

FAIRFAX ELEMENTARY
STUDENT/PARENT HANDBOOK

2018-2019

Fairfax Website: www.fairfax12mo.us

Twitter: @fairfaxbulldog



EDUCATION--

A SHARED RESPONSIBILITY BETWEEN HOME AND SCHOOL

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*indicates changes made from previous year

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SECTION I

CURRENT YEAR INFORMATION

BOARD OF EDUCATION

President.....Mike Lewis

Vice President.....Doug Miller

Secretary.....Karen Burke

BOARD MEMBERS

Marshal Oswald

Mike Lewis

Josh Oswald

Sam O'Riley

Doug Miller

Chris Smith

Jon Graves

EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. This philosophy approved by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity to the maximum development of each individual. Through education, it is possible for the individual to continually discover and learn.

We believe that in a democratic society education must help the student realize his or her worth as an individual to learn, to provide motivation and encourage motivation toward lifelong learning, and to promote through teaching, attitude, and example the principles of good citizenship.

We believe that parents/guardians have definite responsibilities in education. A trusting partnership needs to be developed between the parents/guardians and the school.

The parents/guardians may assist by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to daily school responsibilities, and by supporting school activities.

We believe that the student must display responsibilities in his or her educational process. The most important of these is a positive attitude. The student is to come with an open mind, ready to fulfill the responsibilities in his/her learning process. The student's basic belief should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contribution member of society.

Fairfax R-3 Board Policy AD
Revised: February 19, 1996
Reviewed March 15, 2001

MISSION STATEMENT

It is the mission of the Fairfax R-3 schools to equip students with appropriate Educational skills and Character Traits to function as responsible citizens in our changing global society. Each student will develop skills to the maximum of his/her potential in the areas of communications arts, mathematics, science, social relationships, fine arts, wellness and technology. Students will experience the excitement of discovery and the school will nurture that experience into the lifelong quest for learning and model citizenship.

Fairfax R-3 Board Policy
Revised: June 18, 1998
Reviewed: March 15, 2001
Revised: November 16, 2006

Fairfax Website: www.fairfaxk12mo.us
Twitter: @fairfaxbulldog

FACULTY

Jeremy Burrigh	Superintendent
Dustin Barnes	K-12 Principal
Marisa Hedlund	Counselor
Madison Hagey	K-12 Physical Education
Patty Bredensteiner	K-12 Art/Librarian
Debra Wyatt	K-12 Music/Band
Lexi Heck	Special Education
Kristi Duering	Special Education Para
Melanie Lucas	Title I
Lauren Clark	Pre-School/Title I
Aimee' Seymour	Speech Implementer
Shelby Hurst	Kindergarten
Twillia Clark	First Grade
Whitney Harrington	Second Grade
Samantha Stadel	Third Grade
Libby Lotter	Fourth Grade
Melissa Graves	Fifth Grade
Jennifer Blakeman	Sixth Grade
Tammy Grossman	Nurse
Karen Burke	Elementary Secretary
Sandy Umbarger	High School Secretary
Laurie Yocum	Superintendent Secretary

CURRENT YEAR PRICES

BREAKFAST PRICES

Regular.....\$1.50
Reduced..... \$0.30
Each breakfast includes one milk and one juice

LUNCH PRICES

Grades K-6.....\$2.25
Grades 7-12..... \$2.40
Adults.....\$3.00
Reduced.....\$0.40
Milk..... \$0.35
Each lunch meal includes one milk.

Lunch Policy

1. All ala carte items at breakfast must be paid for separately at the time of purchase.
2. An ala carte item may be purchased only after a regular meal has been purchased.
 - a. (Ala carte items ARE NOT available from the lunch menu for elementary)
3. Students will be allowed to charge up to \$5.00 worth of meals.
4. Students with negative balances of \$5.00 or more may purchase meals with cash; any money paid in excess of the immediate meal being purchased will go toward unpaid balances. After \$5.00 no charges will be accepted. If your student has a negative balance of \$5.00 or more we have the right to refuse to serve your student a meal, unless your student is receiving free lunches. The student will be provided a peanut butter sandwich and one milk at a cost of \$0.35 until payment has been received.
All letters of notice will be sent home with your student and not in the mail.

