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Fayette R-III High School

"Home of the Falcons"

www.fayette.k12.mo.us

2025-2026 Student/Parent Handbook

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

Mr. Brent Doolin, Superintendent

Mr. Jason Hannam
Principal

Mrs. Sarah Dickerson
Secretary

Mrs. Jennifer Shepard
Counselor

Mr. Garth Menees
Athletic/Activities Director

DISTRICT MISSION

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

Fayette R-III School Calendar 2025-26

Daily Bell Schedule

Doors Open	**7:20**
Students to Class	**7:45**
1st Hour	**7:50-8:45**
2nd Hour	**8:48-9:43**
3rd Hour	**9:46-10:41**
4th Hour (Lunch 2)	**10:44-11:39**
Lunch 1	*10:44-11:08*
Lunch 2	*11:39-12:03*
4th Hour (Lunch 1)	**11:08-12:03**
5th Hour	**12:06-1:01**
6th Hour	**1:04-1:59**
7th Hour	**2:02-2:57**
8th Hour	**3:00-3:30**

WELCOME TO FAYETTE HIGH SCHOOL

On behalf of the faculty and staff of Fayette High School, we would like to welcome you. We are looking forward to assisting you in fulfilling your educational goals. Fayette has a history of fine academic and extracurricular 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,

Mr. Jason Hannam
High School Principal

It is not our intent to impose unnecessary restrictions on students. We intend for 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 avoid and solve problems.

ALTERNATIVE METHOD OF INSTRUCTION PLAN

What is an Alternative Method of Instruction Plan (AMI)?

AMI is a plan that can be utilized on days when school is closed due to inclement weather, illness, exceptional emergency circumstances, or other natural disasters. It will be at the district's discretion on whether the school is considered "closed" or if an "AMI" day needs to be implemented. Students in the Fayette School District will receive instructional activities which may include virtual instruction, online activities, email, or other means when AMI is deemed necessary to further educational instruction.

The goal of the AMI plan is to embed curriculum with learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge is achieved. AMI simply allows for the continuation of learning when students miss days of regular instruction.
Important items to remember about AMI days:

- Students will NOT attend school on an AMI day. All students will have assigned work to be completed at home on these days.
- Teachers may hold scheduled classes online. (Schedule posted below for those who choose to do so.)
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete the work will be marked absent for the related AMI day.

FHS/CMS AMI Schedule for Class Zoom/Google Meet Sessions*	
8:00 - 8:45	1st Hour
9:00 - 9:45	2nd Hour
10:00 - 10:45	3rd Hour
11:00 - 11:45	4th Hour
12:15 - 1:00	5th Hour
1:15 - 2:00	6th Hour

2:15 - 3:00	7th Hour

*** Students in Grades 6-12 should check their school email and/or google classroom for updates from teachers regarding lessons for the day or adjustments to virtual sessions in order to count in attendance for the period.**

ANNOUNCEMENTS

Weekly announcements will be organized by the LA IV Honors class and shared via email to faculty, staff, and students. They are also available on the TeacherEase student/parent portal and the high school webpage (www.fayette.k12.mo.us).

ARRIVAL PROCEDURE

Students will report to the commons area upon arrival, unless permission is granted to visit a classroom for tutoring or club meetings. Parents should avoid delivering students prior to 7:20 a.m. when the doors are unlocked.

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.

CLUBS

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 7:20 a.m., until the first bell rings, at approximately 7:45 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 advisory period.

2. **Club 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 7:20 a.m., until the first bell rings, at approximately 7:45 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 a 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/emotional 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. Staffing for student placement

9. Individual and group testing
10. Student records

DANCES

Students enrolled in FHS grades 9-12 are welcome to attend a school dance. **Students must be in attendance all day the day of the dance. Students must finish serving all discipline in order to attend dances.** Anyone not enrolled in grades 9-12 at FHS must be signed up on the guest list in the office. A Guest Permission Form will also need to be filled out and signed. 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 9th 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 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; sagging pants or shorts.
   No white cotton-ribbed underwear tank tops (unless under another shirt) or muscle shirts; shirts open down the side; tube tops; string tops or halter tops; mesh tops without lining; razorbacks or shirts that allow midriff to be shown. Shirts must be closed in the back, straps must be at least an inch wide - all undergarments must be covered and can not be seen through a thin covering or see-through material.
   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.
Other dress 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 a shirt provided by the 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. No student currently earning a failing grade in any class will be allowed to miss class/school for any school-related, extracurricular activity. 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.

