Policies, Regulations, and Forms may be amended by the R-III Board of Education at their sole discretion.
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*Policies, Regulations, and Forms may be amended by the R-III Board of Education at their sole discretion.
Troy Middle School
Contact Information
2016-2017

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

Office Hours: 6:45 a.m. – 3:45 p.m.

Administrative Contacts
Dr. Kelly Briscoe  Principal
Mr. Blane Mundle  Assistant Principal
Mrs. Alicia Fessenden  Assistant Principal

Guidance Office
Mrs. Laurie Richterkessing  Counselor
Mrs. Sally Hunt  Counselor

Other Services
Mrs. Gwen Sickels  Special Education Coordinator
Mr. Zackery Leonard  Athletic Director
Ms. Denise Hoehny  Nurse
Mrs. Angela Hunke  Nurse
Mrs. Jennifer Bishop  Nurse
<table>
<thead>
<tr>
<th>August</th>
<th>March</th>
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<tr>
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<td>5</td>
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<td>23</td>
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<td>October</td>
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<td>25</td>
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<tr>
<td>7</td>
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<tr>
<td>14</td>
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<td>25</td>
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<td>December</td>
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<tr>
<td>22</td>
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<td>30</td>
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<tr>
<td>January</td>
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<tr>
<td>2</td>
<td>NO SCHOOL- Winter Break</td>
</tr>
<tr>
<td>3</td>
<td>NO SCHOOL- Teacher In-Service</td>
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<tr>
<td>16</td>
<td>NO SCHOOL- Martin Luther King Jr. Day (Tentative make up day #1)</td>
</tr>
<tr>
<td>January</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>NO SCHOOL- Martin Luther King Jr. Day (Tentative make up day #1)</td>
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<tr>
<td>January</td>
<td>May 31*</td>
</tr>
<tr>
<td>January</td>
<td>June 1 *</td>
</tr>
<tr>
<td>January</td>
<td>June 2 *</td>
</tr>
<tr>
<td>January</td>
<td></td>
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<td>January</td>
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<tr>
<td>January</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>NO SCHOOL- Presidents’ Day (Tentative make up day #2)</td>
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</tbody>
</table>

### Weekdays
School dismissed at 1:20 p.m. every Wednesday

### Make up days
- January 16
- February 20
- April 17
- May 19
- May 22
- May 23
- May 24
- May 25
- May 30
- May 31*
- June 1 *
- June 2 *

*T May be used if Jan. 16 & Feb. 20 and April 17 are not utilized as make-up days.
Mission:

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

Vision:

RIII employees, through unwavering commitment, will...

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

So that students will...

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

Commitments (Values):

Troy Middle School faculty and staff commit to... stepping outside of our comfort zones by creating constructive, rigorous, and engaging lessons that utilize differentiated instruction and technology.

- making connections between classroom and outside world by providing real-life experiences and teaching life skills within our classrooms
- building positive and trusting relationships with all students and faculty and model positivity and pride in our school
- providing every student with equal opportunities to be successful by being fair and consistent by starting every day with a clean slate
DAILY SCHEDULE
(Monday, Tuesday, Thursday, Friday)

6th Grade Schedule

1st Period  7:30- 8:26 (Homeroom)
2nd Period  8:30- 9:23
3rd Period  9:27- 10:20
4th Period  10:24- 11:39 (Lunch)
           10:27- 10:48 Cafeteria (Shift A)
           10:32- 10:53 Canteen (Shift B)
           10:58- 11:19 Cafeteria (Shift C)
5th Period  11:43- 12:36
6th Period  12:40- 1:33
7th Period  1:37- 2:30

7th Grade Schedule

1st Period  7:30- 8:26 (Homeroom)
2nd Period  8:30- 9:23
3rd Period  9:27- 10:20
4th Period  10:24- 11:17
5th Period  11:22- 12:35 (Lunch)
           11:45- 12:06 Canteen (Shift D)
           12:00- 12:21 Cafeteria (Shift E)
           12:11- 12:32 Canteen (Shift F)
6th Period  12:40- 1:33
7th Period  1:37- 2:30

8th Grade Schedule

1st Period  7:30- 8:26
2nd Period  8:30- 9:23
3rd Period  9:27- 10:20
4th Period  10:24- 11:17
5th Period  11:21- 12:14
6th Period  12:18- 1:33 (Lunch)
           12:26- 12:47 Cafeteria (Shift G)
           12:37- 12:58 Canteen (Shift H)
           12:52- 1:13 Cafeteria (Shift I)
7th Period  1:37- 2:30
**WEDNESDAY SCHEDULE**  
(Teacher Collaboration Days)

### 6th Grade Wednesday Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>7:30-8:15</td>
<td>(Homeroom)</td>
</tr>
<tr>
<td>2nd</td>
<td>8:19-9:02</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>9:06-9:49</td>
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<tr>
<td>4th</td>
<td>9:53-10:59</td>
<td>(Lunch)</td>
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<tr>
<td></td>
<td>10:00-10:23</td>
<td>Cafeteria (Shift A)</td>
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<td></td>
<td>10:05-10:28</td>
<td>Canteen (Shift B)</td>
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<td></td>
<td>10:32-10:55</td>
<td>Cafeteria (Shift C)</td>
</tr>
<tr>
<td>5th</td>
<td>11:03-11:46</td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td>11:50-12:33</td>
<td></td>
</tr>
<tr>
<td>7th</td>
<td>12:37-12:40</td>
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</tr>
</tbody>
</table>

### 7th Grade Wednesday Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>7:30-8:15</td>
<td>(Homeroom)</td>
</tr>
<tr>
<td>2nd</td>
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<tr>
<td>3rd</td>
<td>9:06-9:49</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>9:53-10:36</td>
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<tr>
<td>5th</td>
<td>10:40-11:46</td>
<td>(Lunch)</td>
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<tr>
<td></td>
<td>10:57-11:20</td>
<td>Cafeteria (Shift D)</td>
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<tr>
<td></td>
<td>11:10-11:33</td>
<td>Canteen (Shift E)</td>
</tr>
<tr>
<td></td>
<td>11:23-11:46</td>
<td>Cafeteria (Shift F)</td>
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<tr>
<td>6th</td>
<td>11:50-12:33</td>
<td></td>
</tr>
<tr>
<td>7th</td>
<td>12:37-12:40</td>
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</tr>
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</table>

