Consequences:

- 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 Violation:

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

Subsequent Violations:

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

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

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

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

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

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

Treatment/Rehabilitation

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

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

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

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

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

Use:
1st Offense: Loss of privilege, Detention, ISS, OSS
2nd Offense: Loss of privileges, 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 to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination. 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 offenses: 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 privileges, ISS, OSS
Subsequent Offense: Loss of privileges, 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, switch blades, machine guns, rifles, shotguns,
spring guns, and projectile weapons. Occurrences will be cumulative throughout a student's time
in middle 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 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 the 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 this/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 lunch table designated by the administrator or at another location in the school.

After School Detention - This is a 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 who are assigned ISS will receive ISS guidelines from an administrator. Students are excluded from any school activities until the first calendar day after the assigned ISS time is successfully completed.
Out-Of-School-Suspension (OSS) - The student loses all the privileges of attending school, participating in classes, and participating in or attending any extracurricular activities or school-sponsored functions, whether on campus or at another facility, for the length of the suspension. The opportunity to make up work missed while on OSS will be extended upon the student's 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 weapons 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.

**Science Fair**

All fourth and fifth grade students in the Lincoln County R-3 School District are required to complete an individual science fair project. The completed science fair project will be entered into the local science fair with winners competing in the regional science fair. The fair is open to students of all grade levels.
**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 members of the class. If you choose to not invite the entire class, 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 tests 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**

Students must take care of their textbooks. If the teacher is advised of a lost book or if a book is badly damaged, the responsible student is required to pay for the book. When a student leaves the Troy R-III School District, all damage or lost books must be returned or paid for. The fine for lost or destroyed textbooks shall be based on replacement cost of the textbook as stated in the most current “used textbook” catalog. If the textbook is destroyed maliciously or it is not possible to purchase a used textbook, the fine shall be the cost of a new textbook.

**Volunteers & Visitors**

Volunteers are defined as any individual that will be assisting staff and/or students in the school setting. Examples include assisting with or attending a classroom party, a class field trip or
supervising students without a staff member present. Volunteers must have a paid background check.

Volunteer background checks must be completed at the 1st of the month prior to the experience that prompted the check. (I.E.: a trip that will occur on October 22nd must have forms submitted and ran no later than October 1st).

Visitors are also welcome and encouraged. At times, visitors are invited guests such as grandparents or veterans. Visitors to our schools do not need a paid background check although you can encourage frequent visitors to do so. A visitor is defined as any individual who will be in an assembly area such as an auditorium or gymnasium for the purpose of a play, assembly, etc.

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 are also allowed in the cafeteria to eat lunch with their child. 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 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.
CBE's Frequently Asked Questions

2016-2017
Claude Brown Elementary Motto
“Proud to be a Cardinal” and show our Cardinal Pride by being Caring, Accountable, Respectful, and Dedicated Students all day every day!

Claude Brown Elementary Mission Statement
Claude Brown Elementary is a community of learners, teachers, parents, and citizens dedicated to developing the ability of each individual to think and communicate clearly while empowering them to explore the world, solve problems, make responsible decisions, and have concern for the common good.

Claude Brown Elementary Vision Statement
~We LIVE by striving to be the best we can be and caring for others.
~We LEARN by working hard in school and always doing our best.
~We LEAVE A LEGACY by sharing our school with others and trying to make a difference in the world.

Administration
Superintendent Dr. Mark Penny
Principal Mrs. Mandy Champion
Counselor Mrs. Jenny Eigenseher

School Schedule: Monday, Tuesday, Thursday, and Friday
School Hours 8:40am - 3:35pm
Doors Open 8:15am
Breakfast 8:15am - 8:35am
Class Begins 8:40am
Car Rider Dismissal 3:40pm
Bus Dismissal 3:40pm

School Schedule: Wednesday
School Hours 8:40am – 2:30pm
Doors Open 8:15am
Breakfast 8:15am - 8:35am
Class Begins 8:40am
Car Rider Dismissal 2:35pm
Bus Dismissal 2:35p
ARRIVAL & DISMISSAL PROCEDURE
Parent drop-off and pick-up will take place in the parking lot to the east of the school. During drop-off times, students are only allowed to exit vehicles through the passenger side when located next to a sidewalk. This will keep students from crossing or walking between vehicles during this busy time. During pick-up times, vehicles will pull through the pick-up loop and stop while waiting for students to be escorted to each vehicle. We ask that all adults stay in the vehicle and for each vehicle to have the pick-up tag clearly visible from the front passenger side window. In case verification of the adult picking up the student is necessary, please have an I.D. readily available. These procedures are to ensure the safety of all students during pick-up and drop-off times. All bus riders will be escorted to the buses located behind Troy Middle School.