BALL GAME ADMISSIONS

All home ball games:

Adult (Out of High School)..... \$4.00
Student.....\$3.00
Senior Citizens/Preschool.....Free

**Tournament Admissions
Fairfax Volleyball Tournament**

Fairfax Basketball Tournament

Adult.....\$4.00
Student.....\$3.00
Preschool.....Free

SCHOOL PHONE NUMBERS

High School Office 686-2851 ext. 1
Elementary Office 686-2421 ext. 2

FAIRFAX R-3 CALENDAR 2018-2019

August 13-14:	Teacher work days
August 15:	First Day of School - 12:18 PM Dismissal
August 15-17:	12:18PM Dismissal
September 3:	No School - Labor Day
September 12:	No School-- P.D.
September 13:	Mid 1st Quarter
September 26:	12:18 Dismissal – P.D.
October 10:	12:18 Dismissal – P.D.
October 12:	First Quarter Ends
October 15:	Start of 2nd Quarter
October 18:	12:18 PM Dismissal – P/T conferences 2-7PM
October 19:	No School – Teacher Work Day
October 24:	12:18 PM Dismissal – P.D.
November 7:	12:18 PM Dismissal – P.D.
November 14:	12:18 PM Dismissal – Mid 2nd Quarter
Nov. 21-23:	No School - Thanksgiving Break
December 5:	12:18 PM Dismissal – P.D.
December 20:	12:18 PM Dismissal – Holiday Break End of 2nd Qtr. / 1st Sem.
December 21-29:	No School - Holiday Break
January 1-7:	No School - Holiday Break
January 7:	Teacher Work Day
January 8:	Start of 3rd Quarter/2nd Sem..
January 14:	No School/MLK Jr. Day
January 23:	12:18 PM Dismissal – P.D.
February 6:	12:18 PM Dismissal – P.D.
February 7:	Mid 3rd Quarter
February 18:	No School - Presidents Day
February 20:	12:18 PM Dismissal – P.D.
March 6:	12:18 PM Dismissal – P.D.
March 8:	End of 3rd Quarter
March 11:	Start of 4th Quarter

March 14:	12:18 PM Dismissal – P/T conferences 12:30- 4PM
March 15:	No School
March 20:	12:18 PM Dismissal – P.D.
April 10:	12:18 PM Dismissal – P.D.
April 11:	Mid 4th Quarter
April 19-22	No School -- Spring Break
May 8:	Seniors Last Day
May 16:	12:18 PM Dismissal End of 4th Qtr. / 2nd Sem. / 2017-18 School Year
May 17:	Teacher Work Days
May 19:	Commencement
Make up Snow Days:	3/15, 4/22, 5/17, 5/20, 5/21, 5/22

SECTION II

GENERAL PROCEDURES

EQUAL EDUCATIONAL OPPORTUNITIES

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. The district will foster an educational environment that provides equal educational opportunity for all students.

Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or handicap.

DAILY SCHEDULE

Breakfast will be served starting at 7:40 a.m. All students must report to the cafeteria and wait there for the playground supervisor.

School begins promptly at 8:10 a.m. All students are to be present in their classrooms at this time. If a student arrives at school after 8:10 a.m., the student is to report to the office before proceeding to their classroom. School will be dismissed at 3:06 p.m.

EMERGENCY SCHOOL CLOSINGS

When school is canceled for any reason or we have an early dismissal due to inclement weather, announcements will be made on radio stations KMA 960 AM, KXCV, KFEQ and KNIM 1580 AM. Television station KQTV Channel 2 will also be notified.

*Phone call will not be made home unless specified to do so on the registration form.

DISMISSAL

Parents/guardians who are picking up students are asked to wait by the North door or in their cars. If you come into the building for your child, please wait for the teacher to walk the students down the hall. This will alleviate unnecessary traffic in the hallways.

Please send a note or call the school if your child is not going home by the usual means.

ATTENDANCE

We ask your fullest cooperation in seeing that your child attends each day that he/she is physically able. Absence from school, according to research, is a large predictor in how well a student will perform in school. Parents must notify the school in advance or on the day of the absence by 9:00 a.m. Absences are checked at 9:00 a.m. Parents may be notified if a student is unaccounted for.

*Students must be at school for the entire school day to attend or participate in any after school functions UNLESS the absence is excused by the Principal.

An unavoidable or excused absence is one due to personal illness, or serious illness or death in the immediate family, doctor appointments, or any other absence due to a cause considered unavoidable by the principal. A student who has this type of excused absence may make up all work missed and receive credit. The responsibility for making up all work rests entirely with the individual student.

