

**Fayette R-III High School**  
***“Falcons”***  
[www.fayette.k12.mo.us](http://www.fayette.k12.mo.us)

**2017-2018 Student/Parent Handbook**

**Fayette R-III High School**  
**510 N. Cleveland**  
**Fayette, MO 65248**  
**Phone (660) 248-2124**  
**Fax (660) 248-2120**

**Dr. Tamara Kimball, Superintendent**

**Ms. Jill Wiseman, Curriculum Director**

**Mr. Patrick Tray**  
**Principal**

**Ms. Melanie Lawson**  
**Secretary**

**Ms. Tiffany Swanson**  
**Counselor**

**Mr. Geoff Moorehead**  
**Athletic Director**

**Ms. Jean Monnig**  
**Activities Director**

**DISTRICT MISSION**

*“The mission of the Fayette R-III District is to educate all students to be ethical, successful citizens.”*

## DAILY BELL SCHEDULE

Opening of School:	7:30 a.m.
Students to Class:	7:50 a.m.
1 <sup>st</sup> Period	7:55-8:44 a.m.
2 <sup>nd</sup> Period	8:47-9:36 a.m.
3 <sup>rd</sup> Period	9:39-10:28 a.m.
4 <sup>th</sup> Period	10:31-11:20 a.m.
5 <sup>th</sup> Period	11:23-12:36 p.m.
1 <sup>st</sup> Lunch Shift	11:23-11:47 a.m.
2 <sup>nd</sup> Lunch Shift	12:12-12:36 p.m.
6 <sup>th</sup> Period	12:39-1:28 p.m.
7 <sup>th</sup> Period	1:31-2:20 p.m.
8 <sup>th</sup> Period	2:23-3:12 p.m.

## LATE START BELL SCHEDULE

Opening of School	9:30 a.m.
Students to Class	9:55 a.m.
1 <sup>st</sup> Period	10:00-10:38 a.m.
2 <sup>nd</sup> Period	10:41-11:19 a.m.
3 <sup>rd</sup> Period	11:22-12:23 a.m.
1 <sup>st</sup> Lunch Shift	11:22-11:42 a.m.
2 <sup>nd</sup> Lunch Shift	12:03-12:23 p.m.
4 <sup>th</sup> Period	12:26-1:04 p.m.
5 <sup>th</sup> Period	1:07-1:45 p.m.
6 <sup>th</sup> Period	1:48-2:26 p.m.
7 <sup>th</sup> Period	2:29-3:12 p.m.

10,11,14,15: Teacher PD/Work Days  
17: First Day of School

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1: No School  
2: No School (Teacher Work Day)  
3: Classes Resume  
15: No School (MLK Day)  
29: No School (Teacher PD)

4: No School (Labor Day)  
11: No School (Teacher PD)  
15: Midterm- 1<sup>st</sup> Qtr.

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

2: Midterm- 3<sup>rd</sup> Qtr.  
8: Early Release: 12:36  
P-T Conferences 1:30-7:00  
9: No School (Teacher Earned Day Off)  
19: No School (President's Day)

9: No School (Teacher PD)  
13: 1<sup>st</sup> Quarter Ends  
19: Early Release: 12:36  
P-T Conferences: 1:30- 7:00  
20: No School

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8: 3<sup>rd</sup> Quarter Ends  
9: No School (Teacher PD)  
29-30: No School- Spring Break

6: No School (Teacher PD)  
17: Midterm- 2<sup>nd</sup> Qtr.  
22-24: No School (Thanksgiving Break)

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-3: No School- Spring Break  
13: Midterm- 4<sup>th</sup> Qtr.

20: Last Day of 1<sup>st</sup> Semester (Full Day)  
21: Winter Break Begins

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16: Last Day of School- Dismiss @ 12:36  
28: Memorial Day

## Fayette R-III Calendar 2017-2018



**In the case of inclement weather or other emergency situations-  
Late Start Time: 10:00a.m. Early Release Time: 12:36p.m.**

This calendar is based on hours of attendance.  
Inclement weather days 1-4 are built into the calendar.

Day 5 will be made up on March 29.  
Day 6 will be made up on April 3.  
Day 7 will be made up on May 17.

## **WELCOME TO FAYETTE HIGH SCHOOL**

On behalf of the faculty and staff of Fayette High School, we would like to welcome you to Fayette High School. We are looking forward to assisting you in fulfilling your educational goals. Fayette has a history of fine academic and extra-curricular accomplishments. We expect you to meet the goals, which have been set, and to carry on the proud tradition of our school and community. You can benefit from everything Fayette High School has to offer by being an active learner in your classes and a positive participant in our programs. If you encounter difficulties, seek out an adult and we will do our best to help you. We are here to make your year(s) in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your educational career.

Cordially,

Dr. Tamara Kimball, Superintendent

## **SECTION I: GENERAL STUDENT INFORMATION**

It is not the intent to impose unnecessary restrictions on the student body. We intend for the rules and expectations to parallel what is to follow on the job and in the “real world” so that students can best prepare for the next stage of their lives. Students who choose not to follow regulations and procedures will be assigned appropriate consequences. Consequences may vary depending on the circumstances. Parents/guardians are asked to familiarize themselves with the school’s expectations and procedures so that we can work together to solve and avoid problems.

### **ANNOUNCEMENTS**

Daily announcements are issued by 9:00 a.m. through email to the students. They are also available on the SIS student/parent portal, the high school webpage ([www.fayette.k12.mo.us](http://www.fayette.k12.mo.us)) and they are posted outside the library.

### **ARRIVAL PROCEDURE**

Students will report to the commons area upon arrival, unless permission is granted by a supervising teacher to visit a classroom for tutoring or club meetings. Parents should avoid delivering students prior to 7:30 a.m.

## **ASSEMBLIES**

Assemblies will be held at various times throughout the school year. The purpose of assemblies is to give students an opportunity to perform as well as see the talents of their peers. Some assemblies will feature individuals and/or groups outside our school. Appropriate behavior is expected. Student attendance at assemblies is viewed as a privilege.

## **CARE OF SCHOOL PROPERTY**

Students are expected to take care of all school equipment. Any equipment damaged or ruined due to student abuse or vandalism will be repaired or replaced at the student's expense.

## **CHANGE OF ADDRESS OR OTHER PERSONAL DATA**

If there is a change to personal information including name, address, phone numbers, emergency contacts, custody, or other student data during the school year, please notify the office at once. It is very important in the communication process for the school to maintain up-to-date information.

## **CLUB DAY**

The sponsors and the principal will schedule club meetings on an as needed basis. Officers must check with and receive approval from the sponsors prior to scheduling meetings.

### **1. Club Announcements:**

- a. Any extracurricular student group or organization may request that an announcement be made on the group's behalf during the non-instructional time from when the school doors first open, at or around 7:30 a.m., until the first bell rings, at approximately 7:50 a.m.
- b. Any other announcements for extracurricular student groups must be provided in writing to the Fayette High School secretary by a student prior to 10:00 a.m. of the day on which the announcement is to be made. Said announcements will be made during the beginning of the 8<sup>th</sup> period.
- c. All announcements, whether they are made during the pre-school non-instructional time or during 8<sup>th</sup> period must be in writing, and, to the extent the announcement complies with the other provisions of this section, will be read verbatim by the school principal or someone authorized by the school principal to read the announcements for that day.
- d. If the announcement is for an extracurricular student group that may be conducting a religious activity at its meeting (e.g. prayer, reading of faith-based materials, reading of sacred texts) the announcement

cannot identify the religious activity that will take place, and must only include the name of the organization, the time the organization will be meeting, and the location of the meeting, and if the meeting is on the Fayette High School campus the location shall be identified by room number and not by the name of the faculty sponsor in whose room the religious activity is occurring.

## **2. Club Day Procedures:**

- a. The sponsors of all extracurricular student groups or organizations will schedule club meetings on an as needed basis. Student officers of the extracurricular student groups or organizations must check with and receive approval from the group's sponsor prior to scheduling these meetings.
- b. All extracurricular student groups or organizations are allowed to meet on school grounds anytime from when the school doors first open, at or around 7: 30 a.m., until the first bell rings, at approximately 7:50 a.m.
- c. Nothing in this provision shall be construed to prohibit students, including students from a student group or organization, from informally gathering or meeting in the common areas of Fayette High School so long as such gathering or meeting is consistent with the Fayette R-III School District's Student Code of Conduct.