- The doors at Claude Brown Elementary school will not open until 8:15am each day. No student is allowed to be dropped off before this time unless the student is a registered participant of Latchkey. Upon entering the building, students will have two choices. They may either go straight to breakfast, served from 8:15am to 8:35am in the middle school cafeteria, or straight to the classroom. The school day begins promptly at 8:40am and each student should be in his or her classroom ready to learn at this time.
- Students must be accompanied and signed in by an adult if they arrive at school after 8:40am.
- Students are only to be dismissed early in the event of an emergency. Students requiring an early dismissal must be signed out in the office. To sign a student out, the parent, guardian, or other approved designated person must present proper identification. No student will be dismissed after 3:15pm due to transitions at the end of the day. Classroom instruction concludes at 3:35pm daily.
- No transportation changes are allowed after 2:00pm on a regular school day or after 12:00pm on an early release day. Any changes made to student transportation need to be through written or verbal correspondence with the office from the parent or guardian. If written or verbal correspondence is not made, students will be dismissed as indicated in the SIS program.
- Students leaving Claude Brown Elementary as car riders will only be allowed to leave with adults who have the proper pick-up tag or adults who can present an I.D. to verify they are on the child’s list of designated people to pick up.
- All buses will be dismissed from Claude Brown Elementary at 3:50pm each day. Students may not ride a bus other than their assigned bus without a written request from a parent and school approval. The student must ride the bus unless the teacher, principal, and the bus driver are advised in writing.
- Important: Your child should know where you are and if you will be home to receive him or her at the close of the school day; or in the case of an early dismissal or some other emergency.

ART PROGRAM
Art classes are part of the school curriculum. Each week students have at least fifty (50) minutes of art instruction. Whenever possible, art lessons and projects are integrated into the other school subjects. Artwork is created for special school programs that are presented to the public.

BACKGROUND CHECKS
Student safety is the top priority of the Lincoln County R-III School District and Claude Brown Elementary. In an effort to ensure student safety throughout each school day, background checks are required for all field trips, student teachers, and any individual (excluding other students) working directly with students. Background checks may also be required for volunteers such as Watch DOGS and/or room parents, observation, and/or any additional opportunities allowing presence within Lincoln County R-III schools. See the Volunteers and Visitors section of the Lincoln County R-III Elementary Student Handbook for more specific details.

COMPUTER LAB
Each classroom will have technology available to utilize throughout each day; essentially making every classroom a computer lab. Students will participate in teacher-led instruction. Grade-level curriculum will be integrated into the technology available in the classrooms. Students will learn keyboarding, basic computer skills, and how
to locate information. A “Responsible Use Policy” must be signed and returned to the classroom teacher before the student can access the Internet.

**FUNDRAISING FROM HOME**
The following items are accepted at Claude Brown Elementary for fundraising purposes for our school and have provided a substantial amount of money to purchase extra things for our school. Please send in the following to your child’s teacher at any time during the year.

- **General Mills Box Tops**-Clip Box Tops from hundreds of participating General Mills products. Box Tops are worth 10 cents each when our school redeems them from General Mills. The money earned supports programs offered to our students.

- **Campbells Labels for Education**-By saving and redeeming product labels and proof of purchase labels, schools can earn FREE educational merchandise, such as computers, software, sports equipment, musical instruments, and library books.

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-94%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

**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. Library time will focus on all grade-level curriculums. Students will be encouraged to choose books and materials of all genres for their reading pleasure. All students will be allowed to check out two books at their designated Library time, but they may return their book between visits to check out a new book. Students will be allowed two renewal times on one book before having to check in the book for other students to have the opportunity to check out that particular book. It is the student's responsibility for the care of the books. **Students will be charged the cost of replacement for any book that is lost or damaged.**

**MUSIC PROGRAM**
Music instruction is a part of the school curriculum. Students have at least fifty (50) minutes of music instruction each week. The purpose of our music program is to help children understand the influence of music on our society and to acquire an appreciation and a basic understanding of music. At the end of fifth grade, students may audition for the sixth grade band program.