Any student serving ISS or OSS will not be allowed to attend a field 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. locked 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. Students will not be allowed to wear hats while eating at the table in the lunchroom.

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.

Due to DESE regulations, we are required to only substitute a carton of milk with a milk alternative. Students who are allergic or have a milk sensitivity will receive a soy milk carton. Juice cannot be a substitute. If you have any questions, please email Paula Volkmann at pvolkmann@fayetteschool.org.

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.

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. If you have questions, please contact us at the following numbers.

Mr. Brent Doolin
Fayette R-III Superintendent
District Wellness Co-Coordinator
248-2153

Angie Race
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. Electronics, tablets, blankets, 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. 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.

CHROMEBOOKS/ACCEPTABLE USE AGREEMENTS

By using or taking possession of a Chromebook/iPad owned by Fayette R-III Schools, a user and their parents/guardians are agreeing to comply with the Use Agreement found on the One2One Risk Solutions Website and the Technology Use Policy EHB. Students and their parents/guardians must either purchase the insurance or waive the insurance and submit their response through this website each year. Failure to do so will result in the student not being allowed access to district technologies.

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 (660-248-3205).

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

The following expectations are in place to ensure the safety of all students. It should be noted that the school bus is considered and extension of the classroom:

1. Obey the bus driver. Follow directions the first time they are given.
2. Keep head, hands, feet, and objects to yourself and inside the bus.
3. Keep the aisles clear.
4. Remain Seated in your assigned seat.
5. Do not eat, drink, litter, write on or damage the bus in any way.
6. Use respectful language. No loud talking or noises, no cursing.

It is a privilege to ride the school bus. Students are subject to losing their riding privilege for infractions of the above rules. Disciplinary action for infractions occurring on the bus will follow the back of the bus ticket referral form, which follows:

Step 1. Bus driver offers verbal directives for behaviors.
Step 2. Bus driver takes corrective action by assigning seats.
Step 3. Bus driver generates a Bus Conduct Report producing corrective action by a building administrator.
a. 1st conduct report – Principal gives verbal directives with parent contact and bus letter.
b. 2nd conduct report – Principal gives verbal directives with one-day suspension of bus riding privilege.
c. 3rd conduct report – one to three-day suspension from bus riding.
d. 4th conduct report – five-day suspension from bus riding.
e. 5th conduct report – ten-day suspension from bus riding.
f. Future conduct reports – ten-day suspension from bus riding.
g. Severe behaviors (fighting, bullying, aggressive behavior towards other passengers or the bus driver) results in a minimum 10-day suspension and potential revocation of bus riding privileges.

Parents/Guardians will be required to determine one pickup and one drop-off point for their respective children. Calls to building secretaries or notes changing pickup/drop-off points will not be accepted. Students are not permitted to ride home with other students on a bus for birthday parties, sleepovers, etc. These arrangements should be made between families so that proper pick-up after school can take place.

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 student 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 obey posted speed limits within the school zone.

Walkers/Riders

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

Designated Parking Areas

Large Front Parking Lot - Faculty, Staff, Students

Small Parking Lot - Seniors only. No backing in along the fence.

Lower Parking Lot - No parking unless given permission by school staff.

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, or home school. Regular attendance is important to students who wish to do their best work in school. Those who do not attend regularly find it difficult to keep up with assignments. Although students with excused absences are allowed to do make-up work, it is very difficult, if not impossible, for students to make up material brought out in class discussions. This fact alone is enough to indicate the importance of regular attendance.

1. When students are absent from school, it is the responsibility of the parent/guardian to notify the school when the student is absent.

2. The following absences will be excused and all assignments may be made up:

a. Any doctor, clinic, or hospital signed absence stating time, date, and length of absence
b. Required religious observances
c. Reasonable absence due to death in the immediate family. Immediate family is defined as parent or stepparent, brother or sister, stepbrother, or stepsister, and/or grandparent
d. 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 a 48 hour (2 day) period following the absence or the absence will not be excused.

3. Students will be given one day to make up assignments for every day of excused absence. Students with unexcused absences will receive a 0% for daily work for any unexcused days. The responsibility for securing and doing any missed assignment(s) lies with the student. If a student knows in advance that he/she will be absent, he/she is responsible for obtaining assignments in advance.