Monitoring Attendance - Attendance for all students will be monitored. Absences, which are clearly not excusable, will be investigated by the principal and appropriate action taken:

1. After a student has been absent 4 days in a semester of school, regardless of the reason, a letter will automatically be sent to the parents.
2. Upon the 6th day of absence of a child in a semester, the parents will receive a letter and a conference will be arranged if the parent/guardian or school desires. Notification and response will be recorded by the principal. If a conference is scheduled, the classroom teacher, parent/guardian, and the elementary principal will be in attendance.
3. Upon the 8th day of absence in a semester, parents will be notified by letter and advised that a medical excuse will be required for each absence thereafter. A conference will be arranged with parent/guardian and the school. Notification and response will be recorded by the elementary principal. The classroom teacher, parent/guardian, and elementary principal will be in attendance at the conference.
4. When a student misses eight or more days per semester without a medical excuse, she/he may be in danger of not being promoted. The principal will send an "Excessive Absence or Truancy Report" by certified letter to the parents and follow through to notify the proper authorities if warranted.
5. A student may lose special privileges such as assemblies, programs, field trips, play days, or other events if excessive absences continue.
6. If a student has a chronic health condition that causes him/her to be absent frequently, a statement from the child's doctor documenting the child's medical condition is needed.

LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY

Please inform your child's teacher if they will need to leave school early. Parents/guardians will need to sign out the student in the office. The secretary or principal will notify the classroom teacher that the student is being checked out and will bring the student to the office.

LIBRARY MEDIA CENTER

Library fines will be assessed for late books. Lost or damaged items will be charged to the user who checked out the material.

MOVIES

Movies will be shown periodically throughout the year by the staff at Fairfax R-3 Elementary. Permission slips will be sent home to get permission for students to view any movie that contains controversial subject matter.

PARENT/TEACHER CONFERENCES

Parent conferences are regularly scheduled during the school year. Please check the current school calendar for the scheduled conference time(s) for this year. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress in school.

SCHOOL PARTIES

The students have three parties a year (Halloween, Christmas, and Valentine's Day). Parties generally begin at 2:30 p.m. Room parents are responsible for ordering treats and helping the teacher. Students who do not wish to participate in these holiday celebrations or activities may be excused by contacting the school.

FIELD TRIPS

Field trips are planned in order to provide additional educational experiences for our students. These field trips are an extension of the classroom experiences and have educational value relevant to material being studied in the classroom.

Written permission is necessary for your child to participate in field trips. Please sign and return permission slips when they are sent home. If a student does not return a signed permission slip, they will not be permitted to go on the field trip and will remain at school.

Parents/guardians may be asked at times to assist in supervision during field trips. Please feel free to volunteer your time and join your child for a special day of learning.

SCHOOL VISITORS

All visitors to the school are required to check in at the office. When you need to conference with the principal or teachers, please make an appointment so that we can set aside time for you.

VIDEOTAPING/PHOTOGRAPHS

At various times during the school year classrooms may be videotaped and pictures will be taken. This will be done by parents and staff members for parties, recognitions, and other special events at school. If you do not want your child to be videotaped or photographed, please notify the office.

COMPLAINTS AND GRIEVANCES

Any alleged act of unfairness of any decision made by school personnel, who students and/or parents/guardians believe to be unjust or in violation of civil rights, or of pertinent policies of the board or individual school rules, may be appealed to the school principal or a designated representative.

We ask that the following guidelines be used after students and/or parents/guardians consult with the teacher about misunderstandings.

1. The principal shall schedule a conference with the student and any staff member involved to attempt to resolve the problem. Parents/guardians may be involved in the conference or a later conference may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.
3. If the student and or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education 5 days prior to the Board meeting. The decision of the board shall be final.

*All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records and will not be placed in personnel files.

HEALTH AND IMMUNIZATIONS

The state of Missouri requires that children entering school for the first time in Missouri must receive the basic immunizations prior to school entrance. Detailed information is handed out during Kindergarten registration and also upon registration of a transfer student.

Vision, dental, and hearing screens are given during the school year. Parents will be notified if there are any concerns that require a referral to a physician.

MEDICATIONS

Due to recent changes in school law regarding dispensing of medication at school, we cannot give students “over-the-counter” drugs without a physician’s written permission. Parents are strongly encouraged to set medication schedules so that medication is not required to be given at school. If this is not possible, the following guidelines should be followed:

1. All medication must be brought to the elementary office by the student’s parent/guardian. Students are not allowed to bring the medication to school by themselves.
2. Medication must be contained in its original prescription bottle with the student’s name, date of prescription, dosage instructions, and the name of the doctor clearly printed on the label.
3. Parents/guardians must sign the consent form in the student’s permanent file allowing the school to administer the medication.