**PHYSICAL EDUCATION**
Physical Education is part of the school curriculum. Students have at least fifty (50) minutes of P.E. instruction each week. A dated and signed excuse must be turned in to the homeroom teacher if it is necessary for a student to be excused from physical activities that day. A doctor’s written statement is required for a student to be excused
from physical education for an extended time. Parents are to notify the school if their child has any physical limitations or impairment.

PLAYGROUND RULES

➢ Students may not bring any toys, gum, or candy outside to recess. The school will provide all athletic equipment and toys for recess time.
➢ Tennis, soccer, volleyballs, basketballs, and dodge balls are to be used only in designated areas and under the supervision of teachers.
➢ Students may not throw rocks, sticks, dirt, wood chips, snowballs, or other objects.
➢ Students are to keep hands, feet, and all other objects to themselves. (No pushing, shoving, kicking, hitting, spitting, or pulling on clothes, etc.)
➢ Modular Equipment:
  o Students may not jump off the side of equipment, except where designed to do so.
  o Students may not throw or place gravel, dirt, or wood chips on any of the equipment.
  o Students will not be allowed to sit on the tops of any equipment, unless the equipment is specifically designed to do so.
  o Flipping, hanging from the knees, and/or standing on the monkey bars is prohibited.
➢ Playground Balls:
  o All balls are to be played with on the concrete area or in the grass.
  o Basketballs, volleyballs, and dodge balls are not to be kicked.
  o Footballs are to be thrown only.
➢ Swings:
  o Students must swing straight at all times.
  o Students may not stand in the swings.
  o Students may not jump from the swings.
  o Only one student may be in a swing at a time.
  o Students may not twist the swings.
  o Students may not run under the swings when the swings are in motion.
  o Students may not push other students while they are swinging.
➢ All students are expected to go outside for recess as weather permits. Appropriate clothing should be worn according to weather conditions and it is the parent's responsibility to ensure students are prepared to go out to recess each day. The student must have a written or medical excuse to be excused from recess for an extended period of time.

SCHOOL-WIDE EXPECTATIONS

<table>
<thead>
<tr>
<th>Location:</th>
<th>Expectations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallway</td>
<td>1.) I will walk silently in the hallway.</td>
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<tr>
<td></td>
<td>2.) I will show self-control when walking in the hallway.</td>
</tr>
<tr>
<td></td>
<td>3.) I will walk with my hands to my side or clasped either in front or behind me.</td>
</tr>
<tr>
<td></td>
<td>4.) I will walk on the red line.</td>
</tr>
</tbody>
</table>
| Restroom | 1.) I will enter quietly, remain quiet, and leave the restroom quickly.  
2.) I will use soap and water to wash my hands.  
3.) I will help to keep the restroom clean and neat.  
4.) I will be respectful to others and my surroundings when using the restroom.
|---|---|
| Cafeteria | 1.) I will carry my tray with two hands.  
2.) I will sit quietly on my bottom facing the table with both feet on the floor.  
3.) I will use an inside voice at lunch.  
4.) I will use my restaurant manners in the cafeteria.  
5.) I will raise my hand if I need something.  
6.) I will keep my area neat and clean.  
7.) I will keep my hands to myself at all times.  
8.) I will eat and touch only my food.  
9.) I will remain seated, wait to be dismissed, and exit the cafeteria in a straight line.
| Playground | 1.) I will walk quietly in a straight line to the playground until dismissed to play.  
2.) I will share and take turns with all recess equipment.  
3.) I will show good sportsmanship at all times.  
4.) I will be kind and respectful to everyone on the playground.  
5.) I will use all playground equipment as it is intended to be used.  
6.) I will stop, look, and listen when I hear the whistle.  
7.) I will line up quickly and quietly when I hear the whistle blow 3 times.
| To & From the Bus | 1.) I will listen to the directions of the teacher walking me to my bus.  
2.) I will walk quietly on the red line.  
3.) I will keep all of my belongings in my backpack.  
4.) I will keep my backpack, hands, feet, and all other objects to myself.
| On the Bus | 1.) I will promptly obey the bus driver.  
2.) I will sit properly and remain seated in my assigned seat unless I am exiting the bus.  
3.) I will keep hands, feet, and all other objects to myself and inside the bus.  
4.) I will not jeopardize the safety of others or myself.  
5.) I will use respectful language and speak at an appropriate level at all times.  
6.) I will follow all rules and expectations as outlined in the student handbook.
| Gym | 1.) I will enter the gym quietly and stay in line until directions are given.  
2.) I will listen quietly to all directions.  
3.) I will keep my hands to myself and respect everyone’s personal space during all PE activities.  
4.) I will show good sportsmanship and give full effort at all times.  
5.) I will use all equipment as it is intended to be used.  
6.) I will stop, look, and listen when I hear the whistle.
1.) I will enter the music room quietly.
2.) I will show respect to the books, instruments, and all other music equipment.
3.) I will raise my hand and wait for the teacher to call on me to ask questions or share something with the class.
4.) I will sit correctly in my correct spot.
5.) I will keep my hands and feet to myself.