4. Tests or long range out-of-class assignments will be due on the day the student returns to school if the test or project was announced before the absence. Other make-up tests will be arranged with the teacher.

5. 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 absence from school occurs on a Friday, the student will be ineligible to participate in weekend activities, unless the administrator excuses the absence.

Attendance is vital to the success of our students. Students with chronic absences may have the following consequences applied:

The State of Missouri does not differentiate between excused and unexcused absences. As such, Fayette High School no longer differentiates between the two when counting overall attendance.

So that parents may be kept informed of their student's attendance record, daily calls may be made for verification, and letters or emails will be mailed on absences four (4), six (6), and eight (8). These letters will restate the attendance policy and consequences that follow. Upon the tenth (10) absence, a letter will be sent home to inform parents that their student is in violation of the district;s attendance policy, and the referral process will begin.

The referral process may include one or more of the following:

a. Referral to the appropriate supporting agency - Howard County Juvenile Office
b. Referral for possible retention
c. Referral for Non-Traditional Learning Center (NTLC)

Tardy 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.

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. 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 7:50 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 1, 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 by completing the final check-out form.
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 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 Mr. Brent Doolin, Superintendent of Schools, by calling (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, visual impairment, 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, Mrs. Abby Arnette 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.

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

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, just go to 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 are television stations that will be notified of cancellation: KOMU 8, KRCG 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 Alerts on our school website.)** PLEASE listen to these stations for the announcement rather than calling the schools and hindering our notification process. **In case of cancellation, we will also alert you if it is an AMI day**. Please see AMI schedule on page 5.

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?
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 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 School 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. As an example; please do not contact the Superintendent or a member of the Board of Education about an issue, prior to having a conversation with the teacher and then the principal.

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. Please call or email your child's teacher(s) for an appointment.

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. The student is not to contact the parent directly to be picked up prior to being checked out at the health office. 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.
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…

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.

SECTION V: ACADEMIC PROCEDURES AND GUIDELINES

ATHLETIC & ACTIVITY ELIGIBILITY

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

- Students must pass 3 units of credit per semester to compete in athletics the following semester. This means students must pass 6 of their 7 classes to be eligible to play the following semester
- Students must be enrolled in and regularly attending courses that offer 3.0 units of credit in a semester.
- Coaches reserve the right to require student athletes to maintain certain grades throughout the season in order to play their sport.

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. We do allow exemptions for students who are members of the FHS Renaissance Club, those are listed below;

Current Renaissance requirements

Gold Card - student must have a minimum of a 3.8 GPA the previous semester and no disciplinary referrals that semester.

Silver Card - student must have between a 3.2 and a 3.79 GPA and can receive nothing more than 1 Wednesday detention.

Bronze Card - student must have between a 3.0 and a 3.19 GPA and can only have received 1 Wednesday detention or 1 day of ISS. In addition, students whose GPA improved over the span of a semester, are eligible for Bronze Card status.

Final Exam exemptions

No dual credit course finals are able to be exempted.

Projects and papers - allowing exemptions is at the discretion of the teacher.

Gold Card holders - students are eligible to exempt 3 final exams.

They must have a 96% semester grade at the time they present the exemption form to their teacher. In addition, they can only have 3 unexcused absences for the

semester. This is listed as “AE” in Teacherease. A verified absence, of “V” in Teacherease, is considered an unexcused absence.
Silver Card holders - students are eligible to exempt 1 final exam with the additional 96% grade and no more than 3 unexcused absences requirements.

SUMMER SCHOOL

Credit may be recovered during the summer school session provided the student meets the following criteria;
Students who failed a semester-long course, or who failed only one semester of a year-long course, may recover credit in those courses if their final percentage was between 50-60%. Anyone with a grade lower than 50% will have to repeat the course. Students will be allowed to enroll in two courses per summer.
Additionally, during the summer school session we will offer the required courses of Health and Personal Finance, provided enrollment is large enough to make it feasible for the school district. This will allow students more flexibility and freedom in their schedule during the regular school year.

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

HONOR ROLL

An honor roll is compiled at the end of each semester.
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. Students must have a 95% attendance record and receive credit for each of the four core classes each semester. Annual dues of $20.00 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 27 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 7th 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	7 credits
Total	**24 credits**

Additional Requirements:

1. Each student must also pass the Missouri and United States Constitutions tests and a civics test.
2. Each student must complete at least one (1) credit of Language Arts I, II, and IV, one (1) credit of American History, and ½ credit of Government.
3. Each student must complete mandated end of course (EOC) exams in: Language Arts 2, Algebra 1, Biology and Government.
4. Each student must complete 30 minutes of CPR training.