## **COUNSELING SERVICES**

A school counselor is available to Fayette High School students. The strength of the guidance and counseling program can be measured by the amount of involvement the counselor has with students, parents, and teachers. The counselor is the person you can contact about academic or social questions and concerns. Among the services provided by the counselor are:

1. Individual parent(s) conferences
2. Student conferences
3. Individual, small, and large group counseling sessions
4. Enrollment of new students
5. Student scheduling
6. Orientation of new students
7. Referral of students for special services
8. Conduct staffing for student placement
9. Individual and group testing
10. Student records
11. Contact person in arranging parent(s)-teacher conferences

## DANCES

Students enrolled in FHS grades 9-12 are welcome to attend the dance. **Students must be in attendance all day the day of the dance.** Anyone not enrolled in grades 9-12 at FHS must be signed up on the guest list by the office window. The guest list will be reviewed and approved by the principal. Any person not enrolled in FHS grades 9-12 who arrives at the dance without being signed on the guest list will not be allowed to enter the dance. Guests must be under 21 years of age (unless the spouse of a student) and must be at least in the 9<sup>th</sup> grade. Legal proof of age will be required at the door. No student, who after dropping out of FHS during the current school year, will be allowed to attend. All students must obey the dress code for the particular dance or they will not be allowed in the door. Administration reserves the right to approve or deny outside guests.

## DRESS CODE

The Fayette R-III Board of Education expects student's dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Articles of clothing are to be worn according to the intent of the original design.
4. Dress and grooming will not disrupt the teaching/learning process, cause undue attention to individual students or cause to insult another person.

No hats, caps, headbands or any headwear, and/or dark shaded glasses are to be worn in the building. Any such items being worn in the building will be taken away and will not be returned until a later time.

No obscene dress.

No short-shorts or extremely short skirts; tank tops or muscle shirts; shirts open down the side; tube tops; string tops or halter tops; mesh tops without lining; sagging pants or shorts; shirts that allow midriff to be shown. Bicycle pants may be worn to school under approved length shorts.

No drug, alcohol, tobacco ads, socially unacceptable behavior and/or illustrations on clothing.

Underwear may not be worn as outerwear or exposed to view.

No clothing with slogans that is derogatory to societal institutions.

Others deemed inappropriate by faculty and staff.

5. Class activities, which present concern for student safety, may require the student to adjust hair or clothing during the class period in the interest of maintaining safety standards.
6. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.
7. Students in violation of dress code may be required to wear shirt provided by school, wear a belt, etc. to hold up pants to an acceptable position, and/or asked to go home to change.
8. Students in defiance of dress code may be subject to disciplinary action in accordance with discipline code policy.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student will be required to make modifications. Those who do not comply will be disciplined according to the guidelines under Defiance of Authority.

## **FIELD TRIPS**

Field trips are designed to be an extension of the learning experience. School policies and classroom expectations carry over to these opportunities. **Any student disciplined on a field trip will be suspended from future trips for 365 days.**

To participate in field trips, students are expected to be in good standing, academically and behaviorally, and not be on the fines list. Work should be made up in **advance** unless other arrangements have been made with the teacher. If a test is scheduled during the trip, students will need to make arrangements with the teacher prior to the trip. No additional time will be given for tests, quizzes, projects, etc. when notified before the trip

Students who are in multiple organizations with several trips scheduled are reminded that they may need to make some choices rather than try to attend everything.

A list of students attending the trip will be submitted to the office prior to the trip. Any student whose attendance is below 90% (excused/unexcused) or who has had significant discipline problems that semester as indicated by out-of-school suspension, 3 or more in-school-suspensions or 3 Friday detentions will be removed from the list and not allowed to attend the trip.

## **HIGH SCHOOL OFFICE AND PHONES**

The high school office personnel are busy with daily responsibilities. In order to maintain a high level of efficiency, students should not be in the office without permission from a faculty member. Students should not loiter in or around the office area.



School telephones will be available to students for emergency use only. In general, use of the office telephones will be restricted to the school teaching staff. Any student needing to use the telephone must have approval from the teacher and office personnel. Times to use the telephones may be limited to before school, lunch, and after school.

## **LEAVING THE BUILDING DURING SCHOOL HOURS**

Before a student may leave school he/she must be excused by his/her parents or guardian either via telephone or a note. A telephone call must be made or a note must be presented to the principal's office. Students should sign out before leaving regardless of the reason. Students requesting early dismissal must have a note from their parents/guardians. If a student leaves school without obtaining permission, he/she will be considered truant.

## **LOCKERS**

Fayette High School provides each student with a locker and combination lock for use during the school year. Students are to keep book bags, purses, extra books, etc. in their lockers when not in use. Students will be permitted to go to their lockers in the morning before school, between classes, and at the end of the day. The lockers are for storage of these items. (See SEARCHES BY SCHOOL PERSONNEL OF LOCKERS, VEHICLES, AND/OR STUDENTS).

## **LUNCH**

Students will eat lunch in the high school commons area. A hot lunch may be purchased in the lunch area at a reasonable cost. Students may bring their lunch to school if they choose. Students are not allowed to leave the high school campus for lunch.

No food or drink should be eaten outside the commons area except under the supervision and with the permission of a faculty member. Students should be careful with their food and drink and help keep the commons area clean and pleasant. Lunchtime behavior should exemplify good manners. Behaviors such as running, shouting, messiness, throwing food, etc., are not acceptable and will result in disciplinary action. In an effort to promote an enjoyable and relaxed dining atmosphere, students are asked to comply with all lunch rules. Students must demonstrate respect for all staff members, lunch supervisors, and workers. Students are responsible for the cleanliness of their table area.

It is the policy of the Fayette R-III School District that students who are not covered by the Free/Reduced Lunch Program should pay for meals before these meals are provided. The school understands, however, there may be some occasions where this is not possible and will allow a student to charge

their lunch. Students are expected to pay for their lunch charges as soon as possible but will be allowed to charge up to \$25.00. When a student reaches a negative balance, parents will be notified by letter and/or telephone and the student will not be allowed to charge until the account is paid in full.

According to the "Child Nutrition and WIC Reauthorization Act of 2004", we have put in place a local wellness policy. This policy hopes to promote total student and faculty/staff wellness. A "District Wellness Committee" was formed and much thought and discussion took place in preparation for implementing our plan. Areas reviewed include dietary guidelines, physical activity, mental health, nutrition education, community and family involvement, staff wellness, development, and training, and other positive health related issues. This committee continues to meet annually to evaluate our existing policies/program.

In order to comply with school policy, we again want to remind you that students cannot bring soda to school in their lunches. We also ask that if you are helping with school parties that soda not be used as drink refreshment. You may bring 100% fruit juices, bottled water, flavored water, or sports drinks.

As another reminder, we ask for your cooperation when bringing snacks for school parties that they also follow the adopted nutritional guidelines. Acceptable snacks include baked chips or pretzels, trail mix, vegetables and ranch dip, animal crackers, graham crackers, peanut butter and crackers, or cheese and crackers. Please refrain from bringing cupcakes, cookies, candy, etc.

These nutritional guidelines are available for your review with our Food Services Director. Also, find helpful information on our district website at [www.fayette.k12.mo.us](http://www.fayette.k12.mo.us).

Thank you for your cooperation. If you have questions, please contact us at the following numbers.

Dr. Tamara Kimball  
Fayette R-III Superintendent  
District Wellness Co-Coordinator  
248-2153

Kelly Beeler  
Fayette R-III Health Supervisor  
District Wellness Co-Coordinator  
248-3800

### **NON-EDUCATIONAL ITEMS**

Students are not to bring, buy, sell, or trade non-educational items at school. Cell phones, i-pods, tablets and other valuable items should not be brought to school, except when requested by a faculty member. Also, we are asking your help in limiting flower or balloon delivery to school. These items will be distributed to the students at the end of the school day so as not to cause interruption of instruction.

## **STUDENT RESPONSIBILITIES**

**Homework and Make-Up Assignments:** You should expect your child to devote an average of one hour per night or more on homework or home study. This may vary during the course of the year depending on special projects or assignments. Teachers will provide you with more specific guidelines as they relate to their classes. Several important reasons for homework are:

To provide extra practice on learned skills.

To provide further learning in areas covered in the classroom.

To provide an opportunity for students to develop good work habits.

To provide an opportunity for growth in responsibility.

We believe learning is important and that learning should continue after school hours. Regular homework should not be viewed as punishment, but as a way to reinforce, encourage and extend learning. You may pick-up homework for your student when he/she is absent after 2:30 p.m., only if you call the office to request the homework by 9:00 a.m. that morning.