School personnel will give only prescription medication. No “over-the-counter” medication (including cough medicine, Tylenol, or any non-prescription medication) will be given unless prescribed by a doctor and brought to school with a doctor’s note indicating the dosage instructions and duration of treatment.

Parents/guardians will be permitted to come to school and administer “over-the-counter” medications to their child if no physician note has been obtained. Please pick up any unused medications at the end of the school year.

BUS REGULATIONS

Please stress to your child that riding the bus is a privilege and we expect your child to respect the bus driver and other students who ride the bus. Bad manners or disrespect will not be tolerated. Your child’s safety and the other students’ safety is our greatest concern.

Please read and discuss the following bus regulations with your child:

1. The bus driver is in charge and pupils must always obey the driver.
2. Pupils must be on time. The bus cannot wait for those who are tardy. The bus will wait one minute at the bus stop and then proceed on its regular route. If your child is not riding the bus in the morning, please notify the bus driver or wave him on so he does not wait for your child.
3. Unnecessary conversation with the bus driver is prohibited.
4. Students must not extend their arms or heads out of the bus windows at any time.
5. Classroom conduct is to be observed by all students while riding the bus. Conversations should be between the pupils in the same seat and not across the aisles.
6. Students must remain seated until they arrive at their destination.
7. No smoking or tobacco products are allowed on the bus at any time.
8. Students must observe the directions of the bus driver when leaving the bus. Always pass in front of the bus when leaving the bus. **NEVER WALK BEHIND THE BUS!**

9. The bus driver has the authority to arrange assigned seating on the bus if he/she sees fit.
10. Any student who rides the bus and needs to change his/her normal transportation procedures must have written permission by the parent/guardian or you can call the school office. The office will then contact the bus driver regarding the change.

STUDENT GRADE REPORTS

Mid-quarter reports will be issued mid-way through each quarter. This report is to let the students and parents know how well the students are doing and what to expect on the upcoming grade card.

Report cards will be issued at the end of each nine week period. Report cards are issued directly to the student except for fourth quarter reports which will be mailed directly to the parents.

HOMEWORK

In order to achieve the educational objectives of the school, the home and school need to work together in a close partnership. Homework will be assigned as an extension of our daily school program. When homework is assigned, it will be done so by the teacher with the amount and frequency determined on the basis of pupil needs.

Homework is an opportunity for parents to really become involved with the child's education. Parents can help by providing the right atmosphere for studying. Some of the following are suggested:

1. Limit TV watching.
2. Provide a good work area. This means good lighting, a desk to work at, the tools needed, and a quiet area in which to work.
3. Agree on a regularly scheduled "homework time."

LOST AND FOUND

A lost and found area is maintained in the office. If your child has lost an item, please check the lost and found box. To help in identification of articles, please put your child's name on all of his/her belongings with an indelible marker.

BREAKFAST AND LUNCH PROGRAMS

Breakfast will be served at 7:40 a.m. until 8:05 a.m. Students are expected to be in their rooms at 8:10 a.m. Students wishing to eat breakfast should arrive no later than 8:05 a.m. Fairfax R-3 Elementary has a closed lunch hour. All students will be expected to eat in the cafeteria, either buying their lunch or bringing lunch from home.

When eating breakfast or lunch, the students have to take the milk provided with the meal whether they intend to drink it or not. Students will not be allowed to drink soda with their meals unless they brought it in their lunch from home.

BICYCLES

It is the policy of Fairfax R-3 Elementary that students may NOT ride their bicycles to and from school.

STUDENT DRESS

The general atmosphere of the school must be conducive to learning. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, the principal will ask the student to make the necessary changes. The student may also be sent home unexcused or sent to in-school suspension for the remainder of the day.

Individual dress and appearance must comply with state and health standards. The wearing of caps, hats, and other head gear inside the school building is not courteous and is not allowed. Any t-shirts with tobacco, alcohol, or any questionable sayings printed on them are not allowed.

Student dress and attitudes are affected by general environment. The children must have pride in the work they are doing. We wish to encourage children to dress properly, be neat, and work to develop pride in their wellbeing, their education, and their school.

RADIOS, CD PLAYERS, ETC..

Students should not bring electronic music equipment and headphones to school. If a teacher requests or approves this for special purposes, the parents will be notified.