### 8th Grade Wednesday Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>7:30-8:15</td>
<td>(Homeroom)</td>
</tr>
<tr>
<td>2nd</td>
<td>8:19-9:02</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>9:06-9:49</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>9:53-10:36</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>10:40-11:23</td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td>11:27-12:33</td>
<td>(Lunch)</td>
</tr>
<tr>
<td></td>
<td>11:37-12:00</td>
<td>Canteen (Shift G)</td>
</tr>
<tr>
<td></td>
<td>12:05-12:28</td>
<td>Cafeteria (Shift H)</td>
</tr>
<tr>
<td></td>
<td>12:10-12:33</td>
<td>Canteen (Shift I)</td>
</tr>
<tr>
<td>7th</td>
<td>12:37-12:40</td>
<td></td>
</tr>
</tbody>
</table>
Daily Schedule Post- Split
(Monday, Tuesday, Thursday, Friday)

All Grades

1st Period 7:30- 8:23
2nd Period 8:27- 9:20
3rd Period 9:24- 10:17
4th Period 10:21- 11:14
5th Period 11:18- 12:36 (Lunch)
   11:23- 11:44    6A
   11:27- 11:48    6B
   11:46- 12:07    7A
   11:51- 12:12    7B
   12:10- 12:31    8A
   12:15- 12:36    8B
6th Period 12:40- 1:33
7th Period 1:37- 2:30

Wednesday Schedule Post- Split
(Teacher Collaboration Days)

All Grades

1st Period 7:30- 8:14
2nd Period 8:18- 9:00
3rd Period 9:04- 9:46
4th Period 9:50- 10:32
5th Period 10:36- 11:18
6th Period 11:22- 12:34 (Lunch)
   11:24- 11:44    6A
   11:28- 11:48    6B
   11:47- 12:07    7A
   11:51- 12:11    7B
   12:10- 12:31    8A
   12:14- 12:34    8B
7th Period 12:38- 1:20
Character Education

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

**Lincoln County R-III Character Traits and Definitions**

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

**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 and 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 towards others and myself.
# TROY MIDDLE SCHOOL CURRICULUM

## 6th Grade

<table>
<thead>
<tr>
<th>REQUIRED CLASSES</th>
<th>EXPLORATORY / ELECTIVES (A/B Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>Band (year)</td>
</tr>
<tr>
<td>Science</td>
<td>Choir (year)</td>
</tr>
<tr>
<td>Math</td>
<td>Art</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Agriculture Science</td>
</tr>
<tr>
<td>P.E./Health</td>
<td>Broadcasting</td>
</tr>
<tr>
<td></td>
<td>Drama</td>
</tr>
<tr>
<td></td>
<td>Engineering and the Environment (GTT)</td>
</tr>
<tr>
<td></td>
<td>Keyboarding</td>
</tr>
<tr>
<td></td>
<td>Modern Language</td>
</tr>
</tbody>
</table>

## 7th Grade

<table>
<thead>
<tr>
<th>REQUIRED CLASSES</th>
<th>EXPLORATORY / ELECTIVES (A/B Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>Band (year)</td>
</tr>
<tr>
<td>Science</td>
<td>Choir (year)</td>
</tr>
<tr>
<td>Math</td>
<td>Art</td>
</tr>
<tr>
<td>Civics</td>
<td>Agriculture Science</td>
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<tr>
<td>P.E./Health</td>
<td>Broadcasting</td>
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<tr>
<td></td>
<td>Drama</td>
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<tr>
<td></td>
<td>Design and Model (GTT)</td>
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<td>Family and Consumer Science</td>
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<td></td>
<td>Computer Science (GTT)</td>
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<td>Modern Language</td>
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</tbody>
</table>

## 8th Grade

<table>
<thead>
<tr>
<th>REQUIRED CLASSES</th>
<th>EXPLORATORY / ELECTIVES (A/B Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>Band (year)</td>
</tr>
<tr>
<td>Science</td>
<td>Choir (year)</td>
</tr>
<tr>
<td>Math</td>
<td>Art</td>
</tr>
<tr>
<td>American History</td>
<td>Agriculture Science</td>
</tr>
<tr>
<td>P.E./Health</td>
<td>Broadcasting</td>
</tr>
<tr>
<td></td>
<td>Drama</td>
</tr>
<tr>
<td></td>
<td>Automation and Robotics (GTT)</td>
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<tr>
<td></td>
<td>Family and Consumer Science</td>
</tr>
<tr>
<td></td>
<td>Medical Detectives (GTT)</td>
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<td>Modern Language</td>
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</tbody>
</table>
# TROY MIDDLE SCHOOL ACTIVITIES

<table>
<thead>
<tr>
<th>ACTIVITIES, CLUBS &amp; ORGANIZATIONS</th>
<th>MUSIC GROUPS</th>
<th>ATHLETICS 7th and 8th Grade</th>
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<tbody>
<tr>
<td>Art Club</td>
<td>6th - 8th grade Choir</td>
<td>Football</td>
</tr>
<tr>
<td>FFA Agriculture Group</td>
<td>7th &amp; 8th grade Show Choir (competitive)</td>
<td>Volleyball</td>
</tr>
<tr>
<td>FCCLA- Family Career &amp; Community Leaders of America</td>
<td>6th - 8th Band</td>
<td>Basketball</td>
</tr>
<tr>
<td>Drama Club</td>
<td></td>
<td>Wrestling</td>
</tr>
<tr>
<td>Intramurals</td>
<td></td>
<td>Track</td>
</tr>
<tr>
<td>TSA- Technology Student Association</td>
<td></td>
<td>Cheerleading</td>
</tr>
<tr>
<td>FHA- Future Educators of America</td>
<td></td>
<td>Dance Team</td>
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<tr>
<td>NJHS- National Junior Honor Society</td>
<td></td>
<td>Softball</td>
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<tr>
<td>Character Council</td>
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<td>Cross Country</td>
</tr>
<tr>
<td>Robotics</td>
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</tr>
</tbody>
</table>

## ELIGIBILITY TO ATTEND AND PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES:

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

Interscholastic athletic competition for secondary school students is to be provided in a variety of sports. Students are allowed to attain the privilege of representing their school in interscholastic athletics by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA). These standards include academic requirements (passing 6/7 classes), citizenship, age maximums and passing medical examinations to name a few. MSHSAA eligibility requirements are regularly discussed between coaches, sponsors, athletes and participants. A complete list of MSHSAA eligibility requirements can be located through the TMS athletic department or the official MSHSAA website.