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.

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 a cumulative 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.
- 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. (Alternatives to the A+ Algebra I EOC include sliding scale with ACT math subscore and GPA.)
- 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 realistic work experiences. The following areas of study are available at Moberly Area Technical Education Center:

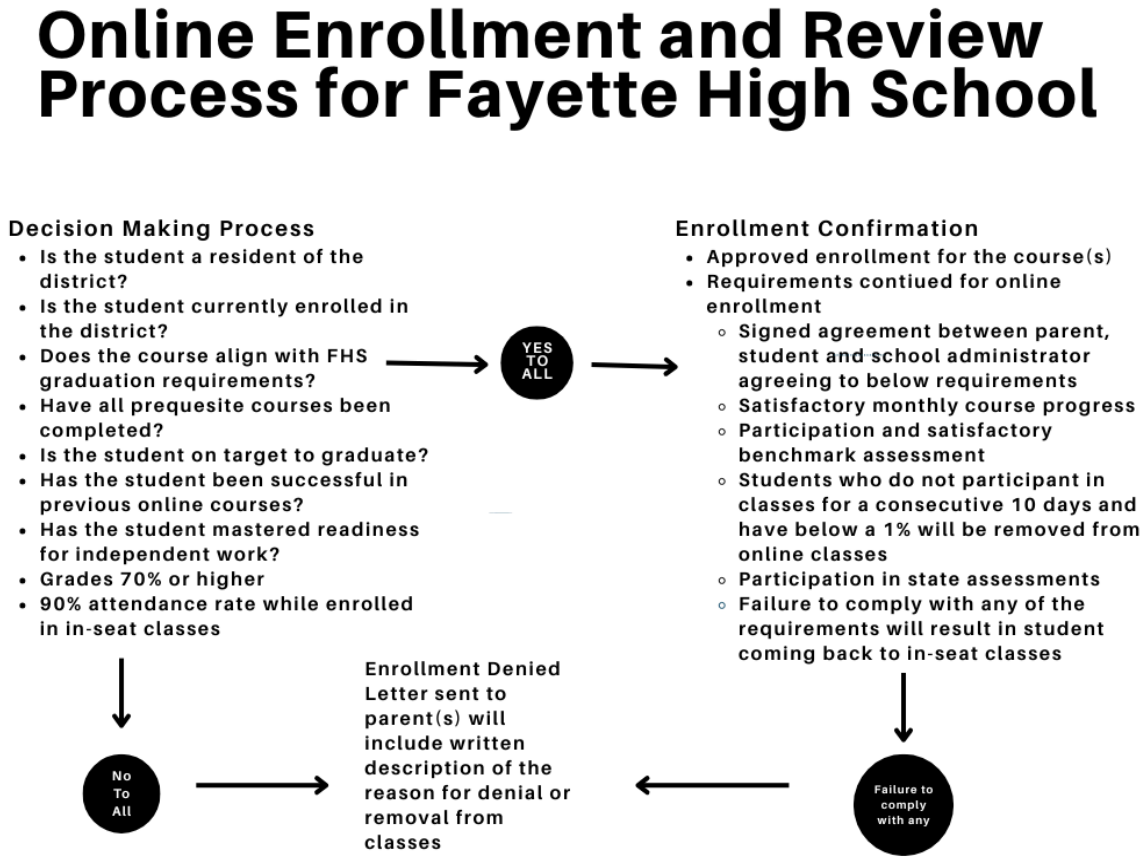
Architectural & Engineering Design
Automotive Technology
Building Technology
Business and Technology
Child Development
Collision Repair Technology
Computer Information Systems
Machine Tool Technology
Marketing
Medical Technology
Welding Technology
Embedded Credit

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. Students with less than 90% attendance and less than 2.0 GPA will not be considered.
MATC students attend their Moberly classes on Mondays. On days when FHS has school and Moberly does not, MATC students may leave for the afternoon if their grades are all C- or better. Any students with lower grades will stay for study hall.