TEXTBOOKS

The textbook plan includes students having free access to and use of textbooks as needed at each grade level. All children are responsible for the books which have been assigned to them. Textbooks are to be kept clean and handled carefully. Please be sure your child's name, grade, and school are on the book label in case the book is misplaced. Students will be expected to pay for damaged and lost books assigned to them

RELEASE OF STUDENT INFORMATION

Please be advised that the Fairfax R-3 School District will release all Directory Information as deemed necessary by school officials. The school district designates the following items as Directory Information: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The district may disclose any of these items without prior written consent unless notified to the contrary in writing by parent or eligible student.

Disclosure of other information from a student's education records will be made only with the written consent of the parent or eligible student, according to the "Family Educational Rights and Privacy Act" and the Fairfax R-3 School Board Policy.

ADDRESSES, PHONE NUMBERS, AND EMERGENCY CONTACT INFORMATION

It is important to have as much up-to-date information as possible to be able to contact each child's parent in case of an emergency. If your home address or phone number or emergency contact information changes during the school year, please notify the school at the time of the change.

CELL PHONES/PAGERS/I-PODS

Pagers, Ipods, cell phones, Google glasses, apple watches and the like will not be permitted in the building during normal school hours. Students who carry pagers, Ipods, cell phones, Google glasses, apple watches and the like during normal school hours will have those instruments confiscated by school personnel. Those confiscated instruments will be kept in the office and may be retrieved by a parent/guardian from the principal anytime between the hours of 8:00 a.m. and 4:00 p.m. If a student brings a cell phone to school, he or she needs to give it to his or her classroom teacher at the start of the school day. The teacher will give the student back the phone at the end of the day.

SECTION III

SPECIAL SERVICES PROGRAMS

Some children are able to accomplish more in their school work because of their ability, while others may have difficulty. This is by no means a condemnation to any child. In order to help the child who is having difficulty in school, programs have been designed to help the child. They include but may not be limited to:

1. Speech and Language Therapy
2. Special Education Programs
3. Title I Reading and Math
4. Early Childhood Special Education
5. Counseling
6. School Nurse
7. At Risk Programs/Tutoring
8. Academically Talented Programs

The amount of time that a child may spend in a Special Services program will depend upon the type of program and the severity of the child's need. Some children with just a small amount of extra help are able to be phased out of special programs. Others may need to remain for a longer period of time. The State of Missouri requires that parental permission is received before any child can be placed in any special education program.

SPECIAL EDUCATION PUBLIC NOTICE

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

The public school system assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

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

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

Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a

child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

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

CONTACT PERSON: SUPERINTENDENT

PHONE NUMBER: (660) 686-2421

TECHNOLOGY POLICY

Access to the district's computers, the network, internet, and any district software is a privilege, not a right. Students are responsible for their behavior in the classroom and other areas of the school. Activities that are disruptive, immoral, or illegal are prohibited. Computer privilege will be revoked immediately if the privilege is abused. Before a student can use district technology, they must sign the handbook agreement acknowledging their understanding of said policies. A parent's signature is also required on this form. Guidelines and examples follow.

1. Computers and all associated data storage and transfer devices are owned by the school. As the school maintains exclusive control over school property, students should not expect privacy regarding use of a school computer. School property is subject to search and inspection at any time by school official. This search, monitoring and inspection, includes but is not limited to, electronic mail, Internet access, file storage and transfer. Students are responsible for whatever is contained in computer files assigned to them.
2. Students will be given a school email account. This account is to be used for school related work only. It's only to be used to share documents with teachers, other students and for collaboration of school work only. Personal laptops, Kendal, Ipads, etc. may be brought to school to use in conjunction with school related work. Anyone bringing a personal device to school agrees to use the device in the same manner as school devices and will only use those items under the conditions set forth in the Technology Policy. Students who fail to use devices in coordination with the Technology Policy can be disciplined for such actions and can lose the privilege to bring personal devices to school.
3. Inappropriate use of computers shall be defined as:
 - a. the creation, display, access, transmission, reception, exchange or distribution of any text image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others.
 - b. Using computers or computer networks to harass or threaten individuals or groups.
 - c. Vandalizing computers, computer systems or computer networks. This includes any attempt to alter or destroy data of another user or to endanger the integrity of a computer or computer network or the data stored thereon (including the introduction of any virus, time bomb, Trojan horse or the like), any deletion of or alteration to system files or data, and damaging equipment. The unauthorized examination or copying of files or data belonging to others is also defined as vandalism.