While extracurricular activities do offer educational experiences, they are a privilege. As such, extracurricular activities may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to extracurricular activities. In addition, coaches and sponsors may establish policies for their groups in addition to those stated herein. Students demonstrating unacceptable behaviors may be suspended from participation in extracurricular activities. A student must attend at least 3.5 hours of a school day in order to participate in an after school MSHSAA sanctioned event on that same day.
Attendance

Compulsory Attendance -
Statute 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and seventeen (17), must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year.

Definitions:
Attendance
A student is considered to be in attendance if the student is physically present in a class, participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy, receiving homebound services, or receiving services at another location pursuant to law or by arrangement of the district.

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

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

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

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

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

Excessive Absenteeism
The accumulation of 8 or more absences in a semester for one class.

*ONLY EXCEPTION WILL BE ABSENCES VERIFIED WITH A DOCTOR’S NOTE.*
*FOR PURPOSES OF THIS POLICY STUDENTS WHO HAVE BEEN PLACED ON OUT-OF-SCHOOL SUSPENSION WILL NOT HAVE THE DAYS THAT THEY ARE SUSPENDED COUNT TOWARDS EXCESSIVE ABSENTEEISM.

Excessive Absenteeism Procedures-

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

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

- Students have the opportunity to make up missed days through after-school tutoring and Saturday school
- Student may be referred to juvenile authorities after 4th unverified absence

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

- Students are strongly encouraged to make up missed days through after-school tutoring and Saturday school

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

- Student will be encouraged to attend summer school (if available), Saturday School or after school tutoring sessions to make up missed class time.
  - Failure to make up missed classes could result in retention, mandatory summer school (if available) and/or referral to DFS for educational neglect/truancy.
  - If excessive absences result in failing grades, mandatory academic recovery may be assigned.

Early Dismissal/Leaving School Early-

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

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

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

Exemplary Attendance -

To qualify for an exemplary attendance certificate, a student can be absent from classes one time of not more than 4 periods and one of not more than 2 periods. There are no exceptions to this policy for any reason.

General Attendance Information:

Arriving before school/leaving after school-

The building opens at 7:00 a.m. and all students must stay in the cafeteria until the 7:12 a.m. release bell. If arriving after 7:12 students may report to cafeteria for breakfast or report directly to their first hour class.

At the end of the day students are expected to leave campus promptly. Students not involved in extra-curricular activities, receiving after-school tutoring or participating in other scheduled activities must leave the building by 2:45 p.m.

Doctor and Dentist Appointments-

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

Illness While at School-

A licensed nurse services the R-III School District on a full time basis. Students who become ill at school may obtain a pass from their teacher or the office to see the nurse. The nurse will examine the student to determine whether or not the illness is serious enough to warrant going home. The nurse will contact the student’s parents to communicate that the student needs to go home due to illness. Prior to leaving, the student must check out through the attendance office. Students are not to contact their parents to make their own arrangements.

● Medication – the Lincoln County R–III School District requires that all students who need medication during school hours must bring the medications to the nurses office and adhere to the following:

  o Prescriptions – parents need to bring the medication in the original bottle, (pharmacy label), properly labeled by a registered pharmacist as prescribed by
law. If medication is long term, (more than four weeks), a written consent form
must be signed by the physician and the parent/guardian. Forms are located in
the nurses office.

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

Make Up Work-

Class work assigned during a student’s absence is expected to be completed. Students will be
granted a minimum of 2 days for each day missed. In instances of absences, which are longer
than two weeks in duration, a longer period of time may be granted. It is the student’s
responsibility to take the initiative to make up work.

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

Late to School-

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

Late to Class -

Students are considered tardy to class if they are not in the class by the time the late bell signals.
Each time a student accumulates 5 tardies to a class they will be assigned a consequence
according to the tardy referral guide found in the student code of conduct. (3 tardies to any
class, in the same day, warrants a referral as well.)

Code of Conduct

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

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 and reflect upon the behavioral struggles that occurred in the classroom. Students refusing to report to chill zone will be considered insubordinate and will receive consequences per the student handbook.

Focus Room- If a student is unsuccessful in the Chill Zone (disruptive or continues to have behavioral concerns), the student may be asked to report to a Focus Room. The Focus Room is a neighboring teacher's classroom. While there, the student is afforded the opportunity to reflect upon their behavior. Students refusing to report to focus room will be considered insubordinate and will receive consequences per the student handbook.

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

Detention Period Regulations –

Rules:
1. Students are to be in the after school detention room and seated by 2:35 p.m. and stay until 3:35 p.m.
2. Saturday detention will be served in an assigned location from 8:00 a.m. through 11:00 a.m.
3. Students are required to bring school work and to spend their time studying.
4. Students are not allowed to talk during the detention period unless spoken to by the teacher.
5. Students will not be allowed to leave the detention room except in an emergency and then with the teacher’s permission.
6. Students will not be allowed to sleep or lay their heads on the desks or their arms.
7. Students must be in the detention room on the day they are assigned unless they have been excused by a principal.
8. Students who are absent on the day they are assigned to detention are expected to complete their detention during the next scheduled detention period.
9. Students who fail to attend or fail to follow detention rules will be given additional detention time or ISS.
10. Students will be allowed to reschedule a detention once per offense with prior notice. A phone call or note from a parent must be received by the administrator for a detention to be rescheduled. This note must be received prior to the scheduled detention.
Lunch Detention- The student will serve a period of time during their lunch period at designated location in the building. Students will still get the opportunity to eat lunch, but will have to sit at lunch table designated by the administrator, in the ISS room, or at another location in the school. The same rules apply for a lunch detention as an After School or Saturday detention.

After School Detention- 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.