## **TEXTBOOKS**

Textbooks will be issued at the beginning of the year. A record of the name of the book, book number, condition of the book, and the name of the student it is issued to will be kept by the teacher and the office. Any damage to a book should be brought to the attention of the teacher when the book is issued. Students will pay for any damaged or lost books that were issued to them. It is the responsibility of each student to return the books in the condition in which they were issued.

## **TRANSPORTATION**

### **Bus**

The Fayette R-III School District operates school buses to bring rural students to school. The bus schedules are drawn up to meet the needs of the majority of the students involved. If you are not certain of the bus schedule in your area, check with the Superintendent's office or the Transportation Director.

The school buses will load and unload on the west side of the high school along Herndon Street. Loading should be in an orderly fashion. Students are not to walk between the buses at any time.

Students brought to school and/or picked up before and/or after school should use the front entrance.

Students will be subject to disciplinary action for infractions of the bus discipline policy according to discipline code.

### **Student Drivers**

The large and small parking lots in the front of the building are for faculty, staff, and student use. Rules for the parking lot are as follows:

Do not park or drive on the sidewalks, curbs or grass.

No vehicle will leave the parking lot during the school day without permission from the Principal. No other faculty or staff is allowed to grant this permission.

Only students possessing a valid state-issued license will be allowed to park at school.

Students attending Moberly Area Technical School will arrange, in advance, with the principal concerning their arrival and departure from the lot.

Students are not allowed to go to and from cars during the school day without permission.

Those students violating any rules in relation to driving to school are subject to having the privilege of driving to school revoked.

Students must maintain control and posted speed limit within the school zone.

### **Designated Parking Areas**

Large Front Parking Lot—Faculty, Staff, Seniors, Juniors, Sophomores, Freshmen.

Small Parking Lot—Seniors only. No pickups along the fence.

Lower Parking Lot—No parking unless permission by school staff.

### **TUTORING, LIBRARY, & COMPUTERS (TLC)**

TLC is an evening program designed to offer Fayette High School students access to tutoring, along with the library media center and computer lab in order to complete classroom assignments, projects, and make-up tests. FHS teachers are on duty to provide supervision and tutoring assistance. TLC is open from 3:30-5:30 p.m. on Thursday evening throughout the school year.

If TLC is cancelled, an announcement will be made during the school day to inform students. In the event of a snow day, TLC will not meet. We continue to seek ways to improve the TLC program, and the success of the program depends on the cooperation of students, staff, and parents. In order to ensure the safety and security of our students and to accommodate the learning needs of all participating students, FHS administration and Principal's Advisory Committee formulated the TLC Guidelines outlined below:

### **TLC Guidelines**

- Students should enter and leave the building through the front doors of the high school.
- Parent/guardian/designated adult should use the front parking lot when delivering or picking up the student.
- Students will be required to sign the attendance log upon arrival and departure.
- Students should bring all study materials (textbooks, paper, pencils, etc.) with them.
- Students are expected to stay on task and complete assignments without disturbing other students.
- Students completing work before TLC ending time may use the telephone in the library to call parents for early departure.
- Students are not allowed to leave the assigned TLC area without permission (bathroom visits, going to lockers, etc.)
- Once students leave TLC, they will not be allowed to return to the building.

### **VISITORS**

Parents and patrons are always welcome at Fayette High School. However, all visitors during the regular school day must check in at the office prior to proceeding elsewhere in the building. The Board of Education and the administration will not tolerate any person or persons whose presence disturb classes or school activities or hinder the instructional process. If such persons will not leave the school premises upon request, the building principal or his designee may refer charges to the proper legal authorities.

## **SECTION II: ATTENDANCE**

Missouri law states that every parent(s), guardian, or other person having custody or control of a child between ages 7 and 16 years shall cause the child to attend school regularly. This may include public, private, parochial, parish or home school.

Students with chronic absences may have the following consequences applied:

- No student may earn a grade higher than a 60% (D-) after accumulating (8) eight Verified (V) or Unexcused (A) absences per class period each semester.
- No student may earn credit after accumulating (10) ten Verified (V) or Unexcused (A) absences per class period each semester.

The following absences will be Excused (X) and will **NOT** count against the student for grades, and all missed assignments may be made up:

Chronic illness documented by a doctor's statement or letter (examples: asthma, migraine headaches, etc.) Any doctor, clinic, or hospital signed absence. Required religious observances. Reasonable absence due to a death in the immediate family. Immediate family is defined as a parent or stepparent, brother or sister, stepbrother or stepsister, and/or grandparent. Any other absence deemed excused by the administrator and/or attendance committee.

**Please note:** Any above written documentation must be given to the school within that semester period of the absence or the absence will not be excused. All other absences than those listed above will count toward the 8 day maximum and will be noted either as a Verified Absence (V), in which case all coursework may be made up; an Unexcused Absence (A), or Out-of-School Suspension (O), in which no daily work may be made up for credit. Major quizzes, tests, projects, etc. may be made up in a timely manner.

A request for an attendance waiver may be made to the school attendance committee. The attendance committee will review the case and make a decision within 5 working days. The attendance committee may offer the option of an attendance contract for the student (this will apply to first semester only). The committee will consist of the principal, counselor, two teachers and curriculum director or superintendent.

So that parents may be kept informed of their student's attendance record, daily calls will be made for verification and formal letters will be mailed on absences three (3), five (5), eight (8) and ten (10). These letters will restate the attendance policy and consequences that follow (8: D- max., 10: No credit).

Tardy, unless a staff member detains the student, is defined as an unexcused appearance of a student beyond the scheduled time that a class

begins. Tardiness of 10 minutes or any absence of 10 minutes from a class will be considered an absence. Two unexcused tardies equal one absence. Teachers will honor other staff members' passes. It is the responsibility of the individual teacher and office to keep an accurate count of tardies and absences.

**Students are not to leave the building or campus without permission; this includes class breaks. Students who leave school before their usual dismissal time must first get approval from the administrator and must sign-out in the office. Students who are ill or injured must report to the office before it is permissible to leave the building.**

Students will be given one day to make up assignments for every day of excused absence. The responsibility for securing and doing any missed assignment(s) lies with the student. Each teacher will keep accurate attendance and tardy records and absentees will be turned into the office during each class period. A student must be in attendance the entire school day to be eligible to participate in and/or attend an activity that night unless the administrator approves the absence. If the student is absent the day after an activity, participation in the next activity could be jeopardized unless the administrator excuses the absence. If the absence from school occurs on a Friday, the student will be ineligible to participate in weekend activities, unless the administrator excuses the absence.

Due Process—Students will be afforded an appropriate due process hearing, which is in accordance with Board policy and state law.

## **ABSENCE REPORTING**

If a student is absent from school, parents are asked to contact the school office at 248-2124 by 9:00 a.m. on the day of the absence. If a telephone call is not received, the school will call a parent/guardian for absence verification. Upon return to school, the student is required to bring signed, written documentation with valid reason of absence given.

## **REQUEST TO BE ABSENT PRE-ARRANGED**

Students who want to accompany their parent(s) on a trip must request permission from the principal's office one week in advance of the departure date. All teachers will need to be notified. It is the student's responsibility to complete any assignments missed due to an absence.

## **ARRIVING LATE PROCEDURE**

Whenever students arrive at school after 7:55 a.m., they should report directly to the office. Tardy students should have a note (or phone call) explaining the nature of their tardiness. Detention is normally assigned for tardiness. Persistent tardiness may result in more severe consequences.

## **COLLEGE DAY**

Seniors interested in visiting a college or technical school must make prior arrangements with the counselor and his/her teachers. When students go through the proper procedure for a college day, they will not be counted absent from school. Permission forms must be completed, signed by each teacher, and returned to the counselor in a timely manner prior to the visit. A verification form must be returned to the office after the college visit takes place. Students are allowed a maximum of two (2) days during their Junior year and two (2) days during their Senior year to make college visits. Forms for college days may be obtained from the counselor. No college day visits will be excused after May 01, without prior approval from the principal.

## **REQUESTING EARLY DISMISSAL**

If it is necessary to be excused early from school, students are to bring a note, signed by a parent or legal guardian, to the office before school. An early dismissal pass will be given. Students must notify the office when leaving the building and sign out. Parent(s) are asked to meet their child in the office area. **Students leaving school without permission will be dealt with accordingly.**

## **WITHDRAWAL FROM SCHOOL**

The following procedures should be followed when withdrawing from school. The student will:

1. Notify the principal of his/her intent to leave the school and receive a checkout sheet.
2. Return all books and equipment owned by the school.
3. Pay all fees, fines, or dues outstanding against him/her.