Virtual School Program

Students who have been enrolled full time in a public or charter school for at least one semester immediately prior, may enroll part-time or full-time in the Missouri Course Access and Virtual School Program (MOCAP). Enrollment must be approved by Fayette R-III. Students who have below 90% attendance and whose grades are less than 70% will not be eligible to attend classes virtually. If a student's grades in classes are less than 70%, the student will be unenrolled in the program and they will need to return to their original academic course of study. A student with a documented medical or psychological condition that prevented the student from attending school during the previous semester shall be exempt from the requirement that a student is enrolled full-time in and attended a public school for at least one semester in order to enroll in Missouri Course Access and Virtual

School Program courses. If you feel that your child might benefit from this program, enrollment takes place the same time enrollment takes place for other courses. Students should enroll in MOCAP courses the same way they enroll for regular Fayette R-III courses with their counselors.
See attached flow chart.



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 commons 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 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 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 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 includes 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. 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.

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. Detention count starts over each semester.

WEDNESDAY DETENTIONS

Wednesday 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. Additionally, Wednesday detentions will be given as a consequence of tardy and cell phone referral violations, along with other relatively minor infractions.

The following guidelines will apply to Wednesday Detention:

1. Prior to being assigned to a Wednesday detention at school, an email 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 Wednesday detention, he/she must report to the High School office Wednesday 3:00 p.m. and will remain until 4:00 p.m.
3. During the student's attendance for the detention he/she is expected to:
    - Work on school assignments.
    - Remain in the assigned seat, unless given permission to do otherwise.
    - Not visit with anyone.
    - Don't lay your head on the desk.

A violation on any of No. 3 will cause the student to be given a day of ISS. In addition, the Wednesday detention will be served at the next opportunity.

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 and make up any missed time on the next available day. 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.
5. Students in ISS will be assigned to a study carrel. The supervisor will control breaks for restrooms, lunch, etc.
6. 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.
7. Any student violating the ISS guidelines will be suspended for the full length of the time designated by the original rule infraction.
8. Students sent home for refusing to go to ISS will have to serve their ISS upon their return.
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 a student is assigned 10 days OSS (or less), the student may make-up all work and have it ready to turn in on 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, the student will be given notice of hearing as soon as possible. If a 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 advisory 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.

Boisterous Conduct – Engagement in horseplay activity, including but not limited to: shoving, kicking, pushing, chasing, invading personal space, and loud arguing.

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 texts 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. See attached Bully Incident Report Form below;

BULLYING INCIDENT REPORT FORM

(***Bullying Incident Report Form for Use by Parents, Students, and Community Members***)

Reporter (Person Filing the Report)

Date Filed:_____

Name:_____

Address:_____

Phone Number:_____ E-mail:_____

Relationship to the student being bullied (*parent/guardian, fellow student, community member, etc.)*:

_____

☐ I prefer to remain anonymous. *(The district will investigate all allegations of bullying, but it is more difficult to follow up on anonymous reports.)*

Bullying frequently involved repeated behavior. If you have witnessed or have knowledge of more than one incident, please provide information on all incidents. Please feel free to use multiple forms or attach additional pages if necessary to report all related incidents.

Did you witness this incident? Yes No

If no, provide the specific information as to how you found out about this incident:_____

_____

_____

_____

_____

Details of Incident

1. Date and time the incident took place: Date:_____ Time:_____

   (*If the exact date and time are uncertain, provide an approximate date and time.*)

2. Where did the incident take place? (*Be as specific as possible. For example, instead of "the middle school," specify "the sixth-grade section men's bathroom at the middle school."*)

   _____

   _____

   _____

   _____

3. Please provide as much of the following information as possible for each student who was the target of the bullying:

_____ DES
CMS FHS _____
Name of Targeted Student Grade Level School of Attendance

_____ DES
CMS FHS _____
Name of Targeted Student Grade Level School of Attendance

_____ DES
CMS FHS _____
Name of Targeted Student Grade Level School of Attendance

_____ DES
CMS FHS _____
Name of Targeted Student Grade Level School of Attendance

_____ DES
CMS FHS _____
Name of Targeted Student Grade Level School of Attendance

4. Please provide as much of the following information as possible for each student who was engaged in the bullying behavior:

_____ DES
CMS FHS _____
Name of Targeted Student Grade Level School of Attendance

_____ DES
CMS FHS _____
Name of Targeted Student Grade Level School of Attendance

_____ DES
CMS FHS _____
Name of Targeted Student Grade Level School of Attendance

_____ DES

CMS FHS _____

Name of Targeted Student Grade Level School of Attendance

_____ DES

CMS FHS _____

Name of Targeted Student Grade Level School of Attendance

5. List the names of others who witnessed or may have witnessed the incident:___

_____

_____

_____

_____

6. Please describe the incident. (*Include as much detail as possible. Do not "clean up" anything that was said or done. If inappropriate language or gestures were used, include the exact language and describe the exact gesture used.*)___
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