- d. Violating copyright law. This includes using unauthorized copies of software and making, transmitting, receiving, exchanging and/or distributing unauthorized copies of software. Violating copyright laws will be considered theft.
- e. Plagiarizing computer-based copyrighted materials in reports and assignments is also defined as inappropriate use.
- f. Gaining or attempting to gain unauthorized access to computers, computer networks, or computer files or data. This includes evading or attempting to evade software designed to prevent or monitor inappropriate access to the Internet.
- g. Gaining or attempting to gain unauthorized access to a personal account or file of another individual.
- h. Forgery of or interference with electronic mail messages. This includes impersonation of another person while sending e-mail messages, using a false or anonymous name, age, gender or identifier, and the reading, deleting, copying or modifying of any other person's electronic mail.
- i. Using computers or computer networks to commit, facilitate, encourage or promote illegal acts. Using computers or computer networks for a non-educational purpose, such as advertising or commercial purpose or for any other non-educational purpose.
- j. Using computers or computer networks to commit facilitate, encourage or promote the unauthorized or fraudulent use of credit card.
- k. Using computers or computer networks to commit facilitate, encourage or promote the unauthorized or fraudulent use of credit card.
- l. Giving another individual a personal password or letting another individual use a personal account.
- m. Knowingly introducing material forbidden by the Fairfax R-3 School District into computers and/or systems via any electronic storage media. This is defined as indecent, obscene, racist, sexist, pervasively vulgar, defamatory, offensive or illegal material, or materials promoting harm to self or others.
- n. Using computers in an unsupervised area and without permission.

SECTION IV SCHOOL DISCIPLINE

PURPOSE OF THE DISCIPLINE PLAN

The purpose of this plan is to ensure a safe and orderly environment for learning in the Fairfax R-3 School District. This policy provides for all affected a clear statement of the expectations that Fairfax R-3 School has for its students and the consequences which will follow when deviations from the expected occur. It is designed to foster student responsibility, respect for the rights of others and to insure the safe orderly operation of the school.

SATURDAY SCHOOL

Saturday School will be held from 8:00 - 12:00 and will be scheduled for 1 or 2 Saturday's a month depending on the month and need. Students may be required to attend Saturday school if they fall behind on assignments. Administration and Teachers will determine students who are falling behind on assignments. If adequate progress is not being made, the Administrator will assign Saturday School. Students assigned to Saturday School will be required to stay the entire time. Students not completing Saturday School are subject to 1-3 days ISS.

RETENTION POLICY

The purpose of promotions and retention is to provide maximum consideration for the long range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Students in grades 5 and 6 must have a passing grade in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, communication arts, science and social studies.

The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

READING LEVELS AND STATE-MANDATED RETENTION

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the

conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade. Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in grades four, five or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

PHILOSOPHY

We at Fairfax R-3 School believe that academic excellence can only be achieved with solid emphasis placed on all phases of discipline. Discipline means a positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment and the rights of others.

Classroom misconduct will be handled by the classroom teacher. Special assignments, detention, time out, behavior contracts, and loss of recess privileges are typical consequences of classroom misconduct.

The following are guidelines for dealing with discipline, but the administration may deviate from them according to specific situations. These guidelines will be used by the Elementary Principal when a student demonstrates extreme or habitual behavior problems that warrant referral to the office. Teachers are the student's main figure for discipline and at the point when they deem it necessary to send a student to the office.

P 2600 Discipline

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

P 2610 Misconduct and Disciplinary Consequences

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

GLOSSARY OF DISCIPLINARY TERMS USED AND TYPES OF DISCIPLINARY ACTIONS

ASD--After school detention, assigned by classroom teachers or the principal.
Parents/Guardians will be notified concerning the day of the detention.

BC—Behavior Contract. Students can be put on a behavior contract which is a series of steps or levels of punishment used to help correct a misbehavior or habit.

CONFPG—Conference with Parent/Guardian

CONFPR—Conference with Principal

EXP--Expulsion from school. May be a specified time or permanent.

ISS—In School Suspension. Student will be placed in a room under supervision of the principal, teacher, or an aide. All work will be finished by the student and credit will be given for the work. The student will not leave the room except for restroom breaks.

LOSS BRP--Loss of bus riding privileges

LOSS RP--Loss of recess privileges

OSS--Out of school suspension. Student may not make up work or attend any school activity.

Due Process for OSS:

1. Student will be given oral/written notice of charges.
2. With denial of charges, student will be given oral/written explanation of the facts which form the basis for the suspension.
3. Student will be able to present their version of the incident.
4. If the suspension is for more than 10 days, where the pupil asks for an appeal to the Board, the suspension shall be stayed until the Board renders a decision, unless in the judgment of the superintendent of schools, the student's presence poses a continuing danger to persons or property or process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as practicable. Ref: 167.171 Mo Rev. Stat.