## **SECTION III: DISTRICT INFORMATION**

The Fayette R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to the Fayette R-III programs and activities may be directed to the Title IX coordinator, Tamara Kimball, Fayette R-III School District, 705 Lucky Street, Fayette, MO 65248; Telephone number 660-248-2153.

The Fayette R-III School District will provide a free and appropriate public education to all students with disabilities who are residents of this school district, including those attending private/parochial schools, beginning on the child's third (3rd) birthday and through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental



retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. Children with disabilities are students in the above age group that have been evaluated and identified in accordance with provisions under public law 94-142.

Inquiries or concerns regarding civil rights compliance should be directed to: Title IX/non-discrimination coordinator, Dr. Tamara Kimball at 705 Lucky St. Fayette, MO 65248; telephone: 660-248-2153. Inquiries and complaints may also be directed to the Kansas City Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172.

**PROCEDURES FOR STUDENTS CLAIMING DISCRIMINATION ON  
THE BASIS OF RACE, SEX, CREED, COLOR, AGE, NATIONAL  
ORIGIN, OR HANDICAP**

**Informal Procedures**

1. Verbal communications of alleged discrimination shall be made directly to the teacher or other school employee directly involved.
2. Unresolved complaints may be taken directly to the appropriate building administrator after a reasonable time.
3. Complaints not resolved in the informal stages may be presented as formal charges.

**Formal Procedures**

1. Students, accompanied by parents, may present discrimination complaints in writing to the school principal. Students and parents or legal guardians must sign written complaints. Written complaints must include the following information: date of filing, description of alleged grievances, and the names of the school staff involved.
2. Upon receipt of formal complaint, the Principal will:
  - a. Forward copies of the complaint to the Superintendent of Schools.
  - b. Make a decision and notify the student, parents, and Superintendent of Schools of that decision no later than ten (10) days following the filing of the formal complaint.
3. Students and parents or legal guardian may appeal the decision of the building principal to the Superintendent of Schools. The parents may arrange a conference with the Superintendent of Schools at their earliest convenience. Parents and students may appear together and present their written report of the decision of the building Principal. Notification of the action taken by the

Superintendent will be given in writing to the students, parents, and Principal within five (5) days of this conference.

4. Students may appeal the decision of the Superintendent of Schools to the Board of Education by notifying the Superintendent of Schools of their intent and by appearing before the Board of Education at the next regularly scheduled or special called meeting. The hearing before the Board of Education may be conducted in Executive Session upon the request of either the Board of Education or the parents and students with the complaint.

## **ANNUAL NOTIFICATION OF DIRECTORY INFORMATION**

Directory Information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Fayette R-III School District designates the following items as "Directory Information": student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

## **DISTRICT CONTACT NUMBERS**

Superintendent's Office	(660) 248-2153
Fayette High School Office	(660) 248-2124
	(660) 248-3366
Fayette High School FAX	(660) 248-2120
Daly/Clark School	(660) 248-3800
Special Education Office	(660) 248-3200

## **DISTRICT INFORMATION**

The Fayette R-III School District does not discriminate on the basis of sex, race, or handicap in admissions or access to, or treatment of employment in its programs and activities. Any person with inquiries concerning the District's compliance with Title IX and Section 504 should contact Dr. Tamara Kimball, Superintendent of Schools, by calling (660) 248-2153.

## **FALCON ALERTS**

The Fayette District encourages parents to Sign up for Falcon Alerts! to get important information about the Fayette R-III School District sent as a text message directly to your mobile phone, wireless PDA or pager. Just go to [www.fayette.k12.mo.us](http://www.fayette.k12.mo.us) and scroll down on the right hand side of the page to sign up for text alerts. Click and enroll for Emergency Information, School Closings, Early Dismissals and School Event Reminders. (Falcon Alerts! is a free service sponsored by Commercial Trust Co.)

## **SCHOOL CANCELLATION/EARLY DISMISSAL**

School policy provides that the Superintendent may cancel or dismiss school when deemed advisable. In the event of bad weather, school cancellation announcements will normally be made between 6:00 and 6:30 a.m. and given to the following radio stations for announcement: KWIX-AM (1230) & KRES-FM (104.7) of Moberly and 93.9 The Eagle. The following are television stations that will be notified of cancellation: KOMU 8, KRCC 13 and KMIZ 17. The quickest method of receiving a school cancellation or early dismissal will be through “**Falcon Alerts.**”

A large percentage of school cancellation decisions have to be made in the early morning of the school day. These decisions are based on the latest weather forecasts, highway condition reports from the state, county and special road district headquarters and other sources. Cancellations will be made on a daily basis. If no announcements are forthcoming, then school is to be in regular session. DO NOT attempt to call the superintendent of schools or principals or expect notification calls from them as this only hinders information gathering and the prompt notification of the announcements. Early dismissal notification during the school day will be released through the building principals and announced at the appropriate time by them. Early dismissal announcements will be released as quickly as possible to the above media outlets. **Cancellations will also be made thru Falcon Alerts by Text Caster. (You may sign up for Falcon Alert on our school website.)** PLEASE listen to these stations for the announcement rather than calling the schools and hindering our notification process.

## **MO Dept. of Elementary & Secondary Education NCLB Complaint Procedures**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

### **1. What is a complaint under NCLB?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

### **3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

### **4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

### **5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

### **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

### **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

### **8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the

complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education. (Revised 7/15)

**SECTION IV: SCHOOL ORGANIZATION AND GENERAL  
SCHOOL POLICIES**

**STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released. The following information may be released without obtaining parental consent: Student's name; parent's name; address; telephone number; electronic mail address; date and place of birth; grade level; major field of study; enrollment status (e.g., full-time or part-time); participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended; and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

*Prepared by U.S. Department of Education, Family Policy Compliance Office*

\* \* \* \* \*

**Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

## **DISTRICT WELLNESS**

The Child Nutrition and WIC Reauthorization Act of 2004 requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district by the beginning of the 2006-2007 school year.

This policy hopes to promote total student and faculty/staff wellness. Avenues for supporting this policy will include dietary nutritional guidelines, physical activity, mental wellness, nutritional education, community and family involvement, staff wellness, development, and training, and other positive health related issues.

The following items will be available by contacting the Food Service Director located in the Daly/Clark Cafeteria or by calling (660) 248-3800 Ext. 1290 or will be available through the use of the Fayette R-III School District website.

Nutrient analysis of district menus.

List of appropriate foods that meet the district's nutrition recommendations for snacks.

List of ideas for healthy celebrations, parties, rewards, and/or fund-raising activities.

In regard to heightening awareness for the need for more physical activity, the Fayette R-III School District will:

Support efforts of parents/guardians to provide their children with opportunities to be physically active outside of school;

Provide information about physical education and other school based physical activity opportunities available to students before, during, and after the school day; Share information through the district's website, newsletters, other take home materials, special events, and/or homework about physical activity and physical education.

To this end, the Fayette R-III District proudly supports the total wellness plan.

## **CHAIN OF COMMAND**

The procedure for students/parents/guardians to register complaints and/or discuss pertinent school issues shall follow the chain of command in the following manner: Teacher, Principal, Superintendent, and Board of Education.

## **PARENT CONFERENCES**

Our staff members are concerned about the progress of your child and you will find them always willing to discuss your child's education whether it is by telephone/email or in a personal conference at school. All staff members have conference time during the day in which they may meet with parents. One day's advance notice is appreciated.

## **SEARCHES BY SCHOOL PERSONNEL OF LOCKERS, VEHICLES, AND/OR STUDENTS**

School lockers, computers and desks are the property of the Board of Education and are provided for the convenience of students and as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information, or reasonable inference drawn from such facts or information. Person searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, remove jackets, coats, shoes, and other exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of crime beneath his or her clothing that that the student refuses to surrender. Law enforcement officials may be contacted in any case involving a violation of



law, in which a student refuses to allow a search in which the search cannot safely be conducted. Parents may also be contacted.

## **HEALTH SERVICES**

The Fayette R-III School District has a nurse on duty every day with offices in both the middle school and the high school. The nurse has the responsibility of administering vision, hearing, and scoliosis screening tests. The nurse also has the task of checking to make sure that all students meet the requirements of the state law and school board regulations concerning immunizations.