Saturday Detention- Time a student is required to serve at school on a Saturday from 8:00 to 11:00 a.m. Students are expected to bring all necessary academic materials and use the time studying, working on an assignment, or reading quietly. Students should enter the building through the front doors of TMS by 8:00 a.m. and report to the designated location.

In-School-Suspension (ISS)- The student is deprived the privilege of attending regular classes and will report to the ISS room at the start of the day for a specific amount of time as determined by the offense committed. The student will receive full credit for all work completed while in ISS. Students who are assigned ISS will receive ISS guidelines from an administrator. Any student assigned ISS, per the handbook, may also be required to complete a positive behavior intervention assignment as determined by the administrator. Students are excluded from any school activities until the first calendar day after the assigned ISS time is successfully completed. Violation of the ISS contract may result in additional days of ISS, OSS, or the loss of ISS privileges.

Out-Of-School-Suspension (OSS)- The student is denied the privilege of attending a school day, participating in classes, participating in or attending any extra-curricular activities or school sponsored functions whether on campus or at another facility for the length of the suspension. The opportunity to make up work missed while on OSS will be extended upon the students return to school for suspensions less than 10 days (for suspensions of more than 10 days, arrangements will be made with the Guidance Office to make up the work missed). OSS is defined as school days, not calendar days. OSS days do not count when school is not in session (i.e., snow days, holidays, summer days).

Expulsion – the permanent removal of a student from the Troy R-III School District by action of the Board of Education. Only the Board of Education can expel a student from school.
| **The Trojan Way**  
( Everywhere/Every day ) | **Respectful** | **Responsible** | **Safe** |
|--------------------------|---------------|----------------|---------|
| ● Polite and kind words  
● Appropriate manners  
● Honor personal space | ● Prepared and on time  
● Act in a mature matter  
● Use technology appropriately  
● Accept responsibility for your actions | ● Hands and feet to yourself  
● Be in assigned area  
● Report unsafe behavior  
● Carry your ID. |

<table>
<thead>
<tr>
<th><strong>Cafeteria</strong></th>
<th><strong>Respectful</strong></th>
<th><strong>Responsible</strong></th>
<th><strong>Safe</strong></th>
</tr>
</thead>
</table>
| ● Keep the cafeteria clean  
● Show gratitude to staff  
● Keep voices low  
● Ask for permission to leave your seat | ● Clean up your area  
● Appropriate use of electronics  
● Be prepared | ● Walk  
● Follow procedures |

<table>
<thead>
<tr>
<th><strong>Technology</strong></th>
<th><strong>Respectful</strong></th>
<th><strong>Responsible</strong></th>
<th><strong>Safe</strong></th>
</tr>
</thead>
</table>
| ● Stand up to inappropriate use  
● School work only  
● Treat equipment with care | ● Charge device  
● Think before you “send”  
● Cite, don’t steal  
● Do not leave device unattended | ● Do not share personal info or passwords  
● Only visit appropriate websites  
● Prevent cyberbullying  
● Digital leadership |

<table>
<thead>
<tr>
<th><strong>Assemblies</strong></th>
<th><strong>Respectful</strong></th>
<th><strong>Responsible</strong></th>
<th><strong>Safe</strong></th>
</tr>
</thead>
</table>
| ● Be “unplugged”  
● Use manners  
● Quiet and attentive | ● Leave belongings in the classroom  
● Be engaged  
● Travel directly to and from | ● Remain seated  
● Stay in assigned area  
● Enter/exit in an orderly fashion |

<table>
<thead>
<tr>
<th><strong>Restrooms/Locker rooms</strong></th>
<th><strong>Respectful</strong></th>
<th><strong>Responsible</strong></th>
<th><strong>Safe</strong></th>
</tr>
</thead>
</table>
| ● Respect the privacy of others  
● Clean up after yourself | ● No loitering  
● Flush and wash hands  
● Secure your belongings | ● No horseplay  
● Report behavior concerns  
● No cell phone or electronic use |

<table>
<thead>
<tr>
<th><strong>Hallways/Stairwells</strong></th>
<th><strong>Respectful</strong></th>
<th><strong>Responsible</strong></th>
<th><strong>Safe</strong></th>
</tr>
</thead>
</table>
| ● Keep voices low  
● Use appropriate language  
● Pick up trash  
● No PDA | ● Go directly to your destination  
● Move in a timely manner  
● No public audio/music | ● Walk on the proper side of the hall  
● Report spills  
● Limit electronic use and pay attention |

<table>
<thead>
<tr>
<th><strong>Bus</strong></th>
<th><strong>Respectful</strong></th>
<th><strong>Responsible</strong></th>
<th><strong>Safe</strong></th>
</tr>
</thead>
</table>
| ● Listen to the driver  
● Use polite language | ● Clean up after yourself  
● Be on time  
● Report directly to your bus | ● Stay seated  
● Appropriate volume  
● Do not throw items  
● Watch for traffic |

<table>
<thead>
<tr>
<th><strong>Classroom</strong></th>
<th><strong>Respectful</strong></th>
<th><strong>Responsible</strong></th>
<th><strong>Safe</strong></th>
</tr>
</thead>
</table>
| ● Active listening  
● Positive words  
● Respect your educational future | ● Appropriate technology use  
● Participate  
● Complete work | ● Follow procedures  
● Appropriate use of materials |
Academic Dishonesty -

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

1st Offense: zero points awarded on the assignment in question, conference with administration, and notification to parents, possible detention/ISS/OSS.

Subsequent Offense: zero points awarded on the assignment in question, detention, 1-3 days ISS, possible OSS, conference with administration, and notification to parents.

Arson –

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

1st Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student’s discipline record.

Subsequent Offense: expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

Assault –

Striking or attempting to strike another student.

1st Offense: 3-5 days OSS and Up to 10 days ISS upon return, and notification to law enforcement.

2nd Offense: 10 days OSS and Up to 10 days ISS upon return, and notification to law enforcement.

Subsequent Offense: 10 days OSS, notification to law enforcement, and referral to superintendent for further consideration
Aggravated Assault – When a student attempts to or does cause severe injury to another with the use of a weapon.

1st Offense: 10 days OSS and referral to superintendent for further consideration

Subsequent Offense: expulsion, notification to law enforcement officials, and documentation in student’s discipline record. 