RST--Restitution. Student will pay for the cost of theft or property damage. For willful damage to property, state statute allows twice the cost of damage repair.

Note: Please keep in mind as you read through the disciplinary actions that these specific consequences will only take place when a teacher has exhausted his/her strategies when dealing with a student and/or when the offense is a serious violation of the discipline code.

ACADEMICS

1. Classroom misconduct and minor disturbances will be handled by the classroom teacher. Special assignments, detention, time out, behavior contracts, and loss of recess privileges are typical consequences of classroom misconduct.
2. Cheating, borrowing assignments, reproducing another student's work, etc.
1st: ConfPR, ConfP/G, LossRP 1 day
2nd: ConfPR, ConfP/G, "0" for the assignment.
3rd: ISS 1-3 days
3. Taking test copies, answer sheets, teacher's edition text or work books, etc.
1st: ConfPR, ConfP/G, "0" for the assignment, ISS 1-3 days

SOCIAL

1. Improper student dress

Examples: short shorts, wearing hats in the building, suggestive clothing, t-shirts with obscene suggestions or lettering, drugs and alcohol advertising, blouses or shirts that allow the midriff to be visible, or fish net shirts

1st: ConfPR, ConfP/G, change clothes

2nd: ConfPR, ConfP/G, LossRP 1 day, change clothes

3rd: ConfPR, CongP/G, change clothes, ASD 1-3 days

2. Harassment of a student by another (no physical abuse)

1st: ConfPR, ConfP/G, LossRP 1 day

2nd: ConfPR, ConfP/G, ASD 1-3 days

3rd: ConfPR, ConfP/G, ISS 1-3 days

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

1. Use of obscene language

Examples: swearing, cursing, sexually suggestive language or gestures, etc.

1st: ConfPR, ConfP/G, LossRP 1 day, ISS 1-3 days

2nd: ConfPR, ConfP/G, LossRP 2 days, ISS 1-5 days

3rd: ConfPR, ConfP/G, ISS 1-5 days

2. BULLYING – POLICY 2655

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyber-bullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an

investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

First offense – A.S.D., Conference, Saturday School, 1-10 days I.S.S., 1-10 days O.S.S.

Second offense – A.S.D- Conference, Saturday School 1-10 days I.S.S., 1-180 days O.S.S.

PROPERTY MISCONDUCT

1. Gambling, betting money, matching money, pitching money, games of chance, etc.
 - 1st: ConfPR, ConfP/G, LossRP 2 days
 - 2nd: ConfPR, ConfP/G, ASD 1-3 days
 - 3rd: ConfPR, ConfP/G, ISS 1-3 days
2. Theft or attempting to steal private or school property
 - 1st: ConfPR, ConfP/G, RST, AEP 1-3 days, loss RP 3-5 days
 - 2nd: ConfPR, ConfP/G, ISS 4-6 days, law enforcement may be contacted
3. Willful damage to school, staff, or student property
 - 1st: ConfPR, ConfP/G, RST, ASD 1-3 days
 - 2nd: ConfPR, ConfP/G, RST, and ISS 4-6 days, law enforcement may be contacted

DISRESPECTFUL ACTION TOWARD TEACHERS OR STAFF

1. Insubordination or failure to comply with direct instruction
 - 1st: ConfPR, ConfP/G, LossRP 2 days
 - 2nd: ConfPR, ConfP/G, ISS1-3 days
 - 3rd: ConfPr, ConfP/G, ISS 1-3 days
2. Verbal or disrespectful language or gestures to a staff member including harassing phone calls
 - 1st: ConfPR, ConfP/G, LossRP 2 days, ISS 1-3 days
 - 2nd: ConfPR, ConfP/G, ISS 3-5 days
 - 3rd: ConfPr, ConfP/G, ISS 5-10 days, OSS 1-5 days
3. Threatening a staff member
 - 1st: ConfPR, ConfP/G, ISS 1-5 days
4. Actually striking or attempting to strike a staff member
 - 1st: ConfPR, ConfP/G, ISS 1-5 days, OSS 1-180 days
 - 2nd: ConfPR, ConfP/G, possible expulsion, OSS 1-180 days