1. All students attending school in the Fayette R-III School District shall be in full compliance with Missouri State Law, Section 167.181, RSMo Cum. Supp. 1965 on immunizations against communicable diseases.
2. All students failing to show proof of immunization against Polio, Diphtheria/DPT or DT, Measles, Rubella and Hepatitis B shall be denied enrollment in the Fayette R-III School District.
3. Exceptions from compliance must be in accordance with the provisions of the law.
4. If a student becomes ill at school, he/she is to go to the office, and if applicable, the health room to be checked by the nurse. The nurse will determine whether the child is to be sent home, rest in the health room for a short time, or return to class. Parent(s) are asked to make every effort to see that their child is picked up promptly when called by the nurse. Students should know the family physician, hospital preference, and how to reach a parent in the event of illness, accident, or emergency.
5. Students must obtain a pass or permission from a faculty member to see the nurse. If medication is to be taken at school, (including over-the-counter drugs such as acetaminophen and ibuprofen) a note must accompany the medication, which states the name of the medication, the reason it is being taken, and the dosage time it is to be given. All medications are to be kept in the health room. No medication will be given without a note from a parent. No medications, including over-the-counter drugs are to be in the student's possession during school hours. If medication is to be transported, it should be taken to the health room before school starts in the morning and picked up after school. The school does not provide any prescription medication.

### **Self-Administered Medications**

An authorized prescriber or a student's IEP or 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other

medications in accordance with law. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### **Possession of Self-Administered Medications**

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of asthma or anaphylaxis on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

6. A health survey must be completed at the beginning of each school year which includes a history of special health conditions, allergies, daily medication on usage, names of physician(s) and dentist(s), and permission for administration of "as needed" medication(s) such as: acetaminophen, ibuprofen, cough drops, antacids, etc...

## **SECTION V: ACADEMIC PROCEDURES AND GUIDELINES**

### **ATHLETIC & ACTIVITY ELIGIBILITY**

To be eligible to participate in extracurricular activities students must meet the following requirements:

- At each grading period, if a student is earning two or more Ds and/or one or more Fs, the student will be placed on academic

probation. Students on academic probation will be unable to attend or participate in any extra-curricular activities for 10 consecutive days (beginning on the dates announced). Extra-curricular activities are defined as any activities before, during, or after school that are not directly tied to a student's grade. Students will continue on academic probation until the grades in question have improved, at which time privileges will be reinstated. Student athletes who have been practicing and competing will be allowed to attend home games where they will sit with the team and cheer on their teammates. They will not be allowed to travel with teams to away games.

- Student must pass 3.5 units of credit per semester to compete in the following semester. This means students must pass 7 of their 8 classes with the exception of Vo-Tech students that need to pass 6 of the 7 classes.

### **DUAL ENROLLMENT/DUAL CREDIT**

In addition to the regular course offerings, students at Fayette High School may have the opportunity to enroll in classes and receive high school credit as well as college credit from participating colleges and universities. Dual credit means the student receives credit on a college transcript, as well as credit on their high school transcript. If the student intends to take classes for dual credit, they will need to meet with the counselor for additional information. This option is restricted to juniors and seniors who are well on their way to completing required courses for graduation.

### **FINALS**

Finals will be taken at the end of each semester. They will count toward 15% of the total semester grade.

### **GRADING AND MARKING POLICY**

Evaluation of student progress is vital to learning. It is the teacher's responsibility to make periodic evaluations of student progress and report to you, the parent(s). Two types of evaluations are sent home for each student. The first is a progress report that comes home at mid-quarter. The second is a grade card received at the end of each quarter or approximately every nine weeks. Mid-quarter ending dates as well as ending dates for each quarter are published on the district school calendar.

Based on percentages, the A-B-C-D-F (including plus and minus) grading scale is used.

A	A-	Superior (90-100)
B+	B	Above Average (80-89)
C+	C	Average (70-79)
D+	D	Below Average (60-69)
F		Failing (0-59)

## HONOR ROLL

An honor roll is compiled at the end of each semester for students with exceptional grades.

FHS HONOR ROLL.....Grade Point Average of 3.00 or Higher

## NATIONAL HONOR SOCIETY

The National Honor Society is open to Juniors and Seniors who are selected on the basis of scholarship, leadership, character, and service. Annual dues of \$7.00 are required.

## PROMOTION AND RETENTION

Realizing the promotion from one grade to the next must be based on student achievement and not simply the number of years a student has attended school, the Fayette R-III Board of Education has adopted the following policy for promotion in grades nine (9) through twelve (12). Students in the high school will be classified according to the number of credits they have earned at the beginning of the current school year. The following criteria will be used to determine grade placement and promotion.

Freshman	0 to 6.75 credits	Sophomore	7 to 11.75 credits
Junior	12 to 16.75 credits	Senior	17 to 28 credits

Reclassification of students will occur before the first day of the first semester of each school year. A student, who at the end of their 7<sup>th</sup> Semester, is within four (4) credits of graduating will be reclassified as a senior at that time.

## **SUBJECTS GRADUATION REQUIREMENTS**

English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Physical Education	1 credit
Practical Arts	1 credit
Fine Arts	1 credit
Health	½ credit
Personal Finance	½ credit
Electives	<u>11 credits</u>
<b>Total</b>	<b>28 credits</b>

### **Additional Requirements:**

1. Each student must also pass the Missouri and United States Constitutions tests.

2. Each student must complete at least one (1) credit of Language Arts I and II, one (1) credit of American History, ½ credit of Government, and ½ credit of Health and ½ credit of Personal Finance.
3. Each student must complete mandated end of course (EOC) exams in: language arts 2, algebra 1, biology and government.
4. All juniors must complete the ACT test in the spring (this is given by the school).

### **EARLY GRADUATION**

Any student wishing to graduate early must consult Board Policy before the start of their senior year. This process can begin with the principal or counselor.

### **A+ SCHOOLS PROGRAM**

The Missouri Outstanding Schools Act of 1993 provided grant awards to Missouri's high schools that demonstrate a commitment to the following goals:

- All students graduate from school.
- All students complete a section of high school studies that is challenging and for which there are identified learning expectations.
- All students proceed from high school graduation to a college or post-secondary vocational-technical school or high wage job with work place skill development opportunities.
- Achieve a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics.
- Qualifying scores on the ACT and COMPASS Alternatives to the A+ Algebra I EOC Exam are as follows: ACT Math Sub score of 17.

Students who graduate from a designated A+ School may qualify for state-paid assistance to attend any public community college or technical school in the state. The funding for the financial incentive is dependent upon state appropriations from the Missouri General Assembly.

### **Student Responsibilities**

Students must meet the following requirements to be eligible for the tuition reimbursement:

- Enter a written agreement with Fayette High School to participate in the A+ School Program.
- Attend a designated A+ School for 3 consecutive years prior to graduation.
- Graduate with an accumulative grade point average of 2.5 or higher on a 4.0 scale for the four years in high school.
- Have at least a 95% attendance record for four years.
- Perform 50 hours of academic, school sponsored, and unpaid tutoring or mentoring.

- Maintain a record of good citizenship and avoidance of the unlawful use of drugs.
- Apply for federal post-secondary financial assistance.

Student financial incentives will be available for a period of four years after graduation. Funding can only be applied toward two years or six semesters. To maintain eligibility, a student must:

- Attend a Missouri community college or post-secondary vocational-technical school on a full time basis.
- Maintain a GPA of 2.5 or higher.

### **Parent Responsibilities**

As a parent, you must play a vital role in guiding your child to become increasingly more responsible for their future. Help them make decisions today that will open doors of opportunity for them later. Here are a few practical things you can do to assist your child to take advantage of the A+ Program:

- Make sure they maintain excellent school attendance.
- Make the completion of homework and independent reading a priority in your home.
- Discuss with your child their ability and academic test scores.
- Discuss post-secondary education and visit these institutions before the students' senior year.
- Assist your child to develop personal character so that wise decisions are made.

The Course Description Handbook with a list of all courses is available on the website under the Guidance tab.