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

**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 web sites and/or the Internet to harass, embarrass, humiliate, intimidate, insult, threaten, 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 which 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 first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.
*Alleged acts of bullying should be reported to Alicia Fessenden, Troy Middle School Assistant Principal.

1st offense: principal/student conference, loss of privilege, ISS, 1-180 days OSS, or expulsion, possible notification to law enforcement

Subsequent offense: ISS, 11-180 days OSS, or expulsion, possible notification to law enforcement

*Severe Clause- severe bullying, which may jeopardize the safety and wellbeing of students, may result in consequences in excess of the scheduled consequences per administrative discretion.

**Bus Rules** –

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

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

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

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

If it becomes necessary for the driver to refer a student to the principal’s office 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 principal at the earliest possible time. The driver’s description of the misconduct must be as specific as possible according to the way he/she witnesses it or perceived it through reports from reliable sources.

Consequences for violation of Bus Rules:

<table>
<thead>
<tr>
<th>Offense</th>
<th>1st Infraction</th>
<th>2nd Infraction</th>
<th>3rd Infraction</th>
<th>4th+ Infraction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insubordination</td>
<td>Conference</td>
<td>1-3 off bus</td>
<td>3-10 off bus</td>
<td>5-10 off bus &amp; ISS</td>
</tr>
<tr>
<td>Weapons/Fighting</td>
<td>Per student handbook consequence schedule and associated loss of bus privilege.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Violence</td>
<td></td>
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</tr>
</tbody>
</table>
Verbal/ Sexual
Harassment, Profanity,
Bullying, Coercion

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<thead>
<tr>
<th>Vandalism/Throwing</th>
<th>Per student handbook consequence schedule and associated loss of bus privilege.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objects</td>
<td>Conference &amp; restitution 1-3 off bus &amp; restitution 3-10 off bus &amp; restitution 5-10 ISS, &amp; restitution w/ assoc. loss of bus privilege</td>
</tr>
</tbody>
</table>

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

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

**BUS PERMISSION NOTES**

- For the safety of student riders and consideration of bus capacities, the use of bus passes will be granted for emergency situations ONLY.

- Parents are required to call or submit a written note to the main office if there is a transportation change for their child due to an emergency. *If there is no phone call or note, the student will be sent home as directed by SIS.*

- The permission note must be approved and signed by the administrative staff in the main office and presented to the bus driver when boarding.

- Students may not ride as a visitor on buses determined to be “full”.

- NO transportation changes will be made after 1:00 pm.

**Electronic Device Misuse**

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

In addition, the use of a cellular phone to “text” profane/threatening statements to other students or to capture inappropriate images of oneself or others will result in consequences and possible referral to law enforcement. Telephones are available in the office for students to contact their parents for legitimate reasons. Students may also use the office phones between classes and during lunch with administrative permission.

*Cell phone/electronic disruptions in the classroom will be addressed as an In-class Disruption, per the Code of Conduct.*
Severe Clause - consequences for the abuse of electronic devices that negatively impact student well-being and/or the school culture may be handled by administrator discretion.

Detention: Failure to Attend

- **Failure to attend detention** –
  - 1st offense – Detention time is doubled
  - 2nd offense – Saturday Detention
  - 3rd offense – 3 days ISS
  - 4th offense – 5 days ISS
  - 5th offense – 10 days ISS

- **Failure to follow detention rules** –
  - 1st offense – 1 days ISS
  - 2nd offense – 3 days ISS
  - 3rd offense – 5 days ISS
  - 4th offense – 10 days ISS

Saturday Detention (Failure to serve Saturday Detention) –

Saturday detention will be held on an “as needed” basis from 8:00 a.m. to 11:00 a.m. at Troy Middle School. Failure to appear for assigned Saturday detention will result in suspension from school or I.S.S. Saturday Detention will not be rescheduled unless prior notice is given to the administrator. Saturday detention will only be rescheduled one time per offense. A phone call or note from a parent must be received by the administrator for a Saturday Detention to be rescheduled. This note must be received prior to the scheduled Saturday Detention.

1st offense – 2 days ISS

2nd offense – 4 days ISS

Subsequent offense – 5-10 days ISS

Students who become disruptive while serving Saturday Detention will be dismissed from the detention hall and will be assigned ISS according to the above scale when school resumes the following week.

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

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

Consequences: Conference, Detention, ISS, OSS
Subsequent offense: ISS, OSS

**Disrespectful Conduct or Speech -**

Disrespectful verbal, written, technological or symbolic language or gesture that is 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.

**Directed at a Staff Member:**

1st offense: ISS, or 1-10 days OSS

Subsequent offense: ISS, 1-180 days OSS,

**Directed at Student:**

1st Offense: principal/student conference, loss of privilege, detention, Saturday detention, ISS

Subsequent offense: ISS, possible OSS

**Dress Code Violation-**

Students referred to the office for violation of school dress code expectations:

1st offense: Conference and student will be asked to remove inappropriate items or change into school appropriate attire; refusal to do so will be considered insubordination.

2nd offense: Conference, parent contact, detention

Subsequent offenses: parent contact, ISS

**Tobacco, Alcohol, and Drugs Policy (Policy 2640)-**

**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)” or drugs”) 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 is/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 an 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.

**Drug-Free Schools (Policy 2641)-**

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

Such program will address the legal, social and health consequences of drug, tobacco and alcohol use, and provide information about effective techniques for resisting peer pressure to use drugs, tobacco and/or alcohol.
As permitted by law, the District will cooperate with government and private agencies offering services related to drug, alcohol and tobacco problems. The District will provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. All parents/guardians and students shall annually be provided with a copy of this policy.

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

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

The Lincoln County R-III School District recognizes the importance of protecting the health and safety of students from the use of prescription drugs without a valid prescription, alcohol, narcotic substance and synthetic drugs. The purpose of this policy is to help prevent substance abuse among students, maintain a safe environment for all students and staff, and encourage treatment for students with substance abuse problems.

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

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

[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).