Library
1.) I will treat books with respect so that others can use them after me.
2.) I will enter the library quietly and wait for the librarian to give instructions.
3.) I will use whisper voices so that others can do their work in the library.
4.) I will use a shelf marker to find books so the shelves stay neat.

Art
1.) I will come in and sit in your seat quickly and quietly to get started.
2.) I will listen and follow all directions.
3.) I will be respectful to all materials and others.

STUDENT AWARDS AND RECOGNITION
The school sponsors several programs for recognizing students.
- The Birthday Program recognizes students on or near their birthday with a McDonald’s gift certificate.
- The classroom teacher gives the Student Achievement Award monthly to a student who has worked hard, has good attendance, and demonstrates good citizenship.
- The good teacher gives the Good Citizen Award quarterly to two students exhibiting high academic and social standards.
- Quarterly and yearly Attendance Awards are given to students with exemplary attendance for the quarter and/or school year (see the “Exemplary Attendance” section of this handbook).
- Reading Circle Certificates are given at the end of the school year to students who complete the required number of book reports in first through fifth grades (see the “Book Report” section of this handbook).
- The Principal’s Award is given to any student who meets the following criteria for an entire school year:
  - Students must have exemplary attendance for the entire school year.
  - Students must have zero discipline referrals to the office (including bus referrals) for the year.
  - Students must have all “A”s and/or “B”s according to the quarter grades for the school year.
- The President’s Award for Educational Excellence is awarded to fifth grade students based on the following criteria:
  - Students must earn all “A”s or “A-”s according to the semester grades for all of fourth grade and the first semester of fifth grade.
  - Students must score “advanced” or “proficient” on both the math and communication arts MAP tests in fourth grade.
  - Note: Students who are recommended by two teachers may also be considered for this award if they meet all GPA requirements, but do not meet the requirements of the state achievement test.
- “Tweets” are used by all faculty and staff to recognize students with positive behavior referrals.
Staying Connected at Claude Brown Elementary:

By downloading the Lincoln County R-III School District App at the App Store and/or Google Play

By following us on Facebook at Claude Brown Elementary

By following us on Twitter @CBECards

By accessing CBE Flyers on Peachjar at https://www.peachjar.com/index.php?a=2&b=138&region=93935

By visiting our district website for the latest and most up-to-date news at www.troy.kl2.mo.us

By visiting our school website at http://www.troy.kl2.mo.us/Domain/935 or calling us at (636) 462-5078
This form needs to be signed by a parent/or guardian and returned to your child’s teacher.

Claude Brown Elementary
Handbook and Field Trip Acknowledgement Form
2016-2017

Student’s Name: ___________________________________________ Grade: ________

Teacher’s Name: ___________________________________________

I give my permission for my child to attend any field trips at Claude Elementary School for the 2016-2017 school year. I understand that school personnel will attempt to contact me at current numbers that I have provided for the office in the event of a medical or dental emergency. I give school personnel or other adult supervisors permission to transport my child to the nearest medical or dental facility. All school policies and procedures pertaining to emergency situations will be followed.

I have read and understand the section on testing and will support my child’s learning in the ways suggested. This includes giving my permission for the educational use of my student’s subgroup data. Subgroups designated by the Elementary and Secondary Education Act are as follows: Asian/Pacific Islanders, Black, Hispanic, American Indian, White, Multi-Racial, Free and Reduced Lunch, Limited English Proficiency, and IEP.

I have read and understand the section on School-wide Title I (Qualifications, Parent Right to Know, and Complaint Procedures) and will support my child’s learning in the ways suggested.

I have received and read the 2016-2017 Claude Brown Elementary School parent and student handbook.

_________________________________________ Date ______________
Signature of Parent/Guardian

_________________________________________ Date ______________
Signature of Student