## **MOBERLY AREA TECHNICAL EDUCATION CENTER**

Students, who choose to go to work right after high school or those students that are choosing a more technical career, may choose to attend Moberly Area Technical Education Center classes at Moberly High School. Technical educational classes are not just for students that “aren’t college bound.” Technical educational training offers authentic experience in a job related to a career interest. Attending technical educational does not mean you won’t go to college, but it may be a step toward college by taking you through realist work experiences. The following areas of study are available at Moberly Area Technical Education Center:

- Automotive Technology
- Building Technology
- Business and Technology
- Collision Repair Technology
- Computer Aided Design Drafting
- Computer Information Systems
- Cooperative Career Education
- Electronics Technology
- Machine Tool Technology
- Marketing
- Medical Technology
- Welding Technology
- Embedded Credit

Space for these courses is generally limited to a maximum of fifteen (15) students. Applications to attend Vo-tech are completed during the fourth quarter of the sophomore year. Selection criteria for these courses include aptitude, sincerity, attendance history, behavior at school and commitment to complete the program. Applications to attend Vo-tech are available in the counselor’s office.

## **SECTION VI: DISCIPLINE POLICY AND PROCEDURES**

### **GENERAL STATEMENT**

Self-discipline and the acceptance of individual responsibility are important phases within the school. It is our objective to recognize, preserve and protect the individual rights of all students, and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient, and continuing school program. Therefore, in order to clearly understand and set forth the guidelines of student behavior in the school, the Fayette R-III Board of Education for use in grades 9-12 has adopted the following rules and regulations. The disciplinary consequences listed for each offense may be increased or decreased by administration or the Board of Education due to mitigating or aggravating circumstances.

### **STUDENT RIGHTS & RESPONSIBILITIES**

#### **Each student has the right to:**

Have the opportunity for a free education in a safe, orderly and appropriate learning environment.

Have the opportunity for the freedom of speech and of the press so long as the exercise of those rights is not disruptive.

- a) Be secure in his/her person, papers and effects against unreasonable searches and seizures and privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student possesses prohibited materials.
- b) Expect to be fully informed of school rules and regulations and the right to due process.

#### **Each student has the responsibility to:**

Respect the human dignity and worth of every other individual. Study diligently and maintain the best possible level of academic achievement. Be punctual and present in the regular school program. Dress in a manner and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety. Know and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.

### **BEHAVIORAL EXPECTATIONS**

The following guidelines indicate the behavioral expectations for all Fayette R-III School District students. Students are expected to:

1. Arrive on time to school and to class.



2. Be cooperative in the classroom and follow all classroom rules; respond to correction by changing behavior positively.
3. Be well mannered during the school day; respect adults and fellow students.
4. Walk in the hallways and refrain from pushing, shoving, blocking doorways and walkways and causing disturbances.
5. Bring to school only items that belong in school for educational purposes.
6. Work with everyone else to keep the building equipment and materials clean and in good working condition. Deposit trash in containers provided. Leave tables and floor areas of all rooms and the cafeteria clean.
7. Take proper care of textbooks and equipment.
8. Refrain from any acts of vandalism.
9. Remain in designated areas before school, during lunch and after school.
10. Consume food and beverages only in the foyer unless a specific activity allows consumption elsewhere in the building.
11. Complete homework assignments.
12. Dress appropriately so as not to disrupt the educational process.
13. Give all authorized medications to the school nurse with instructions for use.
14. Remove hats, caps, and sunglasses when entering the building.
15. Resolve differences and conflicts in a peaceful manner, without verbal or physical altercations.
16. Refrain from threats or harassment of others.
17. Respect the possessions of others and never take or use them without the owner's permission. Be honest about everything. Cheating and other forms of dishonesty are serious acts of misconduct.
18. Show respect for others and the building and grounds. Bring no item to school that could be deemed a weapon. Refrain from any behavior that could injure another person. Do not deface or damage the school building or its property in any way.
19. Respect yourself and others. Do not possess or use tobacco, drugs or alcohol. Do not provide or sell any tobacco, drugs or alcohol to others.
20. Be absent from school only by parental and/or school authorization.

**As the adults in charge of the building, all teachers and staff are to be treated courteously and respectfully at all times. When asked by an adult to perform in a certain manner, the student is expected to comply immediately. This will include Daly Elementary and Clark Middle School teachers and staff as well as Fayette High School teachers and staff.**

## **DETENTIONS**

Generally, detentions are assignments to supervised study areas before school, during lunch or after school hours. They serve as minor consequences for school infractions. A detention may range from 15 minutes to 2 hours at the discretion of school officials. The student must arrange transportation for detention. Detentions are normally assigned for the following day. If the student is unable to serve detention on the date(s) assigned, an administrator must be informed. Failure to report will result in further disciplinary action.

Detentions may be assigned for tardiness and infractions of classroom rules. All detentions must be completed within two days. Normally, that would be the day the detention is assigned or the next school day. If a student does not serve a regular detention (assigned by teacher) within two days, the student will be assigned a Friday Detention, in place of the regularly assigned detention.

The length of detention time is to be a minimum of 15 minutes. If a student is removed from the classroom for a period longer than 30 minutes, the detention will equal the amount of class time missed. Detentions will be served at the convenience of the teacher. Morning detentions will end before 7:50 a.m. After school detentions will start at the end of the school day. Detentions will be served with the assigning teacher. Student's receiving their fifth and sixth detentions will serve a Friday Detention. Student's receiving their seventh and eighth detentions will be assigned 1 and 2 days In-School Suspension respectively, instead of the regular assigned detention. Student's receiving their 9+ detentions will receive 1+ day(s) Out-of-School Suspension instead of the regular assigned detention. Detention count starts over each semester.

## **FRIDAY DETENTIONS**

Friday detentions are alternatives to out-of-school suspension established by the Board of Education and administered by school administrators. As always, offenses for which punishment is not specifically defined by a school board policy or Missouri School Law, but which would be of a suspending nature, fall within the discretionary powers of the principal.

The following guidelines will apply to Friday Detention:

1. Prior to being assigned to a Friday detention at school, a letter of notification will be sent, or a phone call to parents will be made. A conference may be held among parent(s), student and principal if necessary.
2. Once the student is assigned to a Friday detention, he/she must report to the High School office Friday 3:15 p.m. and will remain until 5:00 p.m. The student will be ineligible to participate in or attend any

extracurricular activities until the Friday detention is served. If the student is late or absent, he/she will have in-school suspension until the detention is made up.

3. During the student's attendance for the Friday he/she is expected to:
  - Work on school assignments.
  - Remain in assigned seat, unless given permission to do otherwise.
  - Not visit with anyone.
  - Not lay head on desk.

A violation on any of No. 3 will cause the student to be sent home. At that time, the student will be assigned 4 days out-of-school suspension and also be assigned Friday detention.

### **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension has been created to provide an administrative alternative to out-of-school suspension. Students assigned to ISS will report to the office every morning of their assignment to be escorted to the ISS center. Homework assignments will be provided for all students.

Guidelines for ISS are as follows:

1. Parental notification. Written or other communication.
2. Students will report directly to the principal's office upon their arrival at school.
3. Absence is the only excuse for not serving an ISS assignment. The student who was absent will make up their ISS assignment immediately upon return to school.
4. Students who report late to ISS will serve that day plus an additional day in ISS.
5. The student will collect and take schoolwork to ISS. Class assignments will pertain directly to their class work. Credit will be given for the quality of the work.
6. Students in ISS will be assigned to a study carrel. The supervisor will control breaks for restroom, lunch, etc.
7. The superintendent and/or building principal are the only school personnel who can assign ISS. The maximum number of days students can be assigned to ISS at one time is 10 days.
8. Any student violating the ISS guidelines will be suspended for the full length of the time designated by the original rule infraction.
9. The school personnel will utilize a variety of positive measures to reinforce proper behaviors and attitudes.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

The principal may suspend a pupil for not more than 10 school days. The principal will give written notice of suspension, if policy mandates, the

principal may recommend to the superintendent additional days of suspension. The superintendent may suspend a pupil for not more than one hundred eighty (180) school days. The superintendent will give written notice of intent to suspend. If student is assigned 10 days OSS (or less), student may make-up all work and have ready to turn in the day of their return to school.

## **APPEAL OF SUSPENSION TO BOARD OF EDUCATION**

In the event suspension is for more than 10 days, the student, parent, guardian or custodian may appeal the suspension by the superintendent to the Board of Education. Suspension may be stayed until the board renders its decision unless the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. If the student is immediately removed from school, student will be given notice of hearing as soon as possible. If student is assigned 11 days or more, the student cannot make up any schoolwork.

### **Procedure for Appeal:**

Pre-hearing procedures:

Notification of the decision to suspend by the superintendent within twenty-four hours (24) orally and/or written notification by U.S. mail.

Notification to the superintendent of intent to appeal.

Notification within forty-eight hours (48) to the superintendent or person representing the student at the hearing.