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

The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of any unauthorized prescription drug, narcotic drug, controlled substance, illegal drug, counterfeit substance, and/or imitation controlled substance (collectively as used herein “drug(s)”) at school, any school activity, or on a District-owned or approved vehicle is strictly prohibited.[1] The use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt of alcohol is also prohibited, as is the use, possession, sale, distribution, transfer, purchase, and/or receipt of any drug-related paraphernalia.
When an administrator has reasonable suspicion to believe a student has been using, is in possession of, under the influence of, has sold, distributed, transferred, purchased, and/or in receipt of any of the drugs set forth above or is in possession of drug-related paraphernalia, the student may be drug tested as set forth in Board of Education Policy and the “Drug Testing Procedures” section herein. The testing shall be completed within twenty-four (24) hours (weekend exclusive) of parent/guardian notification. An administrative determination may be made to include student drug possession of “non-controlled” drugs within the same standards of treatment as “controlled” drugs as per an administrative assessment of the intent and purpose of the student’s use, possession, being under the influence, sale, distribution, transfer, purchase, and/or receipt.

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

**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:
  - 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.
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 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.

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.

[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).
**Extortion –**

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

1st offense: principal/student conference, loss of privilege, ISS, or 1-180 days OSS.

Subsequent offense: ISS, 1-180 days OSS, and documentation in student’s discipline record.

**False Alarms –**

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

1st offense: 1-180 days of OSS or expulsion, and possible notification to law enforcement.

**Fighting and/or Physical Violence –**

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

1st offense – 3-5 days OSS, up to 5 days ISS upon return, and notification to law enforcement.

2nd offense – 5-10 days OSS, up to 10 days ISS, and notification to law enforcement.

3rd offense – 10 days OSS, notification of law enforcement and a referral to the Superintendent

- Severe Clause: By administrative determination, severe acts of physical violence may result in consequences in excess of those outlined above.
- Fights in which the aggressor cannot be identified will be handled according to the best judgment of the principal.
- Students who instigate a fight may be subjected to similar consequences as stated above.
- Fighting offenses will be cumulative throughout a student’s time in middle school and repeat offenders may be referred to Superintendent.
- Students who record or distribute a video of a fight may be subjected to similar consequences per administrative discretion.

**Fireworks Possession and/or Usage –**

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

**Possession:**

1st offense: 3-5 days ISS

Subsequent offense: 5-10 days ISS, up to 10 days OSS

**Use:**

1st offense: 1-10 days OSS, notification to law enforcement, and documentation in student’s discipline record.

Subsequent offense: OSS for the remainder of the semester (not less than 20 days), notification to law enforcement, and documentation in student’s discipline record.

**Forgery/False Representation –**

Alteration and/or misuse of passes, notes, etc., which causes the attendance system to lose its integrity. Making false reports or telephone calls concerning a student.

1st offense: Saturday Detention

Subsequent offense: 3 days ISS, possible 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. Students who receive 5 or more discipline referrals may 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.

1st offense: principal/student conference, loss of privilege, ISS, 1-180 days OSS, or expulsion, documentation in student’s discipline record, possible notification to law enforcement

Subsequent offense: ISS, 11-180 days OSS, or expulsion, documentation in student’s discipline record, possible notification to law enforcement

In-Class Misconduct/In-Class Disruption –

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

Behavior that interrupts the educational process in the classroom.

1st offense: 2-3 class periods of ISS, Detention, Saturday Detention

2nd offense: 1-2 days ISS

3rd offense: 3-5 days ISS

Subsequent offense: ISS, OSS, or alternate placement

Insubordination -

Students who are unwilling to cooperate with staff member’s directives will be considered/insuboridante. Students who leave class without permission will be considered insubordinate.
1st Offense: ISS, or 1-10 days of OSS

Subsequent Offense: ISS, 11-180 days OSS

**Off Campus Behavior (Policy 2600/2610) –**

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

**Out of Assigned Area –**

When a student is in an area not designated or defined by their schedule (without a pass).

1st offense: Conference and/or Lunch Detention

2nd offense: After School Detention.

Subsequent offense: up to 3 days ISS.

**Physically Aggressive Behavior –**

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

1st offense: 1-3 days ISS, possible OSS

Subsequent offense: 3-5 days ISS, possible OSS

**Profane and/or Threatening Language –**

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

**Directed at a Staff Member:**

1st offense: 3-5 days OSS and 1-3 days ISS upon return
Subsequent offense:  5-10 days OSS and 3-5 days ISS upon return.

**General Use of Profanity:**

1st offense:  1-3 days ISS and/or possible OSS.

Subsequent offense:  3-5 days ISS and/or possible OSS.

**Public Displays of Affection (PDA) –**

Physical contact that is inappropriate for the school setting.

1st offense: principal/student conference, loss of privilege, detention, ISS, possible documentation in student’s discipline record.

Subsequent offense:  ISS, 1-10 days OSS, documentation in student’s discipline record.

**Racism:  Racial Defamation –**

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

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

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

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

1st offense:  2-5 days OSS and/or 3-5 days ISS upon return.

2nd offense:  5-10 days OSS and/or 5-10 days ISS upon return with possible referral to superintendent.

Subsequent offense:  Referral to superintendent.

**Safe School Policy –**

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

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

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

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

School Search Policy –

To maintain good order and discipline in the schools and to protect the safety and welfare of students and school personnel, school administrators may search a student, student lockers, and/or student automobiles (CYV or A+ Students) under the circumstances outlined in the guidelines below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Guidelines:

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

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

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

- **Seizure of Illegal Material** – if a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.
● **Illegal or Unauthorized Materials** – for purposes of this policy, “illegal or contraband materials” include all substances or materials, the presence of which is prohibited by school policy or state law, including, but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol, or alcoholic beverages, abuse of glue, or creates an intimidating offensive or hostile work or education environment.

**Sexual Harassment** –

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

1\(^\text{st}\) offense: 1-3 days OSS with possible 1-3 days ISS upon return.
2\(^\text{nd}\) offense: 3-5 days OSS and 3-5 days ISS upon return with possible referral to superintendent.
Subsequent offense: 10 days OSS and referral to superintendent.