7. Is there any other information you believe is relevant for the district to know when investigating this incident?_____
_____
_____
_____
_____
_____
_____
_____
_____

This report should be accompanied by any applicable evidence that bullying occurred, such as copies of notes, e-mails, or photos. <u>If the bullying includes sexting, nudity, or inappropriate images of a minor, please do NOT copy, download, or further distribute images!</u> Instead, show the evidence to the principal immediately so that appropriate action can be taken.

A copy of this form should be submitted to:

Title:_____
_____

Address:_____
_____

E-mail:_____ Fax:_____
_____

You may also provide information over the phone:_____
(phone number)

Once received, this form will be forwarded to the appropriate staff member for further action.

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 9-12

Cellular Phones, Smart Watches, and Audio Visual Devices:

With the district giving all students access to Chromebooks, possession of personal electronic devices while at school not only increases the potential for theft to occur, but they also have the potential of being very disruptive. Students who disrupt the school or classroom through the use of cell phones/smart watches/audio visual devices or use them for inappropriate activities will be dealt with through the disciplinary process and are subject to having their devices confiscated.
Cell phones/smart watches/audio visual devices must not be on the students' person during the school day; this will result in a discipline issue. When students enter the building they are to put their devices away in their backpack or taken directly to their locker if they choose to bring them into the school building.
If a cell phone/smart watch/audio visual device is on the students' person or is heard (ie. ring, alarm, vibration) during the school day; it will result in a cell phone violation and is subject to the School Discipline Matrix. While it is preferred that plans occur before the school day, we are aware that emergencies occur. When it is absolutely necessary, parents may still communicate with their student by calling the front office and we will get messages to the student. It would also be acceptable to send an email. Please be aware that messages after 2:30 pm may not be delivered in a timely manner.
At no point will the use of cell phones/smart watches/audio visual devices be allowed during any time of the school day. Students will keep their devices in their school locker, in their backpack, in their vehicle, or at home during school hours.

Cell Phone/Smart Watch/Audio Device usage violation:

First Offense- Device will be sent to the office, device will be returned to the student at the end of the school day, violation is recorded via a referral with a verbal warning with parent notification. Parent/guardian must acknowledge via email or phone call that they were aware of the violation.
Second Offense- Device will be sent to the office, device will NOT be returned to student and will only be able to be picked up by a parent/guardian, and the student will serve a Wednesday detention.
Third Offense- Device will be sent to the office, device must be picked up by a parent/guardian, student will serve 4 days of ISS, and the student must participate in device check-in at the office for two weeks.

Fourth Offense- Device will be sent to the office, device must be picked up by a parent/guardian, student will serve one day of OSS, and a meeting with the parent must be held, in-person, at the school, and device check-in of a length to be determined by administration.
Subsequent Offenses- Additional consequences could also be added but not limited to loss of hallway privileges, parking privileges, detentions, ISS, OSS, and/or permanent device check-in.

Additionally, if a student refuses to give administration their cell phone at the time of the violation an additional violation of Defiance of Authority will be assigned along with an automatic 1 day OSS to be served the next school day.

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.

Students may not use, display, or threaten the use of, dangerous instruments during school hours or at away activities.

Defiance of Authority – Refusing to follow reasonable directions of school authorities or deliberately disobeying school rules and policies. Including refusal to give a cell phone to administration at the time of a cell phone violation.

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

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) – Uncourteous 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. Tardies are counted by individual class. Students will receive disciplinary action after they have received more than 3 tardies in one class.

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/Vaping (see Board policy JG-R4)

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

Use of any tobacco/vaping 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:

1. A firearm as defined in 18 U.S.C. §921
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife as these terms are defined in § 571.010, RSMo. For the purpose of this subsection, "knife" does not include any ordinary pocket knife with a blade no more than four inches in length.
3. A dangerous weapon as defined in 18 U.S.C. §930(g)(2)

4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

Students who bring or possess weapons as defined in #3, #4, and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

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 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 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.

Recommend 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.