Notification to parents shall include:

- 1) Date, time and place of hearing.
- 2) The charge or charges specified.
- 3) The list of witnesses to be called by the Board of Education.
- 4) Any other evidence to be included.
- 5) The parents shall be advised of their right to be represented by counsel and the right of cross-examination of witnesses.

Hearing procedures:

- a) Introduction of purpose and legal rights.
- b) Presentation of reasons for suspension by the superintendent.
- c) Presentation of reasons for appeal of the suspension by student, parent, guardian or custodian.
- d) Questions by the Board of Education to either or both parties concerning the suspension.
- e) A verbatim recording proceeding.
- f) The decision of the Board will be made in executive session and written notice of such decision shall be provided to the parents, guardian or custodian within three (3) days following the hearing.

## **EMERGENCY REMOVALS**

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent or principal may remove the student from the premises. If the student refuses to leave, appropriate authorities will be called to remove the student. A teacher may remove the pupil from curricular or extracurricular activities under his or her supervision, but not from the premises unless the student's presence is a danger to persons or property, or an ongoing threat to the academic process. Should a teacher make an emergency removal, reasons should be submitted to the principal in writing as soon after removal as practicable (no later than forty-eight hours).

## **EXPULSION**

Only the Board of Education may expel a student. Expulsion is a removal of a student on a permanent basis for a specified number of days exceeding one hundred eighty (180).

The student charged with the offense (or offenses) may be suspended from school by the superintendent for the period of time between notification of parents of the hearing and the final decision of the Board of Education as provided in Section 167.171 RSMo.

The Board of Education or its designee will give the student and parent, guardian or custodian written notice of the intended expulsion within twenty-four (24) hours, including reasons for the intended expulsion. The student and parent or representative has the opportunity to a hearing on request before the Board of Education to appeal the action or to otherwise explain the student's actions. This notice includes the following:

- Date, time, and place of the hearing.
- The charge or charges shall be specified.
- The list of witnesses to be called by the Board of Education.
- Any other evidence to be presented by the Board shall be included.
- An advisement of the right to be represented by counsel and the right of cross-examination of witnesses and the right to hold the hearing in executive session.

The hearing shall not be held in less than fifteen (15) days after notice was issued. The parent, guardian or custodian of the student must request a hearing to appeal the intended expulsion within five (5) days after receipt of the notice given by the Board of Education or designee.

### **Procedures for Appeal**

1. Pre-hearing procedures:

- a) Notification of decision and intention to expel by Board of Education or designee within twenty-four (24) hours.
  - b) Notification within five (5) days of the intent to appeal and request a hearing.
  - c) Notification of date, time and place of hearing, including a list of all persons involved in the hearing no less than fifteen (15) days prior to hearing.
  - d) Persons who may be involved in the hearing:
    - Student expelled
    - Building administrator who heard the case
    - Parent, guardian, custodian or representative
    - Board of Education designee
    - Superintendent
    - Recorder
    - Notary
2. Hearing procedures:
- a) Introduction of purpose and legal rights.
  - b) Presentation of reasons for expulsion by the building administrator, superintendent or designee.
  - c) Presentation of reasons for appeal of the expulsion by student, parent, custodian or representative.
  - d) Questions by the board or its designee to either or both parties concerning the expulsion.
  - e) Verbatim recording proceedings.
  - f) The hearing on expulsions shall be at a special meeting with public notice given in the usual manner for all special meetings.
  - g) The meeting shall be a closed meeting with a closed record and closed vote.
  - h) The decision of the board will be made in executive session and written notice of such decision shall be provided to the parents within three (3) days following the hearing.

### **Appeal to Court**

The decision of the Board of Education may be appealed through the appropriate judicial system.

## **STUDENT DISCIPLINE** **(Grades 9-12)**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

**Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion.

**Assault** – Hitting, striking and/or attempting to cause injury to another student; or placing another student in reasonable fear of imminent physical injury; physical injury of another student.

Attempting to cause injury to an adult; or placing an adult in reasonable fear of imminent physical injury; physically injuring an adult.

Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

**Bullying/Harassment (see Board policy JFCF)** – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group. For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been

committed at the student's assigned school. In addition transportation privileges may be suspended or revoked.

### **Cell Phone policy for grades 6-12**

Students will be allowed to use cell phones before or after school and during lunch. Students will be allowed to have cell phones in their possession in regards that permission must be granted by school staff for use during the school day.

Students who use cell phones during the regular school day will be expected to use them in an appropriate manner. Students found using cell phones inappropriately will be considered in violation of this policy.

Inappropriate use may include but not be limited to the following:  
Teasing, harassing, bullying, or embarrassing others with calls, text messages, using the phone to take pictures, or recording events.  
Using the phone for anything that would violate school policy or State and Federal law will not be tolerated.

**Dangerous Instruments/Items** – A student shall not possess objects that can reasonably be considered dangerous through method of its use or function (example: Pocket knives/fireworks). These items may be considered weapons and as such, may be subject to disciplinary action as required by law and Board policy.

For the display or threatening the use of, or the use of dangerous instruments during school hours or at away activities.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

**Defiance of Authority** – Refusing to follow reasonable directions of school authorities or deliberately disobeying school rules and policies.

**Disrespectful/Disruptive/Demeaning Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**Driving Misconduct (see Board policy ECD)** – Non-courteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.



**Drugs/Alcohol (see Board policies JFCH and JHCD)**

a) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

b) Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drug defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

c) Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**Failure to Meet Conditions of Suspension (See Board regulation JG-R1)** – Coming within 1,000 feet of any public school in the district while on suspension for any offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy.

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school’s disciplinary policy.

**False Alarms (see also “Threats or Verbal Assault”)** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing the evacuation or closure of school property.

**Fighting (see also “Assault”)** – An open hand-to-hand conflict, usually between two or more persons in which blows are exchanged and anger displayed. A fight is an assault in the third degree.

Discipline will apply for provoking, encouraging a fight, or fighting.

**Hazing (see Board policy JFCF)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of

a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to a grade level student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

**Late Homework-** This decision will be left up to each individual teacher. It is up to students to know their teachers' expectations but most importantly it is valuable to have projects completed on time.

**Leaving School Property without Permission or After Arrival** - An act of deceit in leaving school property without permission of the principal.

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

**Public Display of Affection** - Physical contact which is inappropriate for the school setting, including, but not limited to, kissing and groping.

**Sexual Assault** – Attempting or causing sexual, mental, or physical injury to another person; intentionally placing a person in reasonable apprehension or imminent unwanted sexual contact.

**Sexual Misconduct (physical, verbal, written or symbolic) or Sexual Harassment as defined in Board policies AC and Regulation AC-R** – Use of unwelcome physical, verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not touching occurred through or under clothing and other unwelcome sexual advances.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

**Tardy** - Failure to come to class on time prepared to go to work/ participate in class. These counts are taken each semester.

**Technology Misconduct (see Board policy EHB and regulation EHB-R)**

**a)** Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

**b)** Violation other than those listed in “a” of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

**Theft** - Attempted theft or willful possession of stolen property.

**Threats or Verbal Assault** – Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

**Tobacco (see Board policy JG-R4)**

Possession of any tobacco products on school grounds, school transportation, or at any school activity.

Use of any tobacco products on school grounds, school transportation, or at any school activity.

**Truancy (skipping) (see Board policy JEDA)** – An act of deceit in being absent from school or a class without permission of both the school and/or the parent(s); excessive non-justifiable absences, even with the consent of parents/guardians.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**Vandalism (see Board policy ECA)** – Willful damage or attempt to cause damage to real or personal property belonging to the school, staff, or students.

**Weapons (see Board policy JFCJ) – The term weapon shall mean:**

Firearm (18 U.S.C. §921) Items defined in § 571.011, RSMo, as:

Blackjack	Concealable firearm	Rifle
Firearm	Explosive weapon	Shotgun
Firearm silencer	Gas gun/paint ball gun	Spring gun
Knife	Knuckles	Projectile weapon
Machine gun		

Term "weapon" may also include other weapons in addition to those listed above as defined in Board policy JFCJ.

Possession or use of any instrument or device, other than those defined in 18 U.S.C. §921, 18 U.S.C. §930(g)(2), or §571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

Use or possession of a firearm as defined in 18 U.S.C. §921 or any instrument or device defined in §571.010, RSMo. Or any instrument or device defined as a dangerous weapon in 18 U.S.C. §930(g)(2).