**Tardies** –

Students receiving a 5th tardy in one class will receive a discipline referral and for each additional tardy thereafter. Tardy referrals for a student will result in the following corrective measures:

- 5th Tardy: Lunch Detention
- 6th Tardy: After School Detention
- 7th Tardy: After School Detention
- 8th Tardy: Saturday Detention
- 9th Tardy: 1 Day ISS
- 10th Tardy: 2 Days ISS
- 11th Tardy and Subsequent Tardies: 3 Days ISS

- Notification is made to parents with each referral the office receives.
- A student who is more than 5 minutes late to class without a pass will be referred to the office. No less than 1 detention will be assigned.
- A student who is tardy to 3 classes in one day will be issued an office referral and assigned no less than 1 detention.
- Tardies are cumulative per semester.

**Theft and/or Possession of Stolen Property** -

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

1\(^\text{st}\) offense: 1-3 days ISS, 1-180 days OSS, possible notification to law enforcement, documentation in student’s discipline record. Restitution may be required.
Subsequent offense: 3-5 days ISS, OSS or expulsion, notification to law enforcement, documentation in student’s discipline record. Restitution may be required.

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

**Threats** –

Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution.

1st offense: 1-3 days ISS, possible OSS, possible referral to superintendent, and possible notification to law enforcement

2nd offense: 3-5 days ISS, possible OSS, possible referral to superintendent, and possible notification to law enforcement

**Threats (Catastrophic Threats)** –

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

1st offense: 10 days OSS, possible referral to superintendent, and possible notification to law enforcement.

2nd offense: 10 days OSS, referral to superintendent for long-term suspension, and notification to law enforcement.

**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 above policy are subject disciplinary action. (Adopted and approved by the R-III Board of Education July 1990.) Missouri state law makes it illegal to possess tobacco products if under 18 years of age. Products and paraphernalia (lighters, smokeless tobacco, etc.) will be confiscated.

**Possession and/or Use of Tobacco:**

- 1st offense: 3 days ISS
- 2nd offense: 5 days ISS
- 3rd offense: 3 days OSS
- Subsequent offense: 5-10 days OSS and possible referral to superintendent

**Truancy** –

Absence without the prior consent and knowledge of the parent/guardian and/or the principal (or the agent acting on his behalf) constitutes truancy regardless of the age of the student. A student who is deemed to be truant, on the basis of available information, will be assigned a Saturday
detention on the first occasion of such. The amount of detention time will be the same as the number of hours of school time skipped, except in instances where students arrive at school and then leave without permission or with a forged note. Saturday detention will be held on an “as needed” basis from 8:00 a.m. to 11:00 a.m. Failure to appear for assigned Saturday detention will result in suspension from school or I.S.S.

1st Offense: 1 day ISS

2nd Offense: 3 days ISS

Subsequent Offense: 5 days ISS

**Vandalism (Policy 2654)** –

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

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

First and Subsequent Offense: Conference, Detention, Saturday Detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, documentation in the student’s discipline record.

***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, and documentation in student’s discipline record.
Subsequent Offense: 1-10 days out-of-school suspension and/or 1-10 In-school suspension upon return, expulsion, notification to law enforcement officials, and 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 safe schools act. Upon validation of the incident by school officials, student could be suspended from school for a period of not less than 180 days or expelled from school.

### General Expectations

**Between Classes –**

The time between classes is meant to be a passing period. There is to be no loitering, students are to travel from one class to the other with possible stops at their lockers or the restroom as needed. Students are not to be in any automobiles (CYV or A+ Students) or out of academic areas between classes. Getting a drink or going to the restroom will not be accepted as valid reasons for being tardy.

**Buses, Transportation, and Bus Passes -**

Lincoln County R-III School District owns and operates its own buses. Any student living more than 1 mile from school has the privilege of riding the school bus. This privilege is maintained by the student’s proper conduct on the bus. State law says that classroom behavior is to be observed on the school bus and that the driver has the authority to control and discipline the students riding the bus as needed. Students are to go directly to their bus in the afternoon when school is dismissed. Parents are required to call or submit a written note to the main office if there is a transportation change for their child. *If there is no phone call or note, the student will be sent home as directed by SIS.* The permission note must be approved and signed by the administrative staff in the main office and presented to the bus driver when boarding. Students may not ride as a visitor on buses determined to be “full”.

For the safety of student riders and consideration of bus capacities, the use of bus passes will be granted for emergency situations only. Students will receive a maximum of one change per quarter. NO transportation changes will be made after 1:00 pm.
Cafeteria/Commons Rule –

Students are not to leave the cafeteria/commons area during lunch; students should not be in the academic wings for any reason during their lunch period. If a student needs to use the restroom, they are to use the restroom designated by a supervising faculty member. At no time are food and drinks allowed out of the commons. Students are to finish their entire lunch in the commons area. Students elsewhere during lunch without permission face disciplinary action.

Compliance Statement: TITLE IX 86.34 –

This school will not provide any course or otherwise carry out any of its education program or activity separately on the basis of sex, or require or refuse participation therein by any of its students on such basis, including health, physical education, industrial, business, vocational, technical, home economics, music and adult education courses.

Compliance Statement: SECTION 504 84.4 –

No qualified disabled person will, on the basis of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity of this school which receives or benefits from federal financial assistance.

Conceal and Carry –

Unless otherwise authorized by law, pursuant to Missouri Revised Statute 18 U.S.C. 921, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous device into a school safety zone.

Custody Documentation -

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

Deliveries –

Lincoln County R-III Schools discourages any deliveries to students at school. No deliveries will be made to students during the school day. Should a delivery occur, the student may pick up the item after the school day in the office.

Dress Code –

The dress code will coincide with the Lincoln County R-III School District Board of Education policy #2651.
The dress and grooming of students attending TMS is the responsibility of students and parents. Students are expected to dress appropriately for school in a public setting. Dress or personal grooming which is a disruption to the educational environment will not be allowed.

Students are not to wear articles of clothing, which are imprinted with suggestive or inappropriate graphics or statements or any clothing that is an advertisement for tobacco, drugs, or alcoholic beverages. Also, pins and "buttons" of this nature are not to be worn. If they are, they will be confiscated.

Students are not to wear lewd or inappropriate clothing to school. Hats may be worn to school but should be taken off when a student enters the building. They are to be left in the student's locker for the entire school day. Hats brought to class or displayed in the hallways will be confiscated. Sunglasses are prohibited unless a prescription is on file in the nurse’s office.