Fayette High School Discipline Matrix

Offense	1st Referral	2nd Referral	3rd Referral	4th 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	10 days OSS, RS, NLE	10 days OSS, RS, NLE	10 days OSS, RS, NLE	10 days OSS, RS, NLE
Assault with intent to do bodily harm	10 days OSS, RS, NLE	10 days OSS, RS, NLE	10 days OSS, RS, NLE	10 days OSS, RS, NLE
Assault with intent to kill or cause serious physical injury	Expulsion, NLE	-	-	-
Boisterous Conduct or Horseplay	Detention	1 day ISS	2 days ISS	3 days ISS
Bullying/Harassment * Policy JFCF	1-3 days ISS	2-4 days ISS	1-5 days OSS, NLE	5-10 days OSS, RS, NLE
Bus misconduct * Policy JFCC (All bus discipline will also include punishment for the act committed for the specific offense.)	See page 12	See page 12	See page 12	See page 12
Cell phone and non-academic electronic devices (See Cell Phone Policy, pg. 42)	Device taken, Returned to student at the end of the day, Parent Notification, & Recorded verbal warning	Device taken, parent must pick up, Wednesday detention	Device taken, parent must pick up, 4 days ISS, & device check-in for two weeks	Device taken, parent must pick up, 1 day OSS, in-person parent meeting, & device check-in for length determined by administration
Cell phones and non-academic electronic devices - refusal to submit	1 day OSS	2 days OSS	3 days OSS	5 days OSS w/ referral to Superintendent/JO
Dangerous Items - possession **or** use - Items will be confiscated	2 days ISS **or** 1 day OSS	5 days ISS **or** 3 days OSS	10 days OSS,OE	10 days OSS,OE
Defiance of Authority	Detention	1 day ISS	2 days ISS	3 days ISS
Dishonesty	Detention	1 day ISS	2 days ISS	1 day OSS
Disrespectful/Disruptive Conduct or Speech – directed toward a fellow student or staff member * Policy AC	Detention	1 day ISS	2 days ISS	1 day 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	1 day ISS, LOP of parking on site 5 days	2 days ISS, LOP of parking on site 10 days	Revocation of parking privileges remainder of school year, ISS
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 OSS,OE, NLE
Extortion	RIA, 3-5 days ISS	RIA, 5-10 days ISS	RIA, 5-10 OSS	RIA, 11-180 days OSS
Failure to Meet Conditions of Suspension * Regulation JG-R1	1 day ISS	2 days ISS	3 days ISS	5 days ISS
False Alarms	RIA, 10 days OSS	RIA, 10 days OSS	RIA, 11-180 days OSS	RIA, 11-180 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	Friday Detention	1 day ISS	3 days ISS, 1 day OSS
Sexual Harassment	3-5 days ISS, RS	5-10 days ISS, RS	5 days OSS, RS	10 days OSS, RS
Tardies	Wednesday Detention (4 tardies)	Wednesday Detention (6 tardies)	Wednesday Detention (8 tardies) & 1 day ISS	Wednesday Detention (10 tardies) & 4 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 or verbal assaults	RIA, 3-5 days ISS	RIA, 5-10 days ISS	RIA, 5-10 days OSS	RIA, 11-180 days OSS
Tobacco/Vaping – possession or use * Regulation JG-R4	5 days OSS	7 days OSS	8 days OSS	10 days OSS RS
Truancy * Policy JEDA	Detention	1 days ISS	3 days ISS	5 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	10 days OSS, RS, NLE	10 days OSS, RS, NLE	10 days OSS, RS, NLE	10 days OSS, RS, NLE

All discipline will be documented in the 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	RS Referral to Superintendent

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Decisions made regarding student discipline will be at the discretion of administration. 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.

One day of ISS may be substituted for Detention upon discretion of administration.

Students sent home for refusing to go to ISS will have to serve their ISS upon their return.

Safe Schools Act

Under the regulations of the Safe Schools Act, student dismissal will be recommended to the Superintendent for, but not limited to the following actions: first or second degree murder, kidnapping, first or second degree assault, forcible rape, forcible sodomy, burglary in the first or second degree, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, voluntary or involuntary manslaughter, felonious restraint, or possession of a weapon.

All of the above offenses are criminal acts; legal authorities will be notified after each offense.

If you have any questions regarding the compliance with the Safe Schools Act legislation, please contact the Superintendent of Schools, 705 Lucky Street, Fayette, MO 65248, or telephone 660-248-2153.