## Fayette High School Discipline Matrix

Offense	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral
Academic Dishonesty	NC, Grade Reduced, LOP, Detention	NC, Grade Reduced, LOP, 1 day ISS	NC, Grade Reduced, RECA, 2 days ISS	Failure of class
Arson	Detention, 1 day ISS, 11-180 days OSSOE, NLE, RIA	2 days ISS, 11-180 days OSSOE, NLE, RIA	3 days ISS, 11-180 days OSSOE, NLE, RIA	4 days ISS, 11-180 days OSSOE, NLE, RIA
Assault with intent to do bodily harm	3-180 days OSSOE, Possible NLE	5-180 days OSSOE, NLE	10-180 days OSSOE, NLE	11-180 days OSSOE, NLE
Assault with intent to kill or cause serious physical injury	Expulsion, NLE	-	-	-
Bullying/Harassment * Policy JFCF	Detention, 1-3 days ISS	2-4 days ISS, 1 day OSS	5-10 days OSS	11-180 days OSSOE
Bus misconduct * Policy JFCC	Bus seat reassignment for 10 days and apply consequence for specific offense	LOP removal from bus for 10 days and apply consequence for specific offense	LOP removal from bus for 1 month and apply consequence for specific offense	LOP removal from bus for 60 days and apply consequence for specific offense
Cell phone and non-academic electronic devices	Detention	1 day ISS	3 days ISS	5 days ISS
Dangerous Items - possession <u>or</u> use - Items will be confiscated	2 days ISS <u>or</u> 1 day OSS	5 days ISS <u>or</u> 3 days OSS	10 days OSSOE	10 days OSSOE
Defiance of Authority	Detention	Detention, 1 day ISS	2 days ISS	3 days ISS
Dishonesty	Detention	Detention, 1 day ISS	2 days ISS	3 days ISS
Disrespectful or Disruptive Conduct or Speech – directed toward a fellow <u>student / staff</u> member * Policy AC	Detention / 3 days ISS	3-5 days ISS	5 days ISS / 3 days OSS	2-5 days OSS
Dress Code Violation	Warning, change clothes	Detention, change clothes	1 day ISS, change clothes	3 days ISS, change clothes
Driving Misconduct * Policy ECD	Detention, LOP of parking on site 5 days	1 day ISS, LOP of parking on site 10 days	2 days ISS, LOP of parking on site 20 days	Revocation of parking privileges for remainder of school year
Drugs/Alcohol – Possession, Sale, Purchase, Distribution, Consumption of illegal or controlled substance or alcohol * Policy JFCH & JHCD	5-10 days OSS, NLE	10 days OSS, NLE	11-180 days OSS, NLE	11-180 days OSSOE, NLE
Failure to Meet Conditions of Suspension * Regulation JG-R1	Detention	1 day ISS	3 days ISS	5 days ISS
False Alarms	RIA, 5 days ISS	RIA, 10 days ISS	RIA, 5 days OSS	RIA, 10 days OSS
Fighting, Provoking or Encouraging a Fight	3-5 days ISS or OSS	5-10 days OSS	11-180 days OSS	11-180 days OSS
Hazing * Policy JFCF	1-5 days ISS	5-10 days ISS	5-10 days OSS	11-180 days OSS
Leaving school property	Detention	1 days ISS	3 days ISS	5 days ISS
Nuisance items	Confiscate items, detention, 1 day ISS	Confiscate items, 2 detentions, 3 days ISS	Confiscate items, 5 days ISS	Confiscate items, 2 days OSS
Out of assigned area	Detention	1 day ISS	2 days ISS	3 days ISS
Public display of affection	Detention	2 Detentions	1 day ISS	3 days ISS, 1 day OSS
Sexual Harassment	5 days ISS	10 days ISS	5 days OSS	10 days OSS
Tardies	Warning	Detention	2 Detentions	2 days ISS
Technology Misconduct * Policy EHB, Regulation EHB-R	RIA, LOP Computer restrictions, 1 day ISS	RIA, LOP Computer restrictions, 2 days ISS	RIA, LOP Computer restrictions, 3 days ISS	RIA, LOP Computer restrictions, 5 days ISS
Theft	Return of property or RIA, 1-5 days ISS, NLE	Return of property or RIA, 3-5 days ISS, NLE	Return of property or RIA, 1-5 days OSS, NLE	Return of property or RIA, 5-10 days OSS, NLE
Threats, extortion or verbal assaults	RIA, 3-5 days ISS	RIA, 5-10 days ISS	RIA, 5-10 days OSS	RIA, 11-180 days OSS
Tobacco – possession or use * Regulation JG-R4	3-5 days ISS	5-10 days ISS	3-5 days OSS	5-10 days OSS
Truancy * Policy JEDA	Detention	3 days ISS	5 days ISS	10 days ISS
Vandalism * Policy ECA	RIA, 1-3 days ISS	RIA, 3-5 days ISS	RIA, 5-10 days OSS	RIA, 10 days OSS
Weapons – possession or use * Policy JFCJ	Confiscate items, 1-180 days OSSOE	Confiscate items, 11-180 days OSSOE	Confiscate items, 11-180 days OSSOE	Confiscate items, 11-180 days OSSOE

All discipline will be documented in student's discipline record. Other than a warning, parents will be notified of all disciplinary actions. Parents will be included in conferences with the student, teacher, and/or principal when deemed appropriate and necessary by the principal.

ISS In School Suspension	LOP Loss of Privilege	NC No Credit	NLE Notification to Law Enforcement	OSSOE Out of School Suspension or Expulsion	RECA Removal from Extra Curricular Activities	RIA Restitution if Appropriate
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*Document Revised June 2017*

## **Corrective and Remedial Disciplinary Process and Options**

All school personnel have the responsibility to instruct, guide and supervise students during school and school-sponsored activities with the objective of promoting positive learning experiences and responding effectively to unacceptable student behavior.

Discipline actions for behavior violations will be taken by responsible staff, with parent involvement in every situation possible to remediate and/or correct unacceptable student behavior.

The following are disciplinary, remedial, and/or corrective action processes to be used by responsible staff members:

Conference(s) will be held with the student, teacher, and/or principal who observed, or who is responding to, the unacceptable student behavior in order to obtain all available information related to the subject. Parents will participate in the conference(s) as the situation warrants to become informed, to contribute to solutions, and to be a part of the disciplinary actions to be taken.

It is recognized that there may be times when school personnel must talk to a student immediately to give the student notice of unacceptable behavior to enable the student to respond and explain, and that such initial conference will be between the student and the school personnel only, either because the immediacy of the situation so requires, because the parents are unavailable, or both.

The staff members (teachers and/or principal) will evaluate the information obtained, review the disciplinary action options, and determine, in their judgment, the most reasonable action choice(s).

The objectives of any disciplinary action to be used by the appropriate school staff member are:

To achieve remediation and to correct any unacceptable student behavior.  
To develop the student's character and power of self-control. To interact with the student in a way so that the disciplinary actions results in a positive and acceptable behavior change outcome. Depending on the nature of the unacceptable student behavior, the indicated disciplinary actions or options (not all-inclusive or necessarily in sequence) include: The teacher may have: A conference held with the student to obtain a commitment, oral or written, for correcting the behavior. The student moved in the classroom. The student assigned specific educational assignments or tasks. The student serves detention. The student referred to the principal for appropriate action.

The principal may:

Place student in detention and give assigned tasks by the teacher; parents are informed.

Contact or hold a conference with the student and his/her parents for the purpose of accomplishing acceptable student behavior. Refer the student to other school departments (counseling); district departments (clinics), or other educational, medical, social, or government units for assistance. Place the student in In-School Suspension or detention assignment. Assign the Friday Detention.

Place the student on probation under certain prescribed conditions with parental knowledge.

When other remedial and corrective options have not been successful, or suspension is specified or indicated by conduct, suspend the student from school for a period of time not to exceed 10 days, or by the superintendent in cases exceeding 10 school days to a maximum of 180 school days. File charges for illegal behavior against the student with governmental authorities having jurisdiction. Recommending student expulsion when all other actions have not been successful or the nature of the behavior violation requires this action.

The exercise of reasonable judgment, respect for the rights of the person, and compliance with legal procedural requirements must be observed in cases of unacceptable behavior. Any conduct not included in Board Policy JG-R2, JG-R3, and JG-R4, an aggravated circumstance of any offense, or an action involving a combination of offenses may result in disciplinary consequences that extend beyond the code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence(s) is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in the code of conduct, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school buses, or at a school activity whether on or off school property.