➢ Appropriate clothing will be worn in the manner for which the manufacturer designed them.
➢ All students are asked to help themselves and their school climate by maintaining a clean, neat, and tastefully dressed student body. [Boxers or other immodest clothing that exposes underwear, bellies, bottoms, backs, etc.] that, in the judgment of the administrator or teacher, detracts from the learning process should not be worn.
➢ Shorts of an appropriate length may be worn.
➢ Wide-armed and spaghetti strap tank tops should only be worn over or under another shirt.
➢ Clothing and accessories depicting/representing drugs, alcohol, sexual content, and/or tobacco in picture, slogan, slang, or innuendo form will not be permitted.
➢ Head apparel (hats, scarves, bandanas, berets or other headwear) is not to be worn in the building during school hours.
➢ Long chains that hang from the belt, sagging pants, radical hair color, or body/face paint are not allowed if it distracts from the learning environment.
➢ Blankets and pillows are not allowed.
➢ Shoes containing roller skate wheels are not allowed.

Emergencies –

In case of an emergency, do not try to handle it alone. Secure the aid of an administrator/teacher right away and then report the emergency to the main office as soon as possible. The office staff will know how to deal with an emergency situation and can secure aid sooner if informed properly and promptly.

Hall Passes –

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

Students in 6th, 7th and 8th grade will be assigned lockers for the storage of books, clothing, personal articles, etc. Students are not allowed to change lockers or share a locker with another student. The school is not responsible for lost or stolen items. Students are required to use school issued locks and clean out their assigned locker at the end of the year. Replacement locks can be purchased for $6. Maintaining and cleaning out gym lockers are the students’ responsibility as well.

Lost and Found Articles –

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

Lunch Accounts

Chartwells School Dining Services serves students with well-balanced meals at affordable prices. All students have a meal account that is used to keep track of student deposits and purchases. Parents can view the balances of their child’s meal account via the SISK12 Parent Portal. Students can deposit money in their account by placing cash/check in an envelope and turning it in to the deposit box located in the cafeteria or by making a deposit online. Students are required to keep meal accounts current.

Media Exclusion

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

Physical Education Excuses –

Students requesting to be excused from physical education for medical or other reasons must have a written excuse from a doctor or parent. Grade reductions are made for parental excuses. There is no grade reduction for an excuse signed by a doctor. In order to be exempted from taking physical education, a physician's statement is required.

Posters/Announcements –

The principal must approve all posters or flyers prior to them being posted around the school or on school premises. All announcements must be approved prior to them being read. Announcements will be read daily during 1st hour, and the weekly bulletin will be posted across from the office.
Public Notice –

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

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

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided in FERPA.

The Lincoln County R-III School District has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district’s plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

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

Residency-

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

Restroom Dismissal

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

School Event Pick-Up Policy

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

Solicitation on School Grounds

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

Student Files and Permanent Records

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

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

Use of the Elevator –

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

Valuable Personal Property –

Troy Middle School is not responsible for any personal property brought to school by students. Personal property should not be left unattended. TMS is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property. Student personal property includes, but is not limited to: purses, wallets, watches, jewelry, book bags, credit cards, cash, checks, electronic devices, notebooks, books, and band instruments.

Visitors –

Per Policy 1430:
Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offender’s list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

Observations by Parents, Advocates, or Others
Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

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

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

**Work Completion (Missing Work/Late Work) -**

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

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

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

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

**Student Services**

**Assemblies –**

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

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

Grade Reporting –

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

The following grading scale is used at TMS:

- 95-100 = A
- 90-94 = A-
- 87-89 = B+
- 83-86 = B
- 77-79 = C+
- 73-76 = C
- 70-72 = C-
- Below 60 = F
- 67-69 = D+
- 63-66 = D
- 60-62 = D-

Progress Reports –

Special progress reports are used to notify parents of improved or exceptionally good work, failing work, under achievement in academic subjects, and/or problems related to citizenship. They may be sent at any favorable or unfavorable circumstance. Parents and teachers are urged to schedule individual conferences by phone or in person after a special report, or at any time they believe it necessary. Please schedule a time through the middle school office - not during the time a teacher is responsible for a classroom of students.

Promotion Policy –

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

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

Students who have not met the requirements of the core classes (passing 13 of 16 possible core classes during the four quarters of the year) may be required to attend Academic Recovery during the year and/or Summer Academic Recovery to catch up on course level expectations that were not met during the school year. Student’s having 12 or more absences per semester will need to complete attendance make-up after school or during Saturday school to ensure promotion to the next grade level (Please see Excessive Absenteeism on pages 11-12)

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

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

**Guidance Department** –

Troy Middle School offers the services of a guidance department to each student. The counselor's objective is to assist students in securing an education.

Guidance services offered:

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

**Reading Intervention Program**

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

**Residency** –

Pursuant to Public School Laws of Missouri (167 RSMo), students attending Troy Middle School must be a permanent resident within the defined Lincoln County R-3 School District boundaries and reside with their parent(s) or court appointed legal guardian within such boundaries.

**Saturday School** –

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

**Tutoring** –
Students who are behind in their class work or need extra help may be recommended and/or required to attend tutoring sessions after school. Tutoring is held on Tuesday and Thursdays from 2:35 – 3:35 p.m.

**Medical and Additional Information**

**Asbestos Information**

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

**Medical Information**

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

**Medication Policy**

**Standing Orders**

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

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

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

**First Aid**

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

If your student becomes ill at school, parents/guardians will be notified. The school will call the appropriate emergency numbers provided by the parents. Your child will be sent home from school for the following signs/symptoms:

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

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.

Notice of Non-Discrimination

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)4625194
Title VI, ADA, and Section 504:
Director of Student Services, Kevin Conner Central Office (636)4624981
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

Distribution of Noncurricular Publications by Students

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

Family Educational Rights and Privacy Act (FERPA)

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

**Transgender Students (Policy 2115)**

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

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

**Student Identity**

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

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

**Restrooms**

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

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

**Locker Rooms/Showering Facilities**

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

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

**Apparel**

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

**Extra-Curricular/School Activities**

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

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**Handbook Awareness Statement**

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

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

Academic Lab Teacher ____________________________

Student’s Name (Print) ___________________________ Grade _________

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