VIOLENCE

1. Assault or attempting to cause injury to another

Examples: pushing, shoving with intent to injure another

1st: ConfPR, ConfP/G, LossRP 1-3 days, ISS 1-5 days

2nd: ConfPR, ConfP/G, AEP 1-5 days, OSS 1-10 days

3rd: ConfPR, ConfP/G, AEP 6-10 days, OSS 1-180 days

2. Fighting or mutual combat in which both parties have contributed in any way, verbally or physically.

1st ConfPR, ConfP/G, LossRP 1-5 days, ISS 1-5 days

2nd: ConfPR, ConfP/G, ISS 1-5 days, OSS 1-10 days

3rd: ConfPR, ConfP/G, ISS 6-10 days, OSS 1-180 days

3. Weapons use or possession

Students are forbidden to bring on school property any item that is considered to be a weapon. Also look-alike weapons are not to be brought to school. Examples: knives, metal knuckles, guns, fireworks, or explosives of any kind

1st: ConfPR, ConfP/G, ISS 1-10 days, OSS 1-10 days

2nd: ConfPR, ConfP/G, OSS 1-180 days

4. Guns and explosives

1st: ConfPR, ConfP/G, OSS 1 year

5. Extortion, threatening, or intimidating any student for the purpose of obtaining money or anything of value

1st: ConfPR, ConfP/G, ISS 1-3 days

2nd: ConfPR, ConfP/G, OSS 1-10 days

VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

1. Possession or use of tobacco

1st: ConfPR, ConfP/G, Materials will be confiscated, ISS 1-3 days

2nd: ConfPR, ConfP/G, Materials will be confiscated, ISS 3-5 days

3rd: ConfPR, ConfP/G, AEP 6-10 days, Possible OSS

2. Possession, use, or under the influence of alcoholic beverages or substances represented as such

1st: ConfPR, ConfP/G, OSS 1-5 days

2nd: ConfPR, ConfP/G, Possible EXP

3. Possession and/or use of drugs, controlled substances, or anything represented to be such

1st: ConfPR, ConfP/G, Possible EXP

Since it would be virtually impossible to list every violation and every consequence, the principal shall use his/her own discretion and judgment on violations not listed above.

Students may be placed on a Behavior Modification plan for any type of action the Fairfax R-3 School, staff, and administration deems undesirable. The behavior modification plan will state the undesirable actions, desired outcome, and rewards and consequences designed to help the student make the proper decisions. This plan will be enacted with the support of parent and will serve as a communication line between staff and parents as to the behavior of said child. Students can be taken off the plan when the teacher and administration feel the student has made adequate progress towards desirable behavior.

PARENTAL RESPONSIBILITY

The primary responsibility for the education of children belongs to parents. Even though this responsibility is shared with the school, the parent's responsibility remains paramount to their child's success in school. Children emulate their parents. They follow what you do rather than what you say. Therefore, the example you provide in the home is a major factor in building your child's intellectual, cultural, and moral attitudes.

In addition to providing a good example, here are some other ways you can help:

1. Provide proper diet, exercise, and sleep for your child
2. be responsible for your child's cleanliness, personal hygiene, and appropriate dress
3. Provide a proper place at home for your child to study and encourage conscientious completion of assignments
4. Insist that your child obey the regulations and principles of good behavior
5. Encourage the development of your child's individual talents and interests
6. Keep the school informed as to your child's special needs
7. Read all school communications
8. Take advantage of conference times provided and request additional times as needed
9. Respect the school staff and administration
10. Support the guidelines of this handbook

STANDARD COMPLAINT RESOLUTION PROCEDURE **Every Student Succeeds Act of (ESSA)**

1. *What is a complaint?*

For these purposes, a complaint is a written 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 ESSA.

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 the 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:

- a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- b. 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 forty-five 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 five 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-five 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 five 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, 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 nonpublic school children handled differently?***

In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's 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. This 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.

Notice of Nondiscrimination

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Fairfax R-3 School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Fairfax R-3 School District's compliance with the regulations implementing these Prohibitions is directed to contact the High School Principal, Dustin Barnes –Title IX and Section 504 coordinator, Phone 660-686-2851, Fax - 660-686-3436, Address: 500 Main Street, Fairfax, MO 64446, e-mail dbarnesfxbulldogs.net, who has been designated to coordinate Fairfax R-3 School District's efforts to comply with the regulations implementing Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Fairfax R-3 School District's compliance with the regulations implementing Title IX or Section 504.

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

Harassment in verbal, written, symbolic or physical form will not be tolerated. Any student who feels victimized by this type of treatment by other students or staff should report the incident immediately.

The school principal is designated as the contact person. All reports should be made